



# Facility Manager's Handbook

Ft. Sill, OK

JULY 2016

## MEMORANDUM FOR RECORD

SUBJECT: Facility Management Handbook

1. The purpose of this handbook is to provide a uniform standard for the responsibilities involved in obtaining, maintaining, and returning real property facilities on Ft. Sill and associated Ranges. While it is not exhaustive in its scope it does address the major subjects involved in the day to day duties of the Facility Manager. Concerns or questions regarding specific matters (e.g. spills, base services, etc...) should be addressed to the appropriate offices within DPW.
2. This handbook applies to all organizations whether military, private, or other agencies residing in or utilizing facilities on this installation. Under no circumstances should parties take possession of, or initiate actions for Ft. Sill without official assignment of the space/facility through DPW Installation Facility Management.
3. Any concerns should be addressed to the Installation Facility Manager's office at 442-3586 or Installation Facility Manager—Lana Rodriguez 1946 Barbour Rd. Fort Sill, OK.

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1. **Facility Requirements:** Facility/Space requirements are determined on the basis of the Real Property Planning and Analysis System (RPLANS), the Facilities Planning System (FPS), assignment guidelines of AR 405-70 (Utilization of Real Property), the Army Criteria Tracking System (ACTS) or other verified requirements. The primary drivers are the Table of Organization and Equipment (TOE), Table of Distribution and Allowances (TDA), personnel strength, mission requirements, and Department of the Army standards. The organization shall submit its requests for facilities to the Facility Management Office, Master Planning Division, and DPW. Requests should be submitted a minimum of 90 workdays prior to the required occupancy/use date. The request shall identify the following:

- a. Organization Data (Name, Organization type and structure, Unit Identification Code, etc...)
- b. Identification of Ft. Sill entities being supported or command assignment
- c. Organization mission and/or function
- d. Personnel and equipment allowances (type, grade/rank, copy of MTOE/TDA)
- e. Type of request (initial request, additional facility, relocation, etc...)
- f. Type of space (i.e. administrative, storage, etc...) and amount required
- g. Required occupancy/use date
- h. Anticipated duration of assignment (if facility is available)
- i. Impact statement.

NOTE: Furnish a courtesy copy of the request to the stationing management office

2. Private organizations, State/Local Government Agencies, and other military departments will require a grant instrument executed IAW AR 405-80 (Management of Title and Granting Use of Real Property). Additionally, requests for installation support services, ISSAs or MOAs, must be submitted to the Garrison Command, Resource Management Office (RMO), ATTN IMWE-SIL-RM, Building 467 Hamilton Rd, Ft. Sill, OK 73503 for actions required to establish an agreement. This instrument will address

responsibilities of parties involved in the agreement, common support categories, and funding liabilities for the same.

3. Changes in Ft. Sill missions and/or priorities may require relocation of entities or withdrawal of facility/assignments. Facility management will make every effort to handle such changes as trouble free as possible. The fort sill garrison Commander is ultimately responsible for approval of space or facility assignments through the space management process and or local provisions.

4. **Establishing a Responsible Officer:** The Commander or Director of the organization designates in writing one Responsible Officer to manage each facility and maintain hand receipt accountability for the duration of the facility/space assignment.

The following is guidance for determining best possible individual for this assignment:

Requirements to appoint individual as Facility Manager:

- a. Individual buildings are to have a Facility Manager appointed
- b. Individuals designated are to not be appointed as Facility Manager for more than ONE (1) building. Additionally an alternate Facility Manager is designated to facilitate care and maintenance in the absence of the primary Facility Manager.
- c. The Facility Manager is to be at a minimum grade/equivalency of E-6 (or E-5 Promotable).
- d. The Alternate Facility Manager is to be of a minimum grade/equivalency of E-5 (no waivers).
- e. Facility Managers and Alternate Facility Managers must have at least 12 months retainability.

5. The designation order will include the following information:

- a. Name and Rank/Grade of Responsible Officer
- b. Name of Unit/Organization
- c. Unit Identification Code (one will be created for entities not captured in the Army Stationing and Installation Plan (ASIP))
- d. Effective Date of Designation
- e. Phone Numbers (On and Off Duty)
- f. Commander's or Director's Signature

6. Should it be necessary to change the Responsible Officer, a new designation order will be generated and submitted to the DPW Installation Facility Manager prior to the new Responsible Officer accepting accountability.

**7. Facility Inspection for Initial Assignment:** After determination of facility requirements and designation of a Responsible Officer, the designated individual shall participate in a joint inspection with the Installation Facility Management representative. This walk through is very similar to that conducted prior to accepting a rental property or newly constructed real estate. Parties will jointly inspect each facility/space, inventory and inspect all installed equipment accompanying the facility, verify functionality of keys and locks, identify deficiencies and address concerns at the time of inspection. To reduce inspection time it is recommended that the Responsible Officer provide personnel to verify the accountability and usability of all keys and cipher lock combinations (if applicable), and all property book items (if inventoried concurrently with the consolidated property book officer (CPBO)). For barracks space, a representative from the furnishings management office may participate during the joint inspection to verify the furnishings inventory. Findings and concerns related to facility and installed equipment will be documented and signed by the Responsible Officer and the Installation Facility Management Representative. The Responsible Officer signs for all keys identified on the DA Form 5513-R (Key Control Register and Inventory), with exception of mechanical room and any control keys on DA Form 2062 (Hand Receipt). Facilities shall be signed for on FS Form 247 (Building Occupancy Record) and a 2 or 3 digit customer identification code will be assigned for use in submitting work/service orders. Upon expiration of need or use of the assigned facility/space, it shall be returned to Installation Facility Management in the same or better condition than received.

