

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL  
FORT SILL, OKLAHOMA 73503

USAFACFS Regulation  
No. 420-21

12 March 2003

Facility Engineering  
**R & U Program**

Supplementation of this regulation by subordinate  
commanders is prohibited unless specifically authorized  
by Headquarters, USAFACFS.

		Paragraph	Page
CHAPTER 1	GENERAL		
	<a href="#">Purpose</a>	1-1	1
	<a href="#">References</a>	1-2	2
	<a href="#">Abbreviations and terms</a>	1-3	2
	<a href="#">Applicability</a>	1-4	2
CHAPTER 2	RESPONSIBILITIES		
	<a href="#">Commanders and Directors</a>	2-1	2
	<a href="#">Self-Help R&amp;U Teams</a>	2-2	3
	<a href="#">Family Housing Occupant</a>	2-3	4
	<a href="#">Directorate of Public Works (DPW)</a>	2-4	5
CHAPTER 3	POLICY AND PROCEDURES		
	<a href="#">Objectives</a>	3-1	5
	<a href="#">Self Help Store</a>	3 -2	5
	<a href="#">R&amp;U Team Components</a>	3-3	6
	<a href="#">R&amp;U Training</a>	3-4	7
	<a href="#">Authorized Repairs</a>	3-5	8
	<a href="#">Housing Area Sponsorship Program</a>	3-6	8
Appendix A	<a href="#">Self Help Store Stock List</a>		9
Appendix B	<a href="#">Authorized R&amp;U Repairs for Troops</a>		13
Appendix C	<a href="#">Authorized R&amp;U Repairs for Family Housing</a>		14
Appendix D	<a href="#">Tools and equipment List</a>		16
	<a href="#">Glossary</a>		17

## CHAPTER 1

### GENERAL

**1-1. PURPOSE.** This regulation prescribes policies, assigns responsibilities, and establishes procedures for the United States Army Field Artillery Center and Fort Sill R&U program. It protects DOD's investment in facilities and improves Quality of Life. The R&U program enables consistent maintenance and repairs by involving units, activities, and occupants in the preservation and upgrade of their premises to reduce expenditures to the government.

#### **1-2. REFERENCES.**

- a. AR 420-70, Building and Structures, October 1997.
- b. AR 210-50, Family Housing Management, February 1999.

**1-3. ABBREVIATIONS AND TERMS.** The glossary explains abbreviations and terms used in this regulation.

**1-4. APPLICABILITY.** This regulation is mandatory for all troop units. It is applicable to self-help repairs of all types of buildings and facilities including troop billets and government quarters. This regulation applies to—

- a. Commands and activities at Fort Sill, which are supported by Fort Sill, including tenant activities and contractors.
- b. Personnel assigned, attached, employed, or otherwise connected with commands and activities listed above including Family Housing occupants.

## CHAPTER 2

### RESPONSIBILITIES

#### **2-1. COMMANDERS AND DIRECTORS WITH MILITARY PERSONNEL.**

Commanders and directors are responsible for management of maintenance, repair, and beautification of all facilities utilized, occupied, or sponsored by their unit. This includes monitoring the conduct of R&U programs in their respective areas and ensuring the real property facilities assigned to them are maintained.

- a. Battalion-level and separate unit commanders will--

- (1) Ensure at least one NCO (SGT or higher) is on appointment orders as R&U NCO and attends the Advanced R&U Training Course.

(2) All battalions will have an R&U team consisting of one each NCO at battalion level and at least one R&U representative per battery. Designate each battery R&U representative using appointment orders.

b. Unit level commanders will--

(1) Assume responsibility for maintenance, repair and beautification of their unit areas.

(2) Appoint competent personnel to participate in an active self-help program for all assigned buildings and structures in their area of responsibility. Commanders are responsible for selection based on construction trade knowledge and inherent skills (e.g., electricians, plumbers, carpenters, painters, etc.).

(3) Ensure a person is designated in writing (orders) as Unit R&U representative. Representatives will be on orders, with not less than 12 months of service remaining at Fort Sill. Furnish one copy of assignment orders to Directorate of Public Works (DPW) (ATZR-EF).

(4) Ensure all R&U team representatives attend the Basic Self Help course.

(5) Upon replacement of an R&U representative, ensure the battalion-level R&U NCO is notified on written orders of the change and the replacement attends the R&U course before assuming duties.

