



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92160

DepO P11000.2
4A1
25 MAR 1993

DEPOT ORDER P11000.2 w/ch 1, 2

From: Commanding General
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR FACILITIES MAINTENANCE (SHORT TITLE:
SOP FOR FACILITIES MAINTENANCE)

Encl: (1) Locator Sheet

1. Purpose. To set forth policies, procedures, and responsibilities for facilities maintenance, minor construction, and depot-related services in accordance with current Marine Corps directives.
2. Cancellation. DepO 11014.1C (Depot Police and Grounds Maintenance), DepO 4120.1 (Standards for Display of Signs), DepO 5560.12B w/ch1 (Parking Regulations), DepO 11010.2 (Area Appearance Recognition Program).
3. Summary of Revision. This Manual establishes standard operating procedures for facilities maintenance throughout this Command, and as such should be completely reviewed.
4. Action. Addressees will take appropriate action to ensure compliance with this Manual.
5. Certification. Reviewed and approved this date.


J. M. GUERIN
Chief of Staff

DISTRIBUTION: I

Copy to: FacMaint (30)



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
1600 HENDERSON AVENUE SUITE 238
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DepO P11000.2 Ch 1
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21 JAN 1997

DEPOT ORDER P11000.2 Ch 1

From: Commanding General
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR FACILITIES MAINTENANCE
(SHORT TITLE: SOP FOR FACILITIES MAINTENANCE)

1. Purpose. To make pen changes to the basic Manual.
2. Action. Modify Appendix F, page F-1, paragraph 1 with the addition of the following:

<u>ITEM</u>	<u>TYPE</u>	<u>FREQUENCY</u>	<u>JON#</u>	<u>PERFORMED BY</u>
Lightning Protection and Grounding Systems Test (Bldgs #614, 616, 394)	PMI	Semi-Annual	TBD	FacMaint

3. Summary of Changes. This change revises Appendix F to include an annual lightning protection and grounding systems test for the Depot's ammunition magazine bunker, the Provost Marshal's ammunition locker, and the U. S. Coast Guard's ammunition locker as required per NAVSEAINST 8020.14A.
4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Manual.


J. M. GUERIN
Chief of Staff

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DepO P11000.2 Ch 2
4A

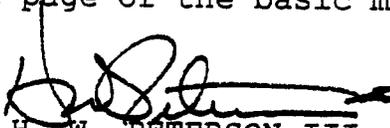
DEPOT ORDER P11000.2 Ch 2

08 JUL 1997

From: Commanding General
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR FACILITIES MAINTENANCE
(SHORT TITLE: SOP FOR FACILITIES MAINTENANCE)

1. Purpose. To direct pen changes to the basic manual.
2. Action. Amend paragraph 5001.8. to read "Parking of POVs, recreational vehicles, or motorcycles along the Depot parade deck is limited to 24 hours except for the POVs of fire prevention personnel, 12th Marine Corps District personnel, and students attending either Drill Instructor School or Recruiters School."
3. Summary of Changes. This Change revises Chapter 5 of the basic manual to allow parking of POVs for TAD 12th Marine Corps District personnel, 32-hour duty fire prevention personnel, and both TAD Drill Instructor and Recruiters School students residing in the BEQs.
4. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic manual.


H. W. PETERSON III
Chief of Staff

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DepO P11000.2
2 5 MAR 1993

LOCATOR SHEET

**Subj: STANDING OPERATING PROCEDURES FOR FACILITIES MAINTENANCE (SHORT TITLE:
SOP FOR FACILITIES MAINTENANCE)**

Location: _____
(Indicate the location(s) of copy(ies) of this Manual.)

ENCLOSURE (1)

SOP FOR FACILITIES MAINTENANCE

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SOP FOR FACILITIES MAINTENANCE

CHAPTER 1

INTRODUCTION TO FACILITIES MAINTENANCE

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SOP FOR FACILITIES MAINTENANCE

CHAPTER 1

INTRODUCTION TO FACILITIES MAINTENANCE

1000. SCOPE

1. This Manual provides policy, guidance, and instructions for real property facilities maintenance and related services provided by the Facilities Maintenance (FacMaint) Division, Marine Corps Recruit Depot (MCRD), San Diego. It establishes the organization for facilities maintenance, responsibilities, request procedures, and limitations and restrictions applicable to all tenant organizations.

2. Instructions contained herein do not apply to the following areas of Depot support which are covered by separate directives:

- a. Motor transport
- b. Telephone or data communications service, teletype and radio repair
- c. Fire protection
- d. Office machines, furniture, furnishings and portable fans
- e. Facilities assignments, reassignments and utilization
- f. Natural disasters
- g. Commercial cablevision

3. Glossary of Definitions. See Appendix A.

4. Facilities Maintenance Directives. See Appendix B.

1001. ORGANIZATION

1. General. MCRD's real property maintenance activities (RPMA) program is the responsibility of FacMaint, organized in accordance with current Marine Corps directives, and functioning as a Branch under the staff cognizance of the Director of Facilities.

2. Organization of Facilities Division (MCRD, San Diego). See Appendix C.

3. Facilities Maintenance. Consists of the Facilities Maintenance Officer (FMO) and his special staff, the Operations (Ops) Section, and the Maintenance and Repair (M&R) Section. The mission is to perform real property maintenance

for MCRD tenant activities. RPMA are centrally managed through offices and shops located in the FacMaint complex. All requests for work, including service calls and work requests, are received and processed by the Ops Section. The M&R Section provides direct and general support to all tenant activities.

4. Organization of FacMaint Branch. See Appendix C.

5. Organization and Operation. Within the Maintenance Branch there are three sections under the cognizance of the FMO.

a. Admin/Budget Section. The primary function of this section is to provide administrative support and budgetary analysis for the Maintenance Branch in support of the maintenance of real property. Included is the preparation of the budget year and budget year plus one operating budget for the maintenance and repair of real property, non-real property, utilities, environmental and safety concerns, and family housing. Additional responsibilities include cost control of material acquisition and labor hours which must be constantly monitored and balanced against the appropriations allocated to the Maintenance Branch Cost Center.

b. Operations. This section is responsible for developing long range maintenance plans (LRMP), annual and quarterly work programs, screening and classifying all work requests (including emergency and service-type work), inspecting real property, preparing master weekly work schedules, man-hour and material estimates for job orders, determining the need for engineering advice and assistance, and requesting the Public Works Officer to arrange for contractual services. It also recommends work accomplishment by contract when a facility project exceeds the activity commander's approval authority or when the scope of the work exceeds in-house capability. Additional responsibilities of the Ops Section include maintaining and updating the integrated facilities management plan, preparing and distributing a monthly customer status report of all work requests submitted by the respective organization, and preparing specifications, inspecting, and accepting for the FMO all service contract work processed through the Purchasing and Contracting Officer or Public Works Officer.

c. Maintenance and Repair Section. This section is responsible for maintaining, repairing, and constructing real property, the repair of selected class 2, 3, and 4 equipment, the maintenance, repair, and operation of utility systems, providing pest control services, maintenance of roads and grounds, and providing refuse collection and disposal services.