8. Should it become necessary for the designated Responsible Officer to be relieved of their duties as facility custodian, the incoming replacement shall be identified by submitting new orders the Directorate of Public Works, Master Planning Division. The incoming and outgoing Responsible Officers shall jointly conduct a physical inspection of the facility, installed equipment, arms rooms (if applicable), furnishing and key control records, and review outstanding work and service orders. All hand receipt items shall be

transferred to the successor by joint inventory per AR 710-2 (Supply Policy below the National level). Upon satisfaction of internal accountability and hand receipt transfers, the newly assigned Responsible Officer shall contact the Installation Facility Management representative and arrange to sign for each facility/space on FS Form 247, and the equipment that accompanied the facility. Commanders or Responsible Officers shall not transfer assigned space or equipment to other entities or organizations.

9. Should circumstances require facility transfer to another organization without the necessity of removing hand receipted furnishings, the real property representative will facilitate coordination between the furnishings management office, CPBO or unity PBO, and the designated Responsible Officers for each organization prior to transfer of the facilities. After the new Responsible Officer has met all the pre-assignment conditions and is satisfied with internal accountability transfers from the losing organization including a copy of open work orders or service orders, they may sign for the facilities.

**10. Furnishings and Equipment in Place:** Furniture, appliances, electronics or any other equipment in place that accompanies each facility is typically not removed from the facility unless it is turned in as excess or unserviceable. These items are accounted for on a hand receipt and managed by DPW—Installation Facility Management. Room by room inventory and hand receipt transfers may be accomplished during or prior to initial inspection and acceptance of each facility. The installation CPBO Officers can be reached at 580-442-4479. For newly constructed facilities, equipment is initially transferred to CPBO using DA Form 3161, (Request for Issue or Turn-In) the Furnishings Management Officer can be reached at 580-442-3626 or -6277. Damaged furnishings should be turned in to FMO for replacement. The Responsible Officer will ensure that the facilities are secured to prevent loss, theft, or destruction of these items.

**11. Installed Equipment:** Some facilities have installed building equipment (built in or affixed) that is provided as an integral part of the real property. During the initial walk through, and prior to the acceptance of facilities, the Responsible Officer will participate in joint inspections and inventories of such equipment. Findings (identifying individual item(s), condition, and location) will be included in the documentation to be signed by the Responsible Officer and Installation Facility Management representative. During

use, should equipment become inoperable or require repair, the Responsible Officer will submit a repair request in a timely manner to DPW Service Order Desk. Should equipment become unserviceable, the Responsible Officer will notify DPW Installation Facility Management and submit DA Form 4283 (Facilities Engineering Work Request) for replacement. The Responsible Officer will be accountable for proper care and use of installed equipment for the duration of the facility/space assignment.

**12. Communications and LAN Drops:** the availability of communications lines (including cable services) and LAN drops vary in each facility. Unoccupied facilities generally have phone lines and LAN drops deactivated; Cable services are deactivated by the user. Organizations requiring computer/phone equipment and/or activation will contact the Network Enterprise Center (NEC), building 652 and 442-2181 and submit a Local Service Request (DA Form 3938) with funding code cited. Requests must be approved by the unit telephone control officer prior to submission to NEC. The use of electronic systems requires for approval of the Installation Assurance Manager, NEC. The use of electronic systems requires prior approval of the Installation Assurance Manager—NEC. The addition of new cable service drops must be cleared through NEC to ensure requested cable lines do not interfere with military lines. Authorization to drill new holes for cable must be obtained from DPW Installation Facility Management after written NEC approval has been obtained. Drilling of new holes in all buildings, Historic or not, must be cleared with EQD as well.

**13. Vending Machines:** Vending machines are the responsibility of the occupant, and are not managed by DPW Installation Facility Management. Occupants shall coordinate request for delivery and turn in in of snack and soda machines by contacting AAFES.

**14. Arms Rooms:** Organizations having authorization for arms rooms will ensure that such facilities are in compliance with the physical security requirements. Should the existing arms room certification be expired, the Responsible Officer shall ensure that a work request (DA Form 4283) is submitted to DPW Work Control Branch, building 1950 to obtain a current arms room certification IAW AR 190-11 (Physical security of Arms, Ammunition, and Explosives). Once Certification is determined current, the Alarm Administrator at Physical Security is contacted to provide a PIN code and schedule re-

activation of the alarm. Specific guidelines can be obtained from the physical security office.

**15. Key Control and Locks:** At the time of initial inspection of facilities, keys to the facilities will be issued to the Responsible Officer. After acceptance of the facility the Responsible Officer must take diligence in ensuring designation of a Key Control Officer, Security and proper distribution of all keys, and maintenance of an up to date key control register. At a minimum the key control register will contain the serial number, quantity, and location for each lock and a record of distribution/retrieval of keys. Key boxes and key control activities shall be IAW AR 190-51 (Security of Army Property at Unit and Installation Level). For clarification of requirements or special situation, contact the physical security office. Proper measures will be taken for lost, stolen, or damaged keys. Proper measures will be taken to safeguard keys against loss, theft, and damage. All person entrusted with government keys (including keys for mailboxes and arms rooms) are financially liable. When a key is lost, the responsible party shall be assessed IAW AR 735-5/ when loss or willful misconduct results in the replacement of the locking device or door, the responsible party will be held liable for the replacement of the locking device or door. The Responsible Officer will obtain monetary relief for the government using the appropriate methods identified in AR 735-5, Chapter 12. The facility manager will submit work request (DA Form 4283) for re-keying locks or copying keys to DPW—Master Planning. All keys must be accountable prior to turn-in of the facility. Units/Organization are not permitted to contact locksmiths for these services. For additional information contact the Master Planning Division—DPW.