(6) Insure that materials requested are properly used.

(7) Allow DPW personnel access for maintenance and repair of building and facilities.

(8) Be responsible for all facilities utilized, occupied, and sponsored by soldiers of their command. Unit having largest concentration of soldiers in facility will maintain areas common to more than one command.

**2-2. R&U TEAMS.** R&U teams maintain and repair facilities using materials from the Self Help Store. R&U teams are responsible for tasks that are associated with good housekeeping practices, normal maintenance, and minor repair.

a. R&U NCO will--

(1) Attend Basic Self Help and the Advanced R&U training courses.

(2) Give guidance and ensure that all unit representatives are familiar with the procedures required to effectively utilize the R&U program and have attended the Basic Self-Help training course.

(3) Act as liaison between the unit and DPW advocate. Act as person to call for additional information for all DA Form 4283 (Work Request) submitted by battalion-level or a subordinate organization if point of contact (POC) listed on DA Form 4283 is not available.

(4) Continually monitor areas to determine deficiencies and appropriate corrective measures. Establish a schedule for quarterly recurring inspections and survey of each facility to determine deficiencies and appropriate corrective measures. Ensure that maximum effectiveness of the unit R&U program is being maintained.

b. R&U representative will--

(1) Attend training courses. Each representative will attend Basic Self Help training. Preferably at least two people on team attend the Advanced R&U training (in addition to the R&U NCO). Certificates are given to graduates of these courses.

(2) Develop knowledge in carpentry, painting, plumbing, electrical, safety hazards, fire hazards, and custodial activities. It is not expected for R&U self-help representative to be an expert in all of these areas. However, representatives who are dedicated and observant soon develop a working proficiency in these areas.

(3) Inspect and initiate maintenance and repairs of real property. Unit R&U teams will accomplish all items in appendix B. Refer all maintenance and repair above that level to the DPW for action by using DA Form 4283 (Facility Engineer Work Request) or service order as appropriate.

(4) Maintain tools utilized to perform maintenance and repairs.

(5) Ensure timely repairs are made to prevent major repairs being required at a later date.

(6) Notify unit commander and DPW of all maintenance and repair work that is beyond the scope of the R&U program.

(7) Monitor status of requested work from the DPW advocate or web site at <http://sill-www.army.mil/dpw/>.

## **2-3. FAMILY HOUSING OCCUPANT.**

a. Family Housing Occupant will--

(1) Insure the spouse/responsible member of their household attends the Basic Self Help class.

(2) Continuously monitor quarters to determine deficiencies and appropriate corrective measures.

(3) After attending the Basic self help class, perform all authorized maintenance tasks listed in appendix C to assigned quarters.

(4) Insure all self-help tasks have been performed before quarter's termination.

**2-4. DIRECTORATE OF PUBLIC WORKS.** Directorate of Public Works has overall responsibility for all R&U or self-help work performed on real property facilities.

a. DPW will--

(1) Develop installation policies and procedures and provide commanders/directors with R&U guidance.

(2) Operate the Self Help Store. Stock, maintain, and issue necessary supplies and equipment.

(3) Schedule and conduct training for Basic Self Help and Advanced R&U classes.

(4) Approve all projects involving repair, modification, or alteration to real property facilities. Real property occupants (units or individuals) will accomplish no work above R&U level until DPW grants approval.

(5) Provide technical assistance and guidance for new construction and major modification projects. This includes supervision of maintenance, modification, or alteration conducted under the program.

(6) Review and process requests for work beyond capabilities of R&U teams.

## CHAPTER 3

### POLICY AND PROCEDURES

**3-1. OBJECTIVES.** The R&U Program is a program whereby the occupants of a building or facility perform first level maintenance and repair with supplies furnished by the Directorate of Public Works. It is not intended to place all responsibility for repairs and maintenance of facilities upon the occupants. It is intended to achieve economic accomplishment of many minor tasks that can be effectively performed by the occupants or personnel utilizing the government facility rather than installation contracting for more expensive repair methods. The tasks listed in appendix B and appendix C list examples of most common and frequent tasks expected of occupants.

### 3-2. SELF HELP STORE.

a. The Self Help Store is located in Building 1948 on Barbour Road.

b. DPW will only issue supplies to properly identified individuals who have completed the Basic Self Help training. Authorized supplies are designated into two categories: Army Family Housing (AFH) and Troop Issue. Use supplies only on the authorized facility for which issued.

c. Supplies stocked in the store are found in appendix A.

d. Tools and equipment available for loan are found in appendix D.