1002. FACILITIES MAINTENANCE RESPONSIBILITIES. The FMO is responsible for ensuring the planning and execution of the following functions:

a. Maintenance and repair of all Marine Corps owned real property facilities. This includes all buildings and their installed equipment,

structures, paved and unpaved roads/streets, utility systems, and improved grounds carried on the MCRD Plant Account.

b. Operation of all utility systems including water, electrical, and sewage.

c. Insect and rodent control services including interior fogging and exterior spraying.

d. Minor construction (alterations, extensions, expansions, and improvements) and other engineering support and station services as specified in Chapters 3 and 6 of this Manual.

e. Scheduled maintenance (except operator/user maintenance) of selected class 3 and 4 Plant Account property, less motor transport, specialized medical and dental, office machines, furniture and furnishings, mainframe computer systems and associated support equipment (uninterruptible power supplies, motor generators, frequency converters, etc.), and portable fans.

f. Depot-level grounds maintenance/police.

1003. AUTHORIZED REQUESTORS. The authority to submit written work requests for MCRD facilities, by organizations external to FacMaint, is restricted to the tenant organizations and staff agencies (authorized requestors) as listed in Appendix D. Appendix D also illustrates the work request numbering sequence.

1004. FACILITIES LIAISON OFFICER. Authorized requestors identified in Appendix D will designate one individual as a Facilities Liaison Officer for their activity. This designation shall be in writing addressed to the Commanding General (Attn: FMO). The Facilities Liaison Officer shall be responsible for:

a. Maintaining liaison with the FacMaint Branch.

b. Coordinating occupant self-help maintenance and preventive and cyclic maintenance programs (Chapter 7).

c. Reviewing, on-site evaluating, approving, and submitting work requests in accordance with this Manual.

d. Conducting monthly reconciliations of outstanding work requests with FacMaint and all supported tenant organizations.

e. Attending the Facilities Maintenance Board as set forth in paragraph 1007.

1005. TENANT ORGANIZATION RESPONSIBILITIES. Tenant organizations are responsible for:

a. Supervising occupants to prevent loss or damage to facilities through abuse or misuse.

b. Furnishing timely information on all matters which will necessitate changes in land, facilities, assistance provided, or funds required.

c. Performing tenant maintenance as set forth in paragraph 1005.2.

d. Performing operator maintenance of Depot equipment utilized by their organization and designated by the FMO as occupant responsibility.

e. Performing operational maintenance of training areas and recreation facilities.

f. Submitting work request information, as set forth in Chapter 2, to the appropriate authorized requestor for review and forwarding to the FMO.

g. Monitoring oil/water separators and/or grease interceptors/traps for assigned facilities.

h. Providing monthly inspection of fire extinguishers, fire evacuation plans, and fire drills in accordance with current directives.

1. Tenant Maintenance. There is no substitute for good housekeeping practices in maintaining a facility's appearance or functional usefulness. Tenant organizations are responsible for the following specific maintenance in addition to routine police:

a. Lubrication and tightening of door and window hinges, tracks, and rollers.

b. Procuring and replacing light bulbs in buildings for all fixtures under ten feet in height and requiring bulbs under 150 watts. Bulbs are available through Shop Stores.

c. Clearing stopped plumbing fixtures with the aid of a "plumber's helper" (plunger) and clean up. Should a stoppage in a commode or urinal require clearance by FacMaint personnel, the occupant is still responsible for clean up after the stoppage is cleared.

d. Maintaining lawns, improved/unimproved grounds, and clearing drainage ditches and culverts within the immediate vicinity of assigned facilities. Areas of responsibility for grounds maintenance/police are as specified in Chapter 7 of this Manual.

e. Cleaning filters in window air-conditioner units as required, but no less than once a week in season. Care must be exercised so as not to damage the filter or the cover plate when removing them for cleaning. Failure to clean filters will result in the permanent removal of the unit.

f. Performing other "homeowner" type maintenance within capability of available skills as authorized by the FMO. (See Chapter 8 for details of the Self-Help/Extended Self-Help program.)

g. Preventing damage to or marring of surfaces, fixtures, and equipment by abuse, carelessness, or misuse.

h. Monitoring the use of, and levels within, oil water separators and waste oil reception tanks, and reporting of discrepancies.

2. Conservation of Utilities. Unit commanders shall ensure necessary action to conserve utilities to the maximum extent possible. Guidelines include:

a. Water

(1) Turn all spigots and faucets off firmly, but without excessive force. Report all leaks to FacMaint.

(2) The only location at which privately owned vehicles may be washed on the Depot is the MCX Carwash facility, B-604. (MOQ areas are exempt.)

(3) When accomplishing irrigation, periods of actual water consumption will not exceed 15 minutes in duration and flooding of areas will be avoided. Additional guidance on lawn irrigation is provided in Chapter 7 of this Manual.

b. Electricity. Turn off lights when they are not needed. Do not turn on standing lights prior to one-half hour before dark. Ensure that all standing lights are off at dawn. Switch off all fixtures, appliances, and equipment not in use. Keep lamps, reflectors, and fixtures clean.

c. Refrigeration

(1) Let food cool to room temperature before placing in a refrigerator. Defrost refrigerators regularly. Do not keep doors of walk-in cold storage boxes open unnecessarily. Any discrepancy in temperatures on walk-in reefers should be reported immediately.

(2) Do not store dry stores or other material not requiring refrigeration in reefers.

d. Heating

(1) Turn off heat whenever weather permits. If a valve will not shut

off with moderate effort, do not force it. Do not let a room become overheated and then try to control the temperature by opening windows. Maintain constant temperatures by careful control of valves.