16. Occupants are not permitted to re-key mechanical room doors, which are strictly maintained by the facilities maintenance division of DPW and keyed to the Engineer Lock. Keys for electrical and/or communications rooms will be maintained by the in units information management officer. Master keys are not authorized for use on Ft. Sill property, including the ranges. Chaining, Bolting, or Padlocking any exit door of an occupied facility is prohibited.

17. Requests for nonstandard locking mechanisms (e.g. deadbolts, non-locking door knobs for barracks, offices, etc...) per facility/space type will be submitted by work request and have prior approvals from the fort sill fire prevention and protection division

and/or the physical Security Office. Requests that impact the security of Installation Property Book Items and real property may also require approval by the garrison Commander.

**18. Utilities and Energy Conservation:** The DPW Operations and Maintenance Division are responsible for the management of utilities services at Ft. Sill. Questions or concerns related to water, sewage, electricity, and gas services should be addressed to the DPW OMD.

19. The Responsible Officer shall ensure that occupants comply with the provisions of the Fort Sill Energy Conservation and Utility Management Program, and established policies. Indoor/Outdoor lighting will not remain in use at night unless required for mission, safety, or security purposes. Burned out light bulbs should be replaced in a timely manner. Replacement of bulbs at unsafe heights or repair of electrical wiring and outlets should be handled by submitting work orders request to DPW Service Order Desk. Faucets, Toilets, and Urinals are not to be permitted to run continuously, drip, or leak. Heating and cooling units will be operated IAW local installation policies and guidelines. Problems with mechanical equipment should be handled via submission of a work/service order as appropriate

20. Reimbursable customers shall comply with the provision of their support agreements (ISSAs, MOAs, or other documents) through the Resource Management Office.

21. For energy conservation issues occupants should contact the energy office, operations and maintenance division DPW.

**22. Custodial and Refuse Services:** The DPW Construction Branch is responsible for the management of custodial and refuse services at Ft. Sill. Questions or concerns related to the cleaning of restrooms and administrative areas, collection of trash, and requirements for disposal containers should be addressed to the DPW inspector, building 1950 Barbour St. Request for Recycle containers should be made through the Directorate of Morale, Welfare, and Recreation (DFMWR).

23. The Responsible Officer will ensure that the interior and exterior of facilities is kept free of debris and that conditions do not pose a fire, health, or safety hazard. Careful containment and timely disposal of waste and debris discourages infestation of rodents, insects, and other pest/vermin. Should entomology series be required the Responsible

Officer shall ensure that a service order is submitted to DPW service order in a timely manner. Occupants are asked to only dump trash/debris in containers provided for their designated facilities.

24. Custodial and/or refuse services required above the standard level shall be coordinated with the DPW inspector. Customers having support agreements will comply with the provisions of that agreement.

**25. Environmental Protection:** Some facilities may contain lead based paint or asbestos materials use during the time of initial construction. Particularly in the historical or older facilities. These materials should not be disturbed prior to clearance by the DPW environmental Quality Division (EQD) and approval of work requests that must be submitted to DPW Work Control Branch. Additionally, any work requested to historical facilities must be requested on DA Form 4283 (Facilities Engineering Work Request) and coordinated through the EQD for authorization and special instructions from the State Historical Preservation Office (SHPO). Where rain waters and moisture result in mold growth, occupants need to coordinate with the DPW maintenance contractor Mold remediation team and Industrial Hygiene to take appropriate measures to eliminate existing mold and prevent further growth.

26. The Responsible Officer will ensure that the following items requiring removal from the site are transported to the landfill: damaged wood (e.g. Splintered, shopped, or broken dimensional lumber, tree branches, crates, wood boxes) and broken wood furniture (desks, chairs, shelves, and cabinets). To remove all reusable/recyclable items, including serviceable scrap metal, arrangements should be made by contacting the defense reutilization and marketing office for required documentation and specific guidance.

**27. Grounds Maintenance:** DPW Operations and maintenance division is responsible for the oversight of grounds maintenance services through FS420-1 and the PWS written in the Grounds Maintenance contract. Should contracting be the method occupants elect for mowing grassy areas, the Responsible Officers will contact DPW for guidance on submitting and funding requests for such services.

28. The Responsible Officer must ensure that the facility occupants maintain grounds inside any fence lines, and up to 75 feet from all sides of the facility. This includes but is

not limited to: removal of weeds, policing of trash, cutting grassy areas, and ensuring that rock landscaping does not present a safety/tripping hazard. Maintenance tools or equipment may be obtained from the Self-Help Section. Any work involving excavation (planting trees/shrubs, trenching, etc...) will require a Dig Permit from Master Planning and Installation Facility Management.

**29. Fire Protection:** The Fort Sill Fire and Emergency Services is responsible for the management of fire and rescue services at FT. Sill. Various methods are available in facilities for fire protection. Facilities may have automatic sprinkler systems, fire suppression systems, fire alarm systems that may or may not be tied to the Fire Department, and standpipe systems. As a minimum all facilities require fire extinguishers be present. Each organization is responsible for purchasing and maintaining its own fire extinguishers. To obtain current fire extinguisher requirements for each type of facility/space contact the office of the fort sill fire marshal. The Responsible Officer is to also ensure that required signage and fire plans are posted and that exit doors and fire hydrants remain free from obstructions. Incoming occupants may request a fire inspection through the fire marshal's office.