(1) DPW will issue tools and equipment on a 48-hour loan basis.

(2) DPW will use DA Form 3161 (Temporary Hand Receipt) to maintain a record of all tools and equipment loaned.

e. Hours of operation are (excluding legal public holidays)--

(1) Monday through Friday 0800 to 1130 and 1230 to 1700.

(2) Saturday 0800 to 1200 (first and third Saturdays each month).

f. Return supplies issued and not used to the Self Help Store.

### **3-3. R & U COMPONENTS.**

a. The Basic Self-Help Team performs maintenance and minor repairs to real property facilities. The self-help tasks are designed to enable units or activities to maintain their areas of responsibility by using individual or group efforts.

b. The Advanced R&U Team is an expanded self-help concept where troop units or activities go beyond the normal repair and maintenance of basic level capability. EPW or the activity may fund this work (using DA Form 2765-1 submitted through DPW), which offers the opportunity to get work done sooner and at less overall cost than if done by DPW or by contract. The Advanced R&U is limited only by the activity imagination, construction trade skills available within the unit, sound engineering practices, and funding constraints.

c. The U-DO-IT program provides installation military and civilian units with unrestricted training, tools, and supplies needed to maintain, repair, and perform all types of construction on building and quarters, including work on the ranges. It involves occupants in the preservation and upgrade of their premises and in the construction or demolition of buildings to reduce expenditures to the government. Each U-Do-It project requires submittal of DA Form 4283 (Facility Engineer Work Request) and approval by DPW.

d. The Family Housing Self-Help program authorizes available occupant manpower resources combined with approved materials for the accomplishment of

limited maintenance and repair work. These tasks are those that would normally be performed by homeowners to conserve funds and to preserve their homes.

### **3-4. R&U TRAINING.**

a. Basic Self Help class is intended to train troop and family occupants. DPW conducts all training at Building 1948 on Barbour Road.

(1) Troop classes are held each Friday from 0900 to 1430. Lunch is 1100 to 1200.

(2) Family Housing classes are held each Wednesday from 0900 to 1130.

(3) Lawnmower safety class is held each week during 1 April to 1 October.

(4) Prospective students register for these classes by phone (442-4723) or by submitting a memorandum to DPW R&U instructor at least 1 week in advance.

(5) Topics covered during training include program procedures, fire prevention, crime prevention, authorized and unauthorized supplies, authorized and unauthorized work list, occupant responsibility, and list of temporary loan items. DPW will stress personal safety and precautions to be taken during the performance of Self Help projects.

(6) Instructional methods include videotapes, printed handout, and physical demonstrations of actual work. Information on the Advanced R&U training is covered in detail at the end of the Basic Self Help class.

(7) Basic Self Help class attendees will receive a Certificate of Proficiency

b. Advanced R&U training is a continuance of the Basic Self Help class. Its purpose is to provide a hands-on technical training that allows personnel to become familiar with and apply a higher level of maintenance practices and techniques.

(1) This is a 10-day course and will require soldiers to be free from duty for the complete time frame. Training starts on the first Monday of each month and personnel report each day to their assigned shop until the training cycle has been completed. Duty hours are 0730 to 1600.

(2) Registration for this class is through email or by submitting a memorandum to the DPW R&U instructor at least 1 week in advance. Provide the following information: First Name, Last Name, MI, Rank, SSN, Unit, and 1SG name and phone number.

(3) Acceptance of personnel is based on space availability.

(4) The following working sections will provide Advanced R&U hands-on training – Carpenter, Electrical, Plumbing, HVAC, Paint and Preventive Maintenance. Shop level

supervisors within assigned work areas monitor attendance and inform the Self-Help instructor of absences.

(5) After completion of training, individuals are evaluated on work assignments. Shop supervisors and Self Help Instructor will maintain a copy of the evaluation and DPW will provide a copy to unit commanders. Graduates may be eligible for up to 5 promotion points. DPW will provide a Certificate of Proficiency to graduates.

### **3-5. AUTHORIZED REPAIRS.**

- a. See appendix B for authorized Troop R&U repairs.
- b. See appendix C for authorized Family Housing Self Help repairs.