(2) Authorized maximum temperatures which will provide comfort and economy are listed below by building types:

(a) Berthing spaces	68 degrees
(b) Shops, garages, admin spaces	68 degrees
(c) Storage spaces	55 degrees

(3) Secure all heat when windows and/or doors are kept open or when work areas and/or building are vacated.

1006. PROHIBITIONS AND RESTRICTIONS

1. Twenty-five buildings listed in Appendix E are on the National Register of Historic Places. Interior and exterior modifications of these facilities and the surrounding grounds and facilities within the boundaries of the Historic District are subject to Facilities Division approval and must be in compliance with the restrictions imposed by the Depot Master Plan/Architectural Plan and Historic District Maintenance Management Plan.

2. Facilities and Equipment. FacMaint is responsible for the maintenance of all facilities and equipment covered by this Order. Tenant organizations are prohibited from performing any work on those facilities and equipment unless specifically authorized in this Order or with the prior approval of the FMO. Prohibited or restricted actions requiring special emphasis are:

a. Maintenance, replacement, or removal of installed equipment except as designated by the FMO.

b. Alterations, extensions, revisions, or modifications of electrical, plumbing, heating, air conditioning, refrigeration, water, or sewage systems.

c. Installation, removal and/or replacement, or relocation of window air conditioners without prior FMO approval.

d. Construction of or alterations to, buildings, roads, sidewalks, storage or parking areas.

3. Key Control. No person, without proper authority, shall reproduce or have reproduced any key or master key to any building, office, room, storeroom, warehouse, government-owned lock, or government vehicle of this Command. Requests for reproduction of keys will be on a written work request signed by the authenticating officer and forwarded to the FMO. Upon completion of the

work request, a signature acknowledging receipt of the key is required.

4. Vegetation. Removal, addition or alteration of trees, shrubs, flowers, crops, or other vegetation by tenant organizations is prohibited without prior approval of the Commanding General via the FMO.

5. Excavation. No excavation (digging) of any kind, including digging for installation of signs, fences or utility poles will be undertaken without submitting a work request to dig via the FMO. Digging in training areas is covered by training area regulations and is exempt from this requirement.

6. Trenches. Digging of trenches or deep edging alongside walkways is prohibited.

7. Minor Property. The fabrication of minor property and equipment (including furniture-type items) by FacMaint is restricted to critical items which cannot be procured from supply or commercial sources. The using unit is responsible for budgeting and procurement of minor property and equipment through normal supply channels.

8. Furniture and Small Appliance Repair. The Maintenance Branch does not possess the capability for repair of furniture and small appliance. These repairs must be obtained through the Property Control Officer.

9. Utility Poles. Use of MCRD utility and telephone poles for any installation requires the prior written approval of the FMO and Communications Officer (ComO). Under no circumstances will tactical communication wire or tactical electrical wire be attached to any MCRD utility or telephone pole, or utility or telephone system prior to approval. Installation of tactical utility and telephone poles requires the prior written approval of the FMO and ComO.

10. Transformer Pads and Stations. Transformer pads and stations aboard MCRD are off limits to all personnel other than qualified FacMaint high voltage electricians. Trash or storage of material is not authorized in any transformer enclosure.

11. Mechanical or Machine Rooms. Mechanical or machine rooms located within buildings are for use by FacMaint personnel only. Equipment and controls located in these rooms are the responsibility of FacMaint. Entry, repair, or operation by others is prohibited without prior approval of the FMO. No material will be stored in these mechanical rooms without the prior approval of the FMO. Occupants of adjoining buildings or rooms having boiler rooms will notify the FMO if police becomes necessary.

12. Plumbing Fixtures

a. Deodorant blocks will not be placed in commodes, urinals, or any other plumbing fixture.

b. Scouring powder will not be used to clean commodes, urinals, or other plumbing fixture. Scouring powder, once in the line, hardens and blocks the trap, clogging the lines. To clean toilet bowls, utilize the current issued products available in Shop Stores.

c. Trash (i.e., cigarette butts, matches, apple cores, magazine pages, newspapers, or paper towels) will not be deposited in urinals or commodes.

d. Steam lines, radiators, or water piping will not be used for drying laundry.

e. Brass and copper pipes will not be polished.

13. Electrical Fixtures and Wiring

a. Wiring will not be changed, tampered with, nor used as a clothesline for drying laundry. Exposed wiring will be reported to the Service Desk (Work Reception)/Emergency Night Crew (Ext. 4-4385).

b. The FMO will be consulted before using any high-electrical-demand appliance or multiple small-demand appliances. No more than one appliance will be plugged into an outlet at any time. Heat-producing appliances will only be used when the installation has been made by or under the supervision of FacMaint personnel.

14. Space Heaters. The installation, use or storage of privately owned space heaters or air conditioners in MCRD facilities is prohibited. Government owned space heaters will only be used with the prior written approval of the FMO and then only for the purpose specified in the letter of approval. Approvals, when given, are valid only for the fiscal year of approval, and only for the specific approved location. Because of the high fire hazard potential for each appliance, high operating cost, and/or electric load limitations in building wiring circuits and distribution lines, each location must be individually evaluated. For fire and safety considerations, space heaters, when authorized, will not be placed in confined spaces such as under desks or on shelves; nor will they be placed where they cannot be readily seen. The use of any fuel-fired space heater in MCRD facilities is prohibited.

15. Antennas. All requests for installation of antennas will be submitted on a standard work request form (NAVFAC Form 9-11014/20) to the ComO for operational approval and submission to the FMO for final approval. Requests must include a description of the proposed method of installation, location, and the time period antennas will remain installed.

16. Elevators. All elevators aboard the Depot are the responsibility of the Maintenance Branch. Due to the safety involved in the operation and maintenance of elevators, Maintenance personnel or designated service contractors are the only personnel authorized to perform maintenance on the units. If an elevator is in need of repair, call the Service Desk

and report the discrepancy. Strict adherence must be paid to the operating instructions and safe-load capacity. Modifications to elevators for compliance with OSHA standards will be funded by the Maintenance Branch. Any modifications not of a safety nature desired by the using unit will be reimbursable work and funds must be transferred to FacMaint prior to the work beginning.

17. Tactical Equipment. Maintenance of unit organizational equipment and property is a function of service units and is not within the purview of the Maintenance Branch.

18. Vending Machines. Vending machine installation is controlled by the AC/S, MWR and is permitted only in designated recreation or office spaces. Utility requirements for new vending machine installations shall be requested in writing to the FMO. All vending machines shall be bolted to the deck.