**30. Property Damage:** When real property is damaged or destroyed as a result of negligence or willful misconduct of the occupant, the Responsible Officer will ensure that a DD Form 200 (Financial Liability Investigation of Property Loss) is processed IAW AR735-5 (Policies and Procedures for Property Accountability). A copy of the approved DD Form 200 (with exhibits) will be provided to DPW Installation Facility Management for assignment of a voucher number. DA Form 4283 (Facilities Engineering Work Request) will be submitted to obtain a cost estimate for restoration and the costs of the repairs will be carried by the occupant/organization according to the final liability determination. Actions for facilities requiring complete disposal will be conducted IAW AR 405-90 (Disposal of Real Property).

**31. Maintenance & Repair:** The Responsible Officer must ensure that property is not allowed to degrade or reach a state of disrepair. While not required, it is highly recommended that units develop a Repair and Utility (R&U) team to handle minor repairs that can be accomplished on a self-help basis. A generic list of self-help type work is provided at the end of this document. Borrowed Military Manpower may also be

used on some projects, provided proprietary approval is authorized on DA Form 4283 (Facilities Engineering Work Request) by DPW. Interested parties should obtain DA Form 1687 (Notice of Delegation of Authority – Receipt for Supplies) signed by the unit/activity Director and participate in an R&U briefing through DPW. R&U work is not permitted on gas components, roofing, electrical wiring, or any facility components that may result in physical injury or property damage. It is also imperative that the project scope of work proposed for R&U Team accomplishment is reviewed to ensure it is within permissible parameters.

32. Upon discovery of minor facility deficiencies that are not within the scope of self-help work, the Responsible Officer will ensure the timely submission of a Service/Work order. Major deficiencies or repair requirements will be submitted to DPW Work Control Services on DA Form 4283 (Facilities Engineering Work Request) and accompanying supporting documents and justifications on a Quad type chart. Projects of this magnitude typically require construction or facility alterations of some type. Work that would result in permanent conversion or temporary diversion (3 years) of facility space must first be authorized IAW the procedures and provisions of AR 405-70, Para. 3. Alteration of facility configuration also requires approval from the fire department. Under no circumstances should space be diverted or converted prior to Garrison Commander or HQDA approval. Doing so could result in a directive to restore the facilities to the design use within 72 hours at the user's expense.

**The occupant is responsible for tracking the status of each work/service order in a log or record from initiation to completion of work, obtaining approvals prior to any facility design changes, and providing funds for work being accomplished on a reimbursable basis.**

33. NOTE: Any facility repairs or alterations requiring a change in square footage or design use, or any upgrade that extends the life or use of the facility will be reported to DPW Installation Facility Management. This is required in order to ensure the accuracy of Installation Facility Management records.

34. **New Construction:** The Project Manager will ensure that DD Form 1354 (Transfer and Acceptance of Military Real Property) is submitted to the DPW Installation Facility Management Officer IAW instructions presented in Unified Facilities Criteria (UFC) 1-

300-08, and accompanied by required documentations outlined therein. A draft DD 1354 is required to obtain a facility number and dig permit, prior to construction, and must be accompanied by site plans and construction drawings where appropriate. Upon completion and acceptance of all work, a final DD 1354 will be provided to ensure actual project costs, design uses, units of measure, etc... are captured for capitalization and/or creation of Installation Facility Management records. A list of equipment-in-place will be provided for use in transferring items to the Installation Property Book Office. In addition, a list of installed equipment and warranty information will be provided to ensure proper equipment maintenance. This requirement also applies to construction projects utilizing Borrowed Military Manpower. The occupant will bear the full cost of actions necessary for DPW to procure final as-built drawing should they not be provided prior to or on acceptance of the new construction.

**35. Real Property:** Installation Facility Management inventory and space utilization data is submitted quarterly to the Installation Management Agency (IMA). This data is the basis for obtaining installation funds for cyclic maintenance and repair work (roofing, services for installed equipment, reinforcing exterior walls, upgrading electrical systems, etc...) on real property and infrastructure at Ft. Sill. It also helps Facility Management ensure maximum possible utilization of installation space. The Responsible Officer shall ensure DPW Facility Management, or designated Contractor personnel, are given full support and access required to conduct surveys necessary to obtain required data. \

**36. Installation Status Report Facility Inspections:** The Installation Status Report (Infrastructure) is a recurring, annual requirement to assess and report each facility condition per AR 210-14 (The Army Installation Status Report Program). The Garrison Commander is ultimately responsible for the reporting and assurance of data. Each organization is responsible for designating a sufficient number of personnel to inspect assigned facilities that are captured in the ISR program. These individuals must attend mandatory annual training, inspect facilities using the ISR standards booklets and worksheets, obtain Commander's/Director's approval signature on each inspection record, and submit findings to the DPW ISR Manager in a timely manner. Major changes to facility components that impact the ratings submitted for the current fiscal

year (i.e. roof changed from amber to red due to storm damage) will be reported to ensure that the live database reflects the most current condition status.