**3-6. HOUSING AREA SPONSORSHIP PROGRAM (HASP).** The HASP Program interconnects with the R&U program to support a strong self-help endeavor at Fort Sill. The Area Mayor will coordinate **special** maintenance and repair requirements between quarter occupants in areas when appropriate. Specific duties of Area Mayors are as follows:

- a. Promote an atmosphere of mutual concern and cooperation within the area. Generate interest and pride in the general appearance and maintenance of the housing area.
- b. Support quarters occupant in performing monthly inspections of assigned quarters and the basic self-help tasks in appendix C.
- c. Inspect common areas at least monthly and take corrective action for deficiencies noted. Coordinate with the area occupants to correct any deficiencies in the policing of the housing area grounds, parking areas, sidewalks, and streets surrounding each home. Report necessary repair work requirements in common areas to DPW.
- d. Ensure at least one person from each quarters has attended the Basic Self Help course.

**APPENDIX A**

**SELF HELP STORE STOCK LIST**

<b>PAINT</b>	<b>PEST CONTROL</b>
Antique White enamel	Glue board (Mouse Trap)
Leather Brown (Spray Can)	Mouse Trap
Off White latex	Pest Catcher (Glue board)
Paint Brush 2" & 3"	Roach Ridd
Paint Roller Cover	<b>ELECTRICAL</b>
Paint Roller Kit 9"	Light diffusers 2'x4'
Paint Thinner	Barrel bolts 4"
Tan semi-gloss enamel	Barrel bolts 5"
Varnish Clear	Barrel bolts 6"
White enamel	Bulb 6 1/2 wt
<b>BUFFER BRUSHES</b>	Cover Blank Electrical
Polish	Electrical plug (Male)
Scrub	Fluorescent F20T12/cw
	Fluorescent F40/cw/F34/cw
<b>MISCELLANEOUS</b>	Fluorescent F48T12/cw
Wallpaper adhesive	Fluorescent F96T12/cw
Cottage Tan Floor Tile 12"x12"	Fluorescent F96T12/cw/ho
Floor tile adhesive	Fluorescent F96T12/sho
Picture Hangers	Fluorescent F97PG17/cw
Caulking Compound	Ground adapter
Graphite Powder	Lamp (75 wt) spot
Emery Cloth (fine) (medium)	Lamp (150 wt) reflector
Emery Cloth (coarse)	Lamp (150 wt) spot
Spackling Paste	Lamp (300 wt) mogal base
Spackling Compound	Lamp (75 wt) flood
Vacuum Cleaner Bags	Lamp 100 wt. med base
Vacuum Cleaner Belts	Lamp 150 wt. med base
<b>WINDOW HARDWARE</b>	Lamp 20 wt. PC Bayrose FC648-Y
Glazing Compound	Lamp 200 wt. med base
Shade Pull	Lamp 25 wt (25T 6 1/2) clear
Window Lock	Lamp 25 wt. (FIS flame tint)
<b>DOOR/HARDWARE</b>	Lamp 25 wt. (White MSB flame)
Door Peepholes	Lamp 25 wt. med base
Towel Racks	Lamp 3-way (30-70-100)