19. Washing Machines and Dryers. Washers and dryers are controlled by Property Control, therefore, any work dealing with installation, relocation or replacement of these items must be referred to the Property Control Officer.

20. Groundskeeping Equipment. Lawn mowers and weed eaters are controlled by Property Control, therefore, any maintenance/repair work dealing with these items should be referred to the Property Control Officer.

21. Screens. Only dining facilities, child care centers, toilet facilities, or medical and dental activities will be provided screens.

22. Painting of Facilities. Colors will conform to standard colors stocked in Shop Stores or listed in the Self-Service Catalog.

1007. FACILITIES MAINTENANCE BOARD

1. Purpose. The Facilities Maintenance Board is established to provide a suitable forum for:

a. Discussion of maintenance problems and solutions, both specific and general.

b. Identifying successful, local maintenance and self-help programs for possible depot-wide applications.

c. Placing local facility problems in perspective relative to the Depot's overall maintenance requirements.

d. Discussion of maintenance policies and procedures.

2. Membership. The following permanent members constitute the Facilities Maintenance Board:

- a. Facilities Maintenance Officer (Chairman)
- b. Facilities liaison officers for each authorized requestor (paragraph 1004)
- c. Operations Officer, Facilities Maintenance
- d. Director, Maintenance and Repair Section, Facilities Maintenance

3. The FMO will notify board members of scheduled meetings by letter, chair meetings, and distribute copies of the minutes of each meeting to each board member and the Director of Facilities.

1008. FACILITIES MAINTENANCE SEMINARS. Facilities maintenance seminars are conducted on a quarterly basis for the purpose of providing authorized requestors and their representatives an overview of FacMaint provided services, tenant responsibilities, and procedures for requesting services. Seminars are conducted in the conference room of Building 224, which will accommodate approximately 35-40 students per session. Seminars include lesson plan handouts and work shops on computerized access to the Customer Information System.

SOP FOR FACILITIES MAINTENANCE

CHAPTER 2

WORK INPUT PROCEDURES

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SOP FOR FACILITIES MAINTENANCE

CHAPTER 2

WORK INPUT PROCEDURES

2000. SCOPE. This chapter establishes procedures for the initiation of Facilities Maintenance (FacMaint) work including maintenance policy, maintenance programs, and work generation.

2001. MAINTENANCE POLICY. To maintain real property in the most efficient and cost effective manner requires that the primary generator of maintenance and repair work be the facilities inspection program. The development of budget goals is based on this continuous, controlled inspection program that documents current and projected requirements for long-term facilities maintenance. Within the framework established by the budget, FacMaint is then tasked with balancing total support requirements with currently available resources to best meet overall command requirements.

2002. FACILITIES MAINTENANCE GENERATED WORK. Based on instructions contained in current Marine Corps directives, the Maintenance Branch carries out a continuous inspection plan consisting of various programs.

1. Controlled Inspection/Long Range Planning. All class 1 and 2 properties, including facilities, structures, roads, grounds, utility systems, training structures, and selected class 3 and 4 equipment at MCRD are inspected by the Facility Inspector/Planning and Estimators (P&E's) on an annual basis. Inspection checklists include major items in the electrical, mechanical, and structural fields. Deficiencies detected during inspections are itemized and entered into the automated Long Range Maintenance Plan (LRMP). Each deficiency is annotated separately and includes pertinent data fields required for sorting purposes. The automated LRMP is capable of sorting by numerous data fields (i.e., facility number, type of deficiency, CAT and CAC codes, fund source, year of estimated requirement, etc.). The LRMP is utilized to develop facilities projects, multi-year budget submissions, and shop load plans based on available funding and manpower resources. While the primary objective of the annual facilities inspection is to identify deficiencies that may jeopardize long-term habitability of facilities, the annual inspection also generates the bulk of the current FacMaint workload. LRMP input is sought and encouraged from external sources such as the Federal Fire Department, safety and environmental representatives, and unit commanders. Authorized requestors may gain "read only" access to a limited number of fields of the LRMP via the automated Customer Information System (paragraph 2010).

2. Preventive Maintenance Inspections. FacMaint personnel and/or contractors working under the cognizance of the Maintenance Branch conduct the systematic

examination, lubrication, and minor adjustment/repair of selected class 2, 3, and 4 equipment to which an operator is not assigned or for which the inspection/work is beyond operator capability. This work is authorized by a standing job order which specifies tasks and time limitations (normally less than 30 minutes per piece of equipment). Deficiencies beyond program scope are reported to the operations section for corrective action. Corrective action may consist of issuance of a trouble service ticket for minor repairs or preparation of a specific work order for repairs beyond the scope of service work. Appendix F provides frequency and scope for this program.

3. Recurring Maintenance/Services. FacMaint personnel and/or contractors perform recurring maintenance on a variety of class 2, 3, and 4 equipment or provide services on a scheduled basis. The cost/man-hours allocated to this type of work is normally estimated because the type of work or service being provided is well documented. The 30 minute time limitation does not apply to recurring work. This work is authorized by a standing job order which specifies tasks and cost/time limitations. Deficiencies beyond program scope are reported to the Operations Section for corrective action. Corrective action may consist of issuance of a trouble service ticket for minor repairs or preparation of a specific work order for repairs beyond the scope of service work. Appendix F provides frequency and scope for this program.

4. Cyclic Maintenance (CM). FacMaint personnel perform CM of facilities, utility systems, irrigations systems, and selected class 2, 3, and 4 equipment on a scheduled and nonscheduled basis. CM is primarily performed to keep facilities and equipment at their optimum operating condition, reduce utility consumption, and provide customers with scheduled minor maintenance; the by-product, reducing the number of trouble calls and overall administrative burdens. (The work is cyclic in nature.) Personnel perform walk-through inspections of facilities or operational tests of equipment/systems and make immediate repairs (within service work scope) with material on hand. Deficiencies detected during inspections beyond service work scope, requiring non-stocked material, or planning/estimating and engineering are reported to the Operations section for corrective action. Corrective action may consist of ordering additional materials in conjunction with issuance of a trouble service ticket for minor repairs or preparation of a specific work order for repairs beyond the scope of service work. This work is authorized by a non-estimated standing job order. Appendix F provides frequency and scope for this program.