**37. Barracks Utilization:** The Responsible Officer will ensure that the unaccompanied personnel housing (UPH) is only utilized by authorized personnel, and IAW AR 420-1 (Housing Management). In addition, a primary and alternate POC (Name and Contact Info) will be provided to DPW Installation Facility Management to ensure accessibility for utilization surveys, census bureau surveys, etc... and be posted in a location visible from the exterior of the building. Recipients of barracks facilities must also provide weekly barracks utilization data to DPW Housing Management Office at 442-7159 no later than 1300 Monday for the previous week's data unless otherwise directed. Certificates of Non-availability (CNA) will not be issued when UPH Facilities have a greater capacity post wide occupancy exceeds 85%. Appropriate conversion/diversion approval is required for UPH space, which has an excepted category code for such actions. Changes made without such approvals will be restored to its initial design use within 72 hours of notice, or as directed.

## **IMPORTANT FORMS**

FS Form 421, May 2014	Building Inspection Checklist
FS Form 422, May 2014	Building Issue Checklist
FS Form 423, May 2016	Building Turn-In Checklist
DA Form 1687, Nov 2015	Notice of Delegation of Authority—Receipt for Supplies
DA Form 2062, Jan 1982	Hand Receipt
DA Form 3161, Aug 2011	Request for Issue or Turn-In
DA Form 4283, Sep 2003	Facilities Engineering Work Request
DA Form 5513, Jan 2016	Key Control Register and Inventory
DD Form 200, Jul 2009	Financial Liability Investigation of Property Loss
DD Form 1354, Aug 2013	Transfer and Acceptance of Military Real Property

NOTE: Only the first page of each form is listed here for reference to the Facility Manager.

NOTE: While these are the current forms as of the writing of this document the Responsible Officer is expected to obtain and use the latest version of these forms for the execution of their respective duties.

## Building Inspection Checklist (FS Form 421, May 2014)

<b>BUILDING INSPECTION REPORT</b>	
For use of this form see FS Regulation 420-1. The proponent of this form is DPW	
<p><b>THIS REPORT WILL BE COMPLETED TO REDUCE THE LIABILITY TO FURNITURE INSTALLER. WHEN THE END STATE USER REQUESTS A FACILITY EARLY, SUCH AS WHEN FURNITURE INSTALLATION NOT COMPLETED, CONSTRUCTION CONTRACTOR NOT COMPLETED, ETC. THIS REPORT SHOULD BE INCLUDED WITH DIGITAL PHOTOGRAPHS TO DOCUMENT THE FINDINGS RECORDED HERE. INSPECTION MUST BE JOINTLY CONDUCTED WITH END USER, INSTALLATION REPRESENTATIVE, COE AND FURNITURE INSTALLATION SUPERVISOR. RECORD ALL DAMAGES TO INTERIOR AND EXTERIOR FINISHES:</b></p>	
DAMAGES	RESPONSIBLE PARTY
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<b>*SIGN AND DATE IMMEDIATELY AFTER BUILDING INSPECTION IS COMPLETED.</b>	
USACE REPRESENTATIVE	DATE:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
INSTALLATION REPRESENTATIVE	DATE:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
GENERAL CONTRACTOR	DATE:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
FURNITURE INSTALLER #1	DATE:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
FURNITURE INSTALLER #2	DATE:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
FS FORM 421- May 2014	



## Building Turn In Checklist (FS Form 423, May 2016)

BUILDING TURN-IN CHECKLIST		
For use of this form see AR 420-1. The proponent for this form is DPW.		
VACATING UNIT: _____	RECEIVING UNIT (DPW to input): _____	
BLDG #(s): _____	Date for Turn-Over (Schedule 2 weeks prior to date): _____	
Facility Manager Name: _____	Duty Phone: _____	
Unit Rep Name: _____	Signature: _____	Date: _____
DA Form 5513 and 3161 on Hand: YES <input type="checkbox"/> NO <input type="checkbox"/> Facility Manage Signature for final Inspection: _____		
ITEMS CLASSIFIED AS Damaged "NON-FAIR WEAR & TEAR" WILL BE CHARGED TO THE LOSING UNIT. ALL ITEMS WILL BE CORRECTED/REPORTED TO DPW PRIOR TO BEING CLEARED OF FACILITY. UTILIZE SELF HELP FOR MATERIALS WHERE APPROPRIATE. ALLOW 4-8 WEEKS FOR ITEMS TO COME IN. TEMPERATURE IN VACANT BUILDING SHOULD BE LEFT AT 85 (SUMMER) 55 (WINTER).		
ITEM-INTERIOR	Final Inspection Date	Inspector Initials
Work orders have been submitted	_____	_____
Remove all unit owned equipment or transfer to hand receipt of receiving unit	_____	_____
Set all safes to 50-25-50	_____	_____
Remove all furniture (Demo/Renovation only)	_____	_____
Remove all unserviceable, leave serviceable furniture (coordinate with DPW MP)	_____	_____
Vacuum carpets / sweep/mop floors / remove all trash	_____	_____
Patch / paint walls if required. Off colored walls / unit emblems will be painted over	_____	_____
Replace missing ceiling tiles	_____	_____
Report any ceiling leaks to DPW service desk at 442-3251	_____	_____
All light fixtures will have working bulbs	_____	_____
All outlets will be in working order / Cover will be serviceable	_____	_____
Stairwells will be clean and swept / mopped	_____	_____
Toilets, showers, and sinks will be operational and cleaned	_____	_____
All locks will be operational with keys in the lock (all interior keys will be left in the lock at the time of turn in)	_____	_____
Identify any safety or fire hazards	_____	_____
Doors will be operational	_____	_____
Air filters changed throughout (schedule PM team)	_____	_____
Appliances clean and free of contents (appliances must be removed for demo)	_____	_____
Notify Service contract if washers/dryers or vending machines are to be removed	_____	_____
Ensure fire extinguishers are installed or turned in to FT Sill FD for Demo	_____	_____
Provide information on open service orders (have service orders on hand)	_____	_____
ITEM-EXTERIOR		
Work orders have been submitted	_____	_____
Grounds clean and grass cut around facility	_____	_____
Exterior lighting will be in working order or have a service order	_____	_____
Sheds and MILVAN's will be removed	_____	_____
ALL keys will be marked and placed in a key box with a DA 5513 after final Inspection. For Demo, Buildings will be free of trash and furnishing removed. Please provide inspector and any information regarding unique systems/equipment.	_____	_____
A LIST of work orders must be submitted to Master Planning prior to turn-in.	_____	_____
NUMBERS TO KNOW		PHONE #
DPW REAL PROPERTY	_____	_____
DPW Self Help	_____	_____
DPW Service Order Desk	_____	_____
DPW Work Order Desk	_____	_____
DPW Furnishing Management Office (FMO)	_____	_____