USAFACFS Reg 420-21, 12 March 2003

Cabinet/drawer pull type handles	Lamp 300 wt. med base
Ceiling tiles - 2'x4'	Lamp 4 wt. F4T5/cw
Bolt, 1/4" - 20 1"	Lamp 40 wt. (Teardrop candelabra base)
Bolt, 1/4" - 20 X 1 1/2"	Lamp 40 wt. Appliance
Bolt, 3/8" - 16 X 1"	Lamp 40 wt. med base
Bolt, 3/8" - 16 X 1 1/2"	Lamp 50 wt. vibration
Bumper tips (door stop)	Lamp 6 wt. F6T5/cw
Butt hinge 3 1/2" X 3 1/2"	Lamp 60 wt. med base
Cabinet hinge 2"	Lamp F15T8/cw
Cap screw, 5/16" - 18 X 1"	Lamp F8T5/cw
Cap screw, hex head, 1/4" - 20 X 5/8"	Lamp reflector 30 wt
Clothing Hooks	Lamp tubular bulb 24 wt.
Door bottom (strip)	Lamp tubular bulb 40 wt.
Door knob	Light bulb 15 wt
Door stop (bumper type)	Light globe (ID 2 3/4) Rd sm neck
Door stop (half moon)	Light globe 3 1/4" opening (bathroom)
Door stop (security)	Light globe clear type (porch)
Door stop and holder	Light globe large dish shape
Half surface hinge	Light globe medium dish shape
Hex, screw 3/8" X3 1/2"	Light globe screw type (porch)
Hook & eye 2"	Light globe small dish shape
Hook & eye 3"	Night light 7 1/2 wt
Joint cement	Passage Set
Lag bolts 5/16" X 2"	Radiant lamp 200 wt. 14 clear
Lead anchors	Receptacle & Switch cover, (Round Metal)
Machine screw 1/4" - 20 X 1 1/2"	Receptacle & Switch cover, (Single Metal)
Machine screw 1/4" - 20 X 2 1/2"	Receptacle & Switch cover, (Square Metal)
Machine screw 1/4" 20 X 3/4"	Receptacle cover, double (Brown)
Machine screw 10-24 1"	Receptacle cover, double (White)
Machine screw 10-24 1/2" Brass	Receptacle cover, single (Brown)
Machine screw 10-24 2"	Receptacle cover, single (Metal)
Machine screw 6-32 1"	Receptacle cover, single (White)
Machine screw 6-32 1" Brass	Starter FS 20
Machine screw 6-32 1/2"	Starter FS 25
Machine screw w/nut 5/16" - 18 X 3"	Starter FS 40
Machine screw, roundhead, 1 5/8"	Starter FS 5
Machine screws, 1/4" X 1 1/2"	Starter FS 8
Machine screws, 10-24 X 2	Switch cover, double (Brown)
Machine screws, 10-24 X 2"	Switch cover, double (Metal)
Machine screws, flat 1/4" X 20 X 2	Switch cover, double (White)

Machine screws, w/nut, 3/8" X 16 X 1	Switch cover, single (Brown)
Metal screw #10 1/2"	Switch cover, single (Metal)
Metal screw #10 3/4"	Switch cover, single (White)
Metal screw #7 1/2"	
Metal screw #8 1/2"	<b>PLUMBING</b>
Mirror, Latrines 11" X 17"	Ball, water closet tank
Molly Bolt 2"	Bibb washer (assorted)
Molly Bolt 2 3/4"	Bulb, flush water tank
Nails 16D box	Chains, beaded, chrome
Nails 16D case	Closet tank (ball cock kit)
Nails 3D finish	Cover, faucet hole
Nails 4D box	Cover, Floor Drain 4", 5", 6", 7"
Nails 4D finish	Faucet (repair kit)
Nails 6D box	Faucets (Interior & Exterior)
Nails 6D finish	Flapper tank ball
Nails 8D box	Flapper valve #57
Nails 8D finish	Flapper valve (w/chain)
Nails Sheetrock	Flush valve (repair kit)
Nut, 1/4" - 20	Flush valve (screw on)
Nut, hex 3/16"	Garden hose washer 5/8"
Nut, hex 8-32	Handle, (American STD) Cold
Nut, hex, 1/4" X 20"	Handle, (American STD) Hot
Nut, hex, 10-24	Handle, (faucet fit all) Cold
Nut, hex, 5/16" coarse thread	Handle, (faucet fit all) Hot
Nut, uncoated steel 10-24	Handle, (Faucet fit all) Set
Rubber tips (security door stop)	Handle, faucet
S-Hook	Handle, Faucet Hot & Cold
Screen door anti-sag bar	Handle, Shower Cold
Screen door closer	Handle, Shower Hot
Screen door handle	Handle, sill cock (Alum)
Screen door latch (storm door)	Handle, sill cock (Brass)
Screen door saver	Handle, sill cock (T Style)
Screen door spring	Holder, Paper Towel
Screw Hook #6	Holder, Toilet Tissue
Screw Hook #8	Key ring, stopper chrome
Screw wood, 3/4" flathead steel	Kitchen Sink Sprayer
Sheetrock joint tape	Lid closet tank (DX)
Stove bolt, roundhead, 1 1/4"	O-Rings (assorted)
Stove bolt, roundhead, 3 3/16"	Plunger, handle
Stove bolts 3/8" X 2"	Rod, lift flush bulb
Strap hinge 2"	Rod, upper flush bulb