5. Management Observation. FacMaint managers, supervisors, and tradesman observe and report deficiencies on a daily basis. Deficiencies estimated to require less than 16 man-hours to complete, with no more than two shops, or a total labor/material cost of less than \$1,000 are reported and issued as emergency or routine service work authorization (trouble service ticket). Deficiencies beyond service work scope (work requiring over 16 man-hours to complete, utilize more than two shops, or a combined labor/material cost exceeding \$1,000) are reported to the Operations Officer for preparation of a Specific Work Order.

2003. CUSTOMER/TENANT GENERATED WORK

1. Telephone Requests. Telephone requests for facilities maintenance and repair is limited to emergency service and pest control service work as described below. Anyone may report an emergency, authorized requestor or not. If in doubt as to whether a problem is an emergency or routine call, contact the FacMaint Service Desk at 4-4385.

2. Emergency Service Work. FacMaint personnel provide emergency service work 24 hours a day, seven days a week. Emergency work is defined as tasks requiring immediate action to eliminate hazards to personnel or property, correct or prevent loss or damage to Government property, or restore disrupted essential services including utility outages. This work should be reported immediately by the person who first becomes aware of the emergency. Telephone requests for emergency service work will be accepted 24 hours a day, seven days a week. A telephone answering machine is utilized between the hours of 1530 and 0700 when the emergency night crew is out on a call. If you receive a recorded message describe your problem and provide the information stated below.

a. Telephone Procedures. Callers must be prepared to provide the following information:

- (1) Name and telephone number of requestor
- (2) Organization and area concerned
- (3) Description of work
- (4) Building or structure number
- (5) Location of work within the building or structure
- (6) If applicable, plant account and/or serial number of equipment
- (7) Name and phone number of person familiar with work required

b. The operators at the FacMaint Service Desk are trained to evaluate requests and will either accept the telephone request or instruct the caller to submit a written work request as appropriate.

c. Telephone requests generate Emergency/Service Work Authorizations (Service Tickets) for documentation purposes. Callers will be given an alphanumeric Service Ticket number (call number) when their request is accepted (i.e., RTR E0379). The Service Ticket call number and the date of the request should be noted by the caller for future reference and follow-up action if required. Expected completion times are 24 hours for emergency work and 10 working days for routine service work. Emergency work will not necessarily be

permanently resolved within the 24-hour window as the emphasis is on reduction of the emergency. Follow-up effort on emergency work will be scheduled without any further action required by the caller, as required.

3. Routine Service Work. FacMaint personnel provide responses for routine service work during normal working hours on all scheduled work days (normally Monday-Friday). Routine service work is described as work that is relatively minor in scope, normally estimated to require 16 man-hours or less to accomplish, requires less than two shops to accomplish, and has a total estimated labor and material cost of less than \$1,000. This work should be requested by authorized requestors, in writing, upon discovery of the problem. All written requests for routine service work are to be submitted to the FacMaint Work Reception Clerk located in Building 224 on Work Request form NAVFAC 9-11014/20, in accordance with the procedures established herein. Telephone requests for routine service work are not authorized, with the exception of requests for services originating from occupants of MCRD's Married Officers Quarters (MOQ) or the Housing Officer. Authorized requestors shall exercise judgement as to whether the work is routine or an emergency (i.e., stopped drains or water leaks creating unsanitary conditions or excessive loss of water, telephone calls are authorized).

4. Specific Work. FacMaint and contract personnel accomplish approved specific work projects on a scheduled basis. Specific work is defined as approved maintenance and repair, alteration, or construction projects that require more than 16 man-hours to complete, utilize more than two shops, and exceed a total labor and material cost of \$1,000 (not to exceed \$300,000 per project). Specific work normally requires preparation of job plans, shop sketches or detailed working drawings, ordering and specifying materials, and preparing work statements for contractual work. Expected completion times on specific work projects vary between 30 to 180 days, depending on complexity of material requirements/lead times, competitive bidding requirements on contracts, and scheduling constraints. Requests for specific work shall be submitted on Work Request form NAVFAC 9-11014/20, by authorized requestors only, in accordance with procedures established in this Manual. All specific work requests are to be submitted to the FacMaint Work Reception Clerk at the Service Desk located in Building 224.

5. Reimbursable Work. Requested work or services determined to be reimbursable shall be funded by the requesting activity. Reimbursement varies depending on the type of activity requesting services. MWR facilities are determined by the class of facility (Appendices G and H). Interservice Support Agreements (ISSA's) (Appendix A) provide detailed information regarding reimbursable work for tenant commands and commercial vendors. General guidelines for reimbursement are as follows:

a. Depot Fund Administrators. Reimbursable funding can be provided by direct cite of an activity's financial information pointer (FIP) and job order number (JON) by providing the appropriate cost codes in Block 9 (funds chargeable) of the Work Request form (NAVFAC 9-11014/20). Funds may also be

transferred from the requesting cost center to the FacMaint cost center (CC-4A) via the AC/S, Comptroller (Attn: Budget Officer).

b. MWR Activities. Reimbursable funds are to be provided by preparing a Purchase Order (PO) addressed to the AC/S, Comptroller (Attn: Budget Officer). Appendices G and H provide general guidelines for FacMaint services provided and MWR provided or reimbursable work in MWR class A, B, and C facilities.

c. Tenant Commands. Reimbursable funding for services to the Branch Medical and Dental Clinics and other reimbursable tenants is provided by preparing an Order for Work and Services (NAVCOMPT 2275) addressed to the Commanding General (Attn: AC/S, Comptroller) via the Director of Facilities. Appendix I provides additional guidelines for tenant reimbursement.

d. Commercial Vendors. Reimbursable funding is provided by deposit of funds on account for requested services as outlined in the ISSA.