FS FORM 423, MAY 2016  
DIRECTORATE OF PUBLIC WORKS

PREVIOUS EDITIONS ARE OBSOLETE

# Notice of Delegation of Authority—Receipt for Supplies (DA Form 1687 Nov 2015)

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES				DATE	
For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.					
AUTHORIZED REPRESENTATIVE(S)			LOCATION		
ORGANIZATION RECEIVING SUPPLIES					
LAST, FIRST, MIDDLE INITIAL	AUTHORITY		SIGNATURE AND INITIALS		
	REQ	REC			
			SIGNATURE		
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE					
THE AUTHORITY TO:					
REMARKS					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	
				SIGNATURE	

DA FORM 1687, NOV 2015

PREVIOUS EDITIONS ARE OBSOLETE

APD LC v1.01E8





# Facilities Engineering Work Request (DA Form 4283, September 2003)

<b>FACILITIES ENGINEERING WORK REQUEST</b>															
For use of this form, see DA Pam 420-6; the proponent agency is OACSIM.															
PART A <i>(See requestor instructions)</i>		DOCUMENT SERIAL NUMBER	TYPE	SHORT JOB DESCRIPTION						DATE					
CUSTOMER ID															
INSTALLATION ABBREVIATION OF FACILITIES		BUILDING/FACILITY NUMBERS													
		1	2	3	4	5	6	7	8	9	10				
1															
2															
3															
REMARKS															
INSTALLATION NAME				CUSTOMER NAME				POC NAME				POC PHONE NUMBER			
WORK DESCRIPTION <i>(Description and justification of work request)</i>															
AUTHORIZED REQUESTOR <i>(Type or print)</i>															
AUTHORIZED REQUESTOR SIGNATURE															
PART B <i>(Approving Official Only)</i>			APPROVAL ACTION CODE:			SPECIAL INTEREST CODE:			DATE						
			WORK REQUEST PRIORITY:			ESTIMATED WORK START DATE:			DA			MON		YR	
			PROGRAM INDICATOR CODE:			ESTIMATED WORK COMPLETION DATE:			DA			MON		YR	
ENVIRONMENTAL IMPACT YES <input type="checkbox"/> NO <input type="checkbox"/> ENVIRONMENTAL CONSIDERATION <input type="checkbox"/> EIS / EIA INITIATED <input type="checkbox"/> EIS / EIA COMPLETED <input type="checkbox"/>			WORK TO BE PERFORMED IN-HOUSE <input type="checkbox"/> SELF-HELP <input type="checkbox"/> CONTRACT <input type="checkbox"/> TROOP <input type="checkbox"/>			WORKCLASS FUNDED <input type="checkbox"/> UNFUNDED <input type="checkbox"/> TOTAL <input type="checkbox"/>			APPROVAL AMOUNTS FUNDED \$ <input type="text"/> UNFUNDED \$ <input type="text"/> TOTAL \$ <input type="text"/>			SOURCE OF FUNDS DIRECT <input type="checkbox"/> AUTOMATIC REIMBURSEMENT <input type="checkbox"/> FUNDED REIMBURSEMENT <input type="checkbox"/> ACCOUNT PROCESSING CODE <input type="text"/>			
															DESIGN APPROVAL <i>(Please type or print name)</i>
DESIGN APPROVAL SIGNATURE			DA			MON			YR			APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/>			

## Key Control Register and Inventory (DA Form 5513, January 2016)

<b>KEY CONTROL REGISTER AND INVENTORY</b> For use of this form see AR 190-11; the proponent agency is PMG.			
UNIT/ACTIVITY		PERIOD COVERED	
		FROM: _____	TO: _____
KEY CONTROL NUMBER(S) (Insert serial number or other identifying number from the key)			
1.		27.	
2.		28.	
3.		29.	
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		103.	
		104.	