USAFACFS Reg 420-21, 12 March 2003

Strap hinge 3"	Roller, Toilet Tissue
Strap hinge 4"	Shower Head
Turnbuckle	Sink trap (drain pipe)
Washers, flat 1/2"	Soap Dish, Chrome
Washers, flat 5/16"	Stopper, sink (rubber) 1 1/2"
Washers, lock 1/4"	Stopper, sink (rubber) 1 1/4"
Weather stripping (foam type)	Stopper, sink (rubber) 1 1/8"
Wood Filler Plastic	Stopper, sink (rubber) 1 3/4"
Wood screw # 10 1"	Stopper, sink (rubber) 1 3/8"
Wood screw #10 1 1/2"	Stopper, sink (rubber) 1 5/8"
Wood screw #10 1 1/4"	Stopper, sink (rubber) 2"
Wood screw #10 2 1/2"	Tank lever (flush valve)
Wood screw #12 2"	Toilet Seat (DX)
Wood screw #5 5/8"	Toothbrush & Tumbler Holder
Wood screw #6 3/4"	Tub & Tile Compound
Wood screw #6 5/8"	Washer, slip joint 1 1/2"
Wood screw #7 1"	Washer, slip joint 1 1/4"
Wood screw #7 1 1/4"	
Wood screw #8 1"	
Wood screw #8 1 1/2"	
Wood screw #8 1 1/4"	
Wood screw #9 2 1/2"	

## APPENDIX B

### AUTHORIZED R&U REPAIRS FOR TROOPS

- Replace or tighten window screens, hangers, and fasteners.
- Replace or tighten door hinges, stops, handles, doorplates, sills, missing 12"x12" floor tile, stair treads, and cabinet/drawer pulls.
- Repair or tighten blackboards.
- Replace broken glass in doors and windows.
- Repair training facilities, range buildings, target butts and frames, range latrines, and firing points.
- Replace door handles, peepholes, and plates.
- Repair or replace screen wire on doors and windows, tightening, or replacing screws in doors and windows.
- Replace springs, eyes, and hooks on screen doors and install sag braces on wooden, screen doors.
- Repair and adjust or replace Venetian blinds and install drapery and curtain rods.
- Repair and adjust or replace window shades.
- Replace mirrors, towel racks, and soap dishes in latrines.
- Repair and replace toilet seats and paper holders.
- Tighten or replace loosened bolts or screws in installed equipment.
- Clean grills in ventilation systems.
- Clean and unstop traps, washbasins, sinks, toilets, and urinals.
- Refasten traps, faucets, refasten or replace showerheads.
- Refasten or replace brackets or shelves.
- Replace faucets, washers, etc.
- Replace chains, ring for chains, or chain holder on washbasins.
- Replace stopper, washbasin.
- Refasten and clean light globes.
- Refasten light sockets.
- Replace broken globes on lights.
- Refasten and clean light fixtures.
- Replace broken glass on fixtures (fluorescent lights).
- Replace light bulbs.
- Replace fluorescent lights, starters, and 2'x4' light diffusers
- Replace covers for switches and outlets.
- Replace fuses 20 AMP only and **not** circuit breakers.
- Replace male end of electric power cord on buffer, fans, water cooler, lamps, etc.
- Spot painting of building interiors to effect cosmetic repair. Do not paint galvanized-type metal shower room walls, concrete floors, concrete steps, and concrete stairs.
- Replace drop-in type ceiling tile.
- Re-adhere wall covering.

## APPENDIX C

### AUTHORIZED R&U REPAIRS FOR FAMILY HOUSING

- Resetting nails protruding from woodwork and other surfaces and filling holes with materials compatible with surrounding surfaces.
- Tightening and replacing builder's hardware items such as bolts, screws, door hinges, doorknobs, window lifts, doorstops, and door closers.
- Lubricating builder's hardware items to provide quiet and satisfactory operation.
- Repairing or replacing window shades and screens. Assure that window shades and screens are properly attached and secured to the building. Unserviceable shades and screens should be taken to Building 1948 for repair.
- Repairing blinds and tightening brackets.
- Refastening damaged coat hooks, clothes poles, and closet shelves; rehang closet sliding door and resecure tracks.
- Tightening bolts and screws on soap dishes and tissue holders.
- Adjusting or minor repair or replacement of kitchen cabinet hardware.
- Replacing light bulbs, light globes, wall receptacle plates, switch plates and assuring that proper size light bulbs are used. (Incandescent bulbs are not furnished by self-help). Replace blown fuses, reset tripped circuit breakers.
- Test smoke detectors monthly and upon returning from an absence of 7 or more days.
- Cleaning and unstopping toilet stools, drains, stairway drains to basement and sump pumps.
- Performing simple maintenance and repair for bathroom fixtures, replace flappers, floats, and adjust water level in commode tanks.
- Replacing showerheads.
- Replacing faucet washers and broken or missing faucet handles.
- Caulking around bathtubs and ceramic tile.
- Replace unserviceable commode seats. (DX)
- Performing minor phases or insect and rodent control; use only pesticides available at PX, Commissary, etc.
- Cleaning quarters to maintain sanitary conditions and keeping insects from breeding by practicing proper cleanliness and sanitary measures. Keep varnished surfaces cleaned and waxed. **(Do not paint.)** Do not steam clean rugs over varnished floors.
- Keep range vents, hoods, and fan blades clean of grease buildup.
- Clean airflow coils on back of refrigerators; keep free of lint and dust buildup. Keep seal around door free of mildew.
- Miscellaneous.
- Practice a realistic utilities conservation program; turn off unnecessary lights and appliances. Do not leave exterior lights on during the day.