2004. PREPARING WRITTEN WORK REQUESTS

1. Written work requests using a standard work request form (NAVFAC 9-11014-20 (Appendix J)) must be submitted on work not classified as emergency work. All work requests will be sent to the supporting authorized requestors for review and on-site evaluation. Those requests passing this review/evaluation will be assigned a work request number. Requests will then be submitted to the FacMaint Work Reception Clerk in Building 224 with the original and at least two copies of all documentation. Sketches, letters, endorsements, references, or other means of clarifying and validating the requirement will be appended to the standard form. Work requests containing incomplete information or lacking adequate justification or substantiating documentation (such as copies of referenced fire, safety, or physical security inspection reports) will be returned to the authorized requestor for corrective action and a new submission. Authorized requestors will be assigned a block of alphanumeric work request numbers at the beginning of each fiscal year (i.e. RTR 20001 through RTR 21499). The 3-digit alpha code (i.e., RTR) is a quick reference of the authorized requestor, in this case the Recruit Training Regiment. The first number reflects the fiscal year and the remaining numbers are assigned to the specific authorized requestor. Utilizing the entire alphanumeric number will be helpful in reconciling requests as automated resources will sort by both the alpha and numeric codes (Appendix D). The following rules apply in work request preparation:

a. Maintenance work, construction, and station services must be submitted on separate requests. When one category of work is directly related to the other, the related request will be referenced.

b. Similar work of one category, on facilities with the same classification, must be consolidated on one work request. Examples are

leaking roofs on several warehouses, alteration to several administrative buildings, or installation of equipment in one or more shop buildings.

c. Work on facilities with different classifications (i.e. barracks and warehouses) cannot be consolidated on the same request.

d. Requested work cannot duplicate or include work requested on a previously submitted, and still outstanding, request without cancelling the first request.

e. Additional requirements for minor construction requests are detailed in Chapter 6.

f. Requests for installation of new items of equipment will contain manufacturer's data on size, electrical requirements, and any other pertinent information or special instructions. Reproduced copies of the manufacturer's data sheets are most appropriate for attachment to this type of request.

g. Reimbursable and partially reimbursable customers will clearly identify the fund source to be used for each request submitted. Requests requiring funding that do not identify an appropriate fund source will be returned disapproved.

2. If in doubt, call Customer Services for assistance at extension 4-6076.

2005. REVIEW ACTION. Work requests shall be reviewed at all stages of processing for adequate description, justification, conformance with this SOP and with maintenance standards and policies, and for duplication or conflict with requested, planned, or approved work. Authorized requestors should utilize the automated Customer Information System (paragraph 2010) during this process. Review action by the authorized requestor is of particular importance in this process since he is in the best position to reduce unnecessary or duplicate requests and to insure that adequate descriptions and justifications are provided to support valid requirements. Should any of the above conditions exist, the request will be returned to the originator with an explanation noted in the remarks section on the reverse side of the request. Disapproval of requests for insufficient justification does not mean the request has no merit; it merely means that the requestor has not provided adequate justification for the request.

2006. FACILITIES MAINTENANCE ACTION. Authorized requestors are notified of action on requests through the monthly Work Request Status Report. Approved work requests for routine service work generate trouble service tickets. Approved work requests beyond the scope of service work will generate a Specific Work Order. Subsequent inquiries as to status of requested work will

reference the assigned Work Request number. Disapproved requests will be returned to the authorized requestor with the reasons for disapproval noted on the Work Request Return/Information form MCRD 11137/1 or automated (RTC, Appendix K). Specific information pertaining to any maintenance work may be obtained from a FacMaint Customer Service representative, on request, at extension 4-6076. Authorized requestors will reconcile their outstanding work requests with FacMaint Customer Services and with all supported tenant units on a monthly basis.

2007. FACILITIES MAINTENANCE CUSTOMER SERVICES. The FacMaint Customer Service SNCO performs the following functions:

1. Reviews all incoming work requests for validity and compliance with existing directives.
2. Ensures that requested work is not a duplication of work already planned or in progress by cross referencing requests against the automated work control system and maintains constant liaison with maintenance managers and planners.
3. Recommends approval or disapproval of requests upon completion of review and determines the source for accomplishment. Ensures all returned work requests are preceded by phone conversations to authorized requestors stating the reasons for return of the work request.
4. Maintains liaison and establishes reconciliation procedures with authorized requestors to ensure that objectives are met in a timely manner.
5. Questions concerning procedures for requesting maintenance services, types of services offered, status of work requests, police and grounds maintenance, the self-help program, and military liaison should be addressed to the FacMaint Customer Service SNCO.

Customer Services telephone number: 4-6076

2008. WORK APPROVAL AND SCHEDULING

1. Constraints. Funds for Depot facilities maintenance and operations are seldom sufficient for all work generated or identified. Therefore, less essential work must be deferred or disapproved. Further, there are control requirements imposed by higher authority, unique material problems associated with facilities maintenance activity, and contracting regulations which may further restrict material sources.
2. Controlled Maintenance. The previously mentioned constraints, coupled with personnel ceilings, physical plant growth, and increasing plant age dictate that the FacMaint Branch adhere to a highly controlled system of work planning, authorization, material procurement, scheduling, and job accomplishment in

order to insure adequate maintenance of essential facilities and the best supportable maintenance of all facilities within available resources. A balanced workload for each shop is a necessary facet of this control process.

3. Scheduling Priorities. Emergency Work, as defined in paragraph 2003.2, has priority over all other work. Programmed work specified in paragraph 2003.2 and 3 has second priority. All other approved requests are scheduled and accomplished on a first-come, first-serve basis as available materials and trade skills will permit.

4. Exception Scheduling. Work that is validated as critical to the performance of an operational mission, and that is not already included in priority one above, will be scheduled as directed by the FMO on a by-exception basis to meet mission requirements.

5. Material Lead Time. Material lead time ranges from off-the-shelf issue of common recurring items to three months for unusually high usage of common items. Lead time for low usage or non-stock items may range from a low of three months to as much as six months. Advanced planning and early input of requirements to the Maintenance Branch by supported organizations can substantially reduce problems in meeting operational deadlines.

2009. WORK REQUEST STATUS REPORTS. Authorized requestors will receive monthly work status reports and have access to automated status reports (Appendix L).

1. Monthly Hard Copy Status Reports. Authorized requestors will receive a hard copy monthly status report of all telephone and written requests for work. The report will be broken down in two parts.

a. Part one reflects telephone and written requests for emergency and routine service work (requiring less than 16 man-hours to complete, with less than two shops involved, with a total labor and material cost of less than \$1,000). A separate report, in building number sequence (Appendix L), is provided to each authorized requestor that reflects the status of emergency and routine service work for that particular requestor.

b. Part two reflects the status of work requests that have been estimated to require more than 16 hours to complete, require more than two shops, or the total labor and material costs are estimated to exceed \$1,000. These jobs may be in the review process or are approved jobs that have been assigned a Specific JCN/Work Order Number. A separate report, in building number sequence (Appendix L), is provided to each authorized requestor that reflects the status of jobs for that particular requestor. A 3-digit code is utilized to reflect the status of these jobs (i.e. A/M = Awaiting Material, I/P = In-Progress, etc.). Appendix M provides a listing of definitions for all codes utilized in the reports.