## Financial Liability Investigation of Property Loss (DD Form 200, July 2009)

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
1. DATE INITIATED (YYYYMMDD)		2. INQUIRY/INVESTIGATION NUMBER			3. DATE LOSS DISCOVERED (YYYYMMDD)		
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION <input type="button" value="Add More Items"/>			6. QUANTITY	7. UNIT COST	8. TOTAL COST	
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) <input type="button" value="Add Page"/>				<input type="checkbox"/> Lost	<input type="checkbox"/> Damaged	<input type="checkbox"/> Destroyed	
				<input type="checkbox"/> Organization	<input type="checkbox"/> Installation	<input type="checkbox"/> OCIE	
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) <input type="button" value="Add Page"/>							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)			b. TYPED NAME (Last, First, Middle Initial)			c. DSN NUMBER	
			d. SIGNATURE 			e. DATE SIGNED	
12. (X one) <input type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)							
a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO		b. COMMENTS/RECOMMENDATIONS					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)			d. TYPED NAME (Last, First, Middle Initial)			e. DSN NUMBER	
			f. SIGNATURE 			g. DATE SIGNED	
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE				c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)			e. TYPED NAME (Last, First, Middle Initial)			f. DSN NUMBER	
			g. SIGNATURE 			h. DATE SIGNED	
14. APPROVING AUTHORITY							
a. RECOMMENDATION (X one) <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE		b. COMMENTS/RATIONALE				c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, ZIP Code)			e. TYPED NAME (Last, First, Middle Initial)			f. DSN NUMBER	
			g. SIGNATURE 			h. DATE SIGNED	

DD FORM 200, JUL 2009

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# Transfer and Acceptance of Military Real Property (DD Form 1354, August 2013)

TRANSFER AND ACCEPTANCE OF DoD REAL PROPERTY												PAGE	OF	PAGES	
The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0754-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.												Form Approved OMB No. 0704-0188			
1. FROM (Organization Name)		2. DATE PREPARED (YYYYMMDD)		3. PROJECT/JOB NUMBER		4. SERIAL NUMBER		8. TRANSACTION DETAILS							
5. TO (Organization - Installation Code and Name)		6. RPSID/SITENAME/ INSTCODE/INSTNAME		7. CONTRACT NUMBER(S)		7a. PLACED-IN-SERVICE DATE (YYYYMMDD)		a. METHOD (X all that apply)		b. WHENEVER (X one)					
								<input type="checkbox"/> ACQUISITION BY CONSTRUCTION <input type="checkbox"/> TRANSFER BETWEEN SERVICES <input type="checkbox"/> CAPITAL IMPROVEMENT <input type="checkbox"/> INVENTORY ADJUSTMENT		<input type="checkbox"/> TOTAL ASSET PLACED-IN-SERVICE <input type="checkbox"/> PARTIAL ASSET PLACED-IN-SERVICE					
								c. TYPE (X one)		FINAL		INTERIM			
9. ITEM NO.	10a. FACILITY NO.	10b. RPUID	11. CATEGORY CODE	12. CATCODE DESCRIPTION	13. TYPE CODE	14. SUST. CODE	15. AREA PRIMARY UM	16. AREA PRIMARY QUANTITY	17. SECONDARY UM	18. SECONDARY QUANTITY	19. COST	20. FUND SOURCE	21. FUND ORG	22. INTER-EST CODE	23. ITEM REMARKS
24. STATEMENT OF COMPLETION. The facilities listed hereon are in accordance with maps, drawings, and specifications and change orders approved by the authorized representative of the using agency except for the deficiencies listed on the reverse side.												25a. ACCEPTED BY (Typed Name and Signature)		b. DATE SIGNED (YYYYMMDD)	
a. TRANSFERRED BY (Typed Name and Signature)												c. TITLE (DPW/RPAO)		26. PROPERTY VOUCHER NUMBER	
c. TITLE (Area Engr./Base Engr./DPW/Construction Agent)															

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PREVIOUS EDITION MAY BE USED.

**DD FORM 1354, AUG 2013**

## DPW Quad Chart

<p>Work Request: Unit/Agency: Facility</p>	<p>Alternatives:</p>
<p>Cost/Risk    Pros/Cons    Environmental    Considerations</p>	<p>Recommendation    Risk Management</p>

# Quad Chart Instructions

- The quad chart format will be used to validate most work orders. A quad chart is not needed for signs, key requests or Arms Room Certifications. The unit or agency is responsible for completing this chart with the best information available. The quad chart will be a one page document basically following the format provided by the DPW.
- Top center of the quad chart sheet: Fill in the Short Job Title-(Same as DA4283 Short Job Description)
- The upper left block is self explanatory for the information elements required. The Work Description (same as DA Form 4283) should be in sufficient detail as to ensure proper work classification (repair, maintenance, and new work), intended end state or product, and specific location of the work.
- The justification block will include mission driver, laws, regulations, etc.
- The lower left block will explain the cost for the project. Cost should be an estimate the DPW facility manager can assist the unit to determine, or could be TBD requiring a DPW estimate. The ISR Building/Component Rating is the current rating listed on the buildings ISR Infrastructure Facility Building/Component Ratings and Comments sheet. If environmental considerations need to be factored in the decision, then they need to be outlined in this block.
- The Alternatives block will explain in bullet form what other options are available to get this work done or what work-around might be available. The impacts to mission should also be addressed like cost, time, manpower and resources. Bullets need to be succinct and informative.

## **Self Help Task List**

The following is a list of the more common items of repair AUTHORIZED under the Self-Help Program, located in Building 1945 Barbour Road. This list is not all inclusive and sometimes an item of repair may be questionable. Please contact the Self-Help Center for guidance in needed.