USAFACFS Reg 420-21, 12 March 2003

- Police grounds, including lawn mowing, trimming, pruning, fertilizing, water, and removing leaves and other debris. When mowing around air conditioning condenser unit, mow where grass is thrown away from unit.
- Maintain splash blocks in the proper position under down spouts to deflect water away from the building to prevent erosion. Place topsoil in low areas of lawns and around foundation of quarters, and then reseed.
- Remove snow and ice from steps, sidewalks, and driveways.
- Approval for Self-Help painting will be on an individual basis by Housing Management Division. Occupant must contact Family Housing and obtain an issue slip. Paint, upon approval, will be issued at Building 1948.

**APPENDIX D**

**TOOLS AND EQUIPMENT LISTS**

- Ax, Chopping
- Caulking Gun
- Ladder, Step 4', 6', 8', 10', 12'
- Ladder, Extension 20'
- Cord, Extension (only with electric equipment)
- Nozzle
- Cutter, Weed (Swing Blade)
- Pruning Saw
- Digger, Post Hole
- Edger, Hand
- Rake, Leaf
- Rake, Garden
- Fertilizer (In Season)
- Saw, Hand
- Grass Clipper
- Shears, Hedge – Electric
- Shovel, Round Nose
- Grass Seed (Bermuda) (In Season)
- Grass Seed (Fescue) (Rye) (In Season)
- Shovel, Square Nose
- Grass Seed
- Spreader, Fertilizer
- Hammer, Sledge
- Sprinkler
- Hedge Shear
- Water Hose
- Hoe, Garden
- Wheel Barrow

## **GLOSSARY**

### **Building**

Normally a structure or facility having a roof system and a building number

### **DPW**

Directorate of Public Works

### **Facility, other than building**

Normally a structure without roof and building number, such as roads, parking lots, fences, ranges, and other real property

### **Grounds**

Improved or unimproved land capable of supporting vegetation, such as lawns and ranges.

### **HASP**

Housing Area Sponsorship Program

### **M&R**

Maintenance and Repair. Maintenance is the recurrent, day-to-day, periodic, or scheduled work required to preserve or restore a real property facility to such condition that it may be effectively utilized for its designated purpose. Repair is the restoration of a failed or failing real property facility to such condition that it may be effectively utilized for its designated purpose.

### **Real Property**

A separate and individual building, structure, utility system, other real property improvement, or land identifiable in the three-digit category codes listed in AR 415-28. A real property facility is assigned only one three-digit category code based on the primary construction category code being used.

### **R&U**

Repair and Utilities.

### **Self-Help**

Self-help is a voluntary program, which uses military personnel and civilians to accomplish maintenance, repair, and minor construction to improve the livability and appearance of facilities.

### **Service Order**

A request for minor or emergency repair that needs immediate attention and can be completed in a short period of time. Service orders do not normally require an estimate or a formal design.

**U-Do-It**

The U-Do-It Program allows for the accomplishment of projects, which are beyond the scope of normal self-help work, but still within the capability of the units to complete. These projects are carefully screened by DPW to ensure the work is authorized, and can be accomplished by the unit.

(ATZR-E)

FOR THE COMMANDER:



ROBERT A. CLINE  
COL, FA  
Chief of Staff

KATHY L. BANKS  
Director of Information  
Management

DISTRIBUTION:  
Fort Sill Internet