2010. AUTOMATED CUSTOMER INFORMATION SYSTEM. Authorized requestors who have a personal computer (PC) connected to the Banyan Vines Local Area Network (LAN) may gain access to a limited capability automated Facilities Maintenance Customer Information System. System capabilities, accessibility, use and training are described below.

1. System Capabilities. The Customer Information System will provide authorized requestors current status of all ongoing and planned work for all facilities on the Depot. Additionally, the system will allow customers to submit work requests electronically if they desire. The main menu is very user friendly and will allow you to gain "read and print only" access to the following data bases:

- a. Trouble Service Tickets (Chits). (Query)
- b. Specific JON Work Orders. (Query)
- c. Long Range Maintenance Plan. (Query)
- d. Work Request Submittal File. (Input)

2. Using the Query System. Once you are at the main menu, simply select one of the three query data bases listed above that you wish to query. After selecting the data base of your choice another menu will be displayed that will allow you to query by several pre-indexed fields; i.e., work request number, trouble service ticket number, building number, requestor (RTR, H&S, etc.). Instructions are available on the screen to allow you to view a record or browse the entire data base. Additionally, you may change report formats if you desire. After you have made a query, you may print the report if desired. Utilizing the system to reconcile active work requests against new requests will eliminate duplicate requests and provide accurate up-to-date information.

3. Using the Work Request Submittal File. This menu selection is password protected and will allow users to submit work requests electronically. Unique passwords will be provided to authorized users upon successful completion of training on the use of this selection. This selection will not be available to users until the necessary training is obtained. (See paragraph 5)

4. Gaining Access to the System. To gain access to the Customer Information System data bases, perform the following keystrokes on your PC:

a. At the C: prompt change to the K: drive (this drive resides at the microcomputer training room in Building 31). If you are unable to access the drive and are connected to the LAN, you may have to set the K drive. This is accomplished by utilizing the following command:

```
setdrive K "application programs@micro trng@mcrd san diego"
```

b. Once you are at the K: prompt change the directory to POSTLOG (CO\POSTLOG), then type CUST_RTR (last three alpha characters must be the same as your authorized requestor designator code) then hit the return key. In a short period of time you will gain access to the FacMaint Customer Information System main menu.

5. System Training and Assistance. Training will be conducted several times a year at scheduled FacMaint seminars. Interim training and specific questions relating to the use and/or initial setup of the automated Customer Information System may be addressed to the FacMaint Ops Officer at extension 4-4389.

SOP FOR FACILITIES MAINTENANCE

CHAPTER 3

OTHER ENGINEERING SUPPORT SERVICES

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SOP FOR FACILITIES MAINTENANCE

CHAPTER 3

OTHER ENGINEERING SUPPORT AND STATION SERVICES

3000. SCOPE. This chapter establishes policy and procedures for the provision of other engineering support and station services to tenant organizations aboard MCRD San Diego. Appendix N provides a listing of frequent problem areas and the responsible MCRD section to notify for assistance.

3001. DEFINITIONS

1. Other Engineering Support. Miscellaneous activity support functions applicable to real property maintenance activities (RPMA), such as public works engineering and administration, pest control, refuse collection and disposal, and fire protection. These functions are provided on a recurring and as-requested basis. Procedures applicable to those functions that are tenant requested are provided below.

2. Station Services. Services, other than those applicable to RPMA, provided to occupants of MCRD San Diego facilities by Facilities Maintenance (FacMaint). Such services include purchase of utilities, operation of utility systems, equipment installation, maintenance of specified types of plant account property, and signs. These services are provided on a recurring and as-requested basis. Procedures for requesting station services which are provided on an as-required basis are provided below.

3002. REFUSE COLLECTION AND DISPOSAL. The Facilities Division (FacDiv) provides and coordinates contracted refuse collection and removal services for unsalvageable, salvageable/recyclable, and hazardous waste materials to all tenant activities on MCRD, including reimbursable MWR activities. Unit commanders shall implement a program to sort/separate debris and recyclable/hazardous waste materials as follows:

1. Normal Unsalvageable Debris. Four-cubic yard trash containers (dumpsters), with hinged lids, are provided for disposal of normal trash and debris. Wet garbage or trash that has the potential to attract rodents or insects will be put in plastic garbage bags and placed in the dumpster by the tenant. Tenants are to ensure that dumpster lids remain closed at all times to avoid attracting any vermin. Dumpsters will be steam cleaned by the contractor on a regularly scheduled basis to ensure sanitation. Unsalvageable boxes and crates need not be placed in garbage bags, but must be broken down and flattened prior to placing in the dumpsters to conserve space. Grass, shrub and tree clippings/limbs may be placed in dumpsters, but must be cut into manageable lengths. Recyclable materials, hazardous waste/materials, and large or heavy items such as concrete rubble, dirt, equipment, and furniture shall not be placed in normal dumpsters, but shall be disposed of as directed.

a. Scheduled Pick-Up. Dumpsters located at dining facilities and other food establishments will be emptied daily; all other dumpsters will be emptied on a scheduled basis.

b. Assistance. Assistance for overflowing dumpsters, requests for additional or decreased pickups, and related problems should be addressed to the FacMaint Customer Services SNCO at ext 4-6076.

c. Heavy Rubble or Dirt. Heavy items such as concrete rubble, dirt, etc., shall not be placed in the four-cubic yard dumpsters. FacMaint maintains one-40 cubic yard drag-on dumpster for disposal of large/heavy unsalvageable rubble between the boathouse and the steam plant. The debris/rubble placed in this dumpster is to consist of spoils from grounds maintenance tasks and construction sites. This dumpster is utilized when it is impractical to rent a separate dumpster for a specific application or to haul the debris directly to the off-station (Miramar Land Fill) dump site. Debris other than construction rubble is not to be placed in this dumpster (i.e. furniture, equipment, etc.).

d. Other Large/Heavy Debris. The transport to an appropriate disposal site for all other large, heavy refuse, material, or excess property remains the responsibility of the generating agency.

(1) Accountable Excess Property. Excess property that is accountable (furniture, equipment, etc.) through the Depot Property Control Officer (PCO) shall be disposed of in accordance with instructions provided in DepO P4400.1B. Responsible Officers (RO's) shall prepare a DD-1348-1 for turn in of excess property items to the PCO. Excess items that are beyond economical repair shall also receive a limited technical inspection (LTI). Excess property that is suitable for redistribution at MCRD will be warehoused in Building 145 until redistribution is made. Excess property that is not required for use at MCRD will be disposed of through the Defense Reutilization and Marketing Office (DRMO) at the Navy Public Works Center, San Diego.