### **Carpentry:**

- Reset nails protruding from woodwork or other surfaces
- Minor repair of wood steps, handrails, platforms, and wood fencing.
- Patch nail holes, small holes and narrow cracks in walls using appropriate patching medium.
- Touch up and spot paint the interior of a building. (NOTE: The Self Help Center will only issue two gallons of paint per unit per building per six month period. This is not cumulative. Requirements exceeding two gallons of paint must be requested on DA Form 4283. Units must procure brushes, rollers, paint trays, drop cloths, thinner, ladders, and any other tools or sundry items.)
- Replace damaged or missing floor tiles, and non-asbestos ceiling and acoustical tiles.
- Refasten/tighten coat hooks, or replace damaged coat hooks.
- Remount loose shelf brackets and loose hanging rods in closets.
- Tighten and lubricate hinges and door hardware. (do not use oil in door locks)
- Install/replace bracing on screen doors to correct sagging.
- Replace defective screen door latches, closers, springs, and spring wires.
- Install/replace doorstops.
- Lubricate key type door locks (graphite is only approved lubricant)
- Patch/repair window screens. Screens that cannot be repaired by R&U personnel may be taken to Building 1494 to repair. The screen shop can be contacted through the Service Order desk. Venetian/mini blinds are user responsibility with the exception of billeting. Color selection must be in accordance with the installation design guide (IDG). For information on IDG guidance contact DPW—Master Planning Division
- Re-secure screens to buildings.
- Re-putty loose window panes using window glazing.
- Replace window locking devices and window cranks.
- Install/replace/repair curtain rods or traverse rods.

### **Plumbing:**

- Replace faucet washers, faucet handles, O-rings, packings, aerators, and complete faucet stems through direct exchange (DX) in necessary.
- Secure loose hardware, mirrors, soap dishes, toilet seats, paper holders, towel racks and shower heads (all DX items).
- Replace flush tank valves and parts.
- Replace/install sink stoppers and retaining chains.

- Unstop toilets, sinks, urinals, and other drains. (Call Service Order Desk if Self-Help methods fail)
- Replace caulking on latrine fixtures, shower walls, bathtubs, and sinks.
- Secure floor drain covers, P-Traps, or continuous drains on sinks.

### **Electrical**

- Clean/Replace light fixture gloves, diffusers, fluorescent tubes, starters and light bulbs.
- Replace damaged switch and outlet covers.
- Reset Circuit Breakers.
- Replace fuses up to 20 amps (NOT CIRCUIT BREAKERS)
- Replace explosion proof globes and guards on light fixtures.

### **Miscellaneous:**

- Clean/paint air registers.
- Replace furnace filters on furnaces where filters are accessible.
- Minor insect and rodent control.
- Police and upkeep of grounds.

### **UNAUTHORIZED WORK:**

- Any construction not considered maintenance and repair (DA Form 4283).
- Installing electrical wiring, switches, outlets, or fixtures.
- Adjusting flames/pilots on hot water heaters, furnaces, or adjusting controls on coolers or air conditioners except by using external thermostats.
- Repairing leaking gas or water lines (NOTE: know how to shut off critical valves).
- Moving/removing installed equipment without authorization of DPW.
- Altering locking devices on exterior doors.
- Re-lighting or adjusting gas burners on any part of heating equipment.
- Working on or repairing roofs.

### **WORK ONLY AUTHORIZED WITH DPW APPROVAL ON DA4283:**

- Installing TV or radio antennas. Antennas will not be affixed to exterior walls or the roof.
- Constructing walls, patios, and/or fencing.
- Painting an entire building or office areas.
- Applying herbicides.

## **IMPORTANT PHONE NUMBERS**

### **DIRECTORATE OF PUBLIC WORKS (DPW) - MASTER PLANNING**

- CHIEF 580-442-3517
- PLANS 580-442-4485
- MILCON 580-442-8547
- REAL PROPERTY 580-442-6451

### **DIRECTORATE OF PUBLIC WORKS (DPW) - HOUSING**

- CHIEF 580-442-3633
- FURNISHING MGT WAREHOUSE 580-442-6277
- FURNISHING MGMT OFFICE 580-442-5102
- FURNISHING MGMT OFFICE 580-442-5037
- TRANSIENT BARRACKS NCO 580-442-1702
- UNACCOMP HSG ASSIGN/INSPECT 580-442-4563
- UNACCOMP HSG ASSIGN/INSPECT 580-442-3268
- UNACCOMP HSG ASSIGN/INSPECT 580-442-6966
- UNACCOMPANIED PERSONNEL MGR 580-442-3626
- HSG/UPH FAX 580-442-2332
- HSG SVCS OFF/OFF POST ASSIST 580-442-2813
- HSG SVCS OFF/OFF POST ASSIST 580-442-5190
- HSG SVCS OFF/OFF POST ASSIST 580-442-6819
- HOUSING SERVICES OFFICE 580-442-3778
- SR HOUSING MANAGER 580-442-3740

### **DIRECTORATE OF PUBLIC WORKS (DPW) - OPERATIONS & MAINTENANCE**

- CHIEF 580-442-2338
- SERVICE ORDER DESK 580-442-3251
- BASOPS CONTRACTOR 580-442-6557
- OPS & MAINT FAX 580-442-7307
- DPW ENERGY 580-442-6129
- CEMETERY ADMINISTRATOR 580-442-2731
- OPS & MAINT BRANCH 580-442-3608
- DPW SELF-HELP 580-442-4723

### **DIRECTORATE OF PUBLIC WORKS (DPW) - ENVIRONMENTAL QUALITY**

- CHIEF 580-442-5445
- EQD FAX 580-442-7209
- COMPLIANCE ASSURANCE BR 580-442-3266
- NATURAL RESOURCES BRANCH 580-442-4324
- GAME WARDENS 580-442-6050
- SPORTSMAN SERVICES 580-442-3453
- NATURAL RESOURCES FAX 580-442-7207
- ENVIRONMENTAL SUPPORT BR 580-442-327