(2) Recyclable Excess Property. Excess property (furniture, equipment, etc.) that is not suitable for redistribution by the PCO or DRMO, but has a marketable value as a recyclable resource, shall be turned in and processed as recyclable. Note that on the bottom of the DD-1348-1 turn-in document a statement with accounting data is to be provided for reimbursement to the MCRD recycling account per DepO P4400.1B and DepO 6280.1.

(3) Unsalvageable Excess Property. Large or heavy furniture, or equipment items (excluding hazardous waste/materials) not handled by the Depot PCO or DRMO for redistribution or recycling must be transported to the off-station (Miramar Land Fill) dump site by the generating activity. The generating activity must first receive certification from DRMO (DD Form 1348-1) that the material is unacceptable to DRMO. A land fill dump permit is not required for Government vehicles disposing nontoxic materials.

2. Salvageable or Recyclable Debris. Corrugated cardboard, scrap metals, scrap plastics, glass, scrap wood, and waste paper, including computer paper and other materials that have a marketable commercial resale value are to be collected and deposited into specified collection points or dumpsters for recycling or resale. Note that some materials (i.e., used motor oil, solvents, and batteries) are to be handled as hazardous waste but have a marketable value under the Depot Recycling Program. The current edition of DepO 6280.1 provides detailed guidance and instructions on the the Depot Recycling Program. Assistance in establishing recycling procedures is available from FacDiv Environmental Engineering, ext 4-0655.

3. Hazardous Waste. Used motor oil, solvents, paints, batteries, PCB transformers, asbestos insulation, and other materials determined to be of a hazardous waste nature are to be properly labeled, sealed, or containerized as appropriate and brought to the FacMaint hazardous waste collection point for identification, inventory, storage, and pickup by an authorized hazardous waste or recycling collection agency. Note that some used motor oil, solvents, and batteries are to be handled as hazardous waste but have a marketable value under the Depot recycling program. Detailed guidance on the handling of hazardous waste materials is provided in DepO 5100.11. Assistance in hazardous waste handling, removal, and disposal is available from FacDiv Environmental Engineering, ext 4-0655.

4. Oil/Grease Waste. The disposal of waste oil or grease in oil/water separators, waste oil tanks, and grease interceptors is accomplished by contract on a regularly scheduled basis. Monitoring of levels in the oil/water separators, oil tanks, and grease interceptors is a tenant responsibility. Should oil or grease removal be required between scheduled pickups, the tenant must contact the FacMaint Service Desk, ext 4-4385.

3003. PEST CONTROL. FacMaint provides scheduled recurring and as-requested pest control services as follows:

1. Recurring Pest Control. FacMaint provides scheduled recurring pest control services for insect and rodent control consisting of biweekly insecticide spraying of dining facilities, clubs, and child care facilities and monthly insecticide spraying of manholes, storm drains, training areas, setting/checking rodent traps, and seasonal herbicide/liquid fertilizer application in conjunction with grounds maintenance efforts.

2. Procedures for Requesting Pest Control Services. Pest (insect and rodent) control services are provided to all tenant organizations on an as-required basis by telephone request in accordance with the procedures established in paragraph 2003.2a.

3. Tenant Responsibilities. An effective pest control program is largely dependant upon the cleanliness of the facility. Insects and rodents vacate an area on their own if their surroundings are not conducive to their lifestyle.

Tenants are required to maintain a high state of police in their assigned areas to minimize infestation. Should pest control procedures become necessary, tenants are required to clean and prepare the entire facility for treatment immediately prior to any treatment utilizing the checklists provided in Appendices O and P. With multiple tenants, if one tenant's area is found to require treatment, all tenants are required to clean and prepare their areas for treatment. Entire facilities must be treated at the same time to preclude pests from merely shifting residence within the facility. In addition, each tenant will provide a responsible person to be present during spray operation who can provide admittance to all areas of the facility. Where pest control problems persist after treatment, tenants are to request follow-up treatment as soon as they identify the problem to facilitate effective control and limit pest reinfestation.

4. Pest Control Treatments. Pest control at MCRD consists of the following types of treatments:

a. Spraying. FacMaint utilizes a variety of approved insecticides and pesticides for the control of insects both in facilities and outdoors. Spraying within facilities normally is limited to crack and crevice treatment along baseboards or may include carpet areas for flea control.

b. Fogging. Fogging is accomplished only in areas where insect control by continued spraying has not proven effective.

c. Baits. Baits used in pest control can affect humans and domestic animals. Tenants are not to disturb baits for any reason. Should a problem arise requiring baits to be moved, notify FacMaint by telephone for assistance.

d. Traps. FacMaint personnel utilize glue and mechanical traps for capturing rodents on an as required basis. Traps are set or placed in areas where rodents are known to frequent or travel. Traps are checked by FacMaint personnel on a daily basis. Should tenants observe a trapped rodent call FacMaint for assistance, do not attempt to remove rodents from traps.

3004. STREET SWEEPING. Except for days of extreme inclement weather or legal holidays, FacMaint provides scheduled street sweeping three days per week (Monday, Wednesday and Friday). High visibility roads and parking lots are swept three times per week; all other roads and parking lots are swept once per week or as available. Occasionally, parking lots will coned off by FacMaint or PMO personnel to allow thorough cleaning or install striping. In these cases, commands will be notified a minimum of 36 hours in advance of coning off areas. Scheduled sweeping is subject to change after storms, cleaning requirements to support ongoing contracts, or special requirements to support command functions.

3005. FIRE PROTECTION. The Facilities Maintenance Officer (FMO) is a special staff officer to the AC/S, G-4 for all matters pertaining to fire protection and prevention. In that capacity, the FMO possesses delegated authority as the Depot Fire Marshal. Duties and responsibilities include providing liaison between the Federal Fire Department (FFD), Fire Prevention Bureau, Facilities Division, and tenants. Individual responsibilities are:

1. Facilities Division. Notifies the Fire Prevention Bureau in advance of any changes occurring to structures or facilities that may affect the mission of the fire protection program. Develops projects for fire protection systems based on code requirements, fire department, and public works engineering input.

2. FacMaint Responsibilities. FacMaint provides in-house and contract inspections, preventive maintenance, and repair of all installed fire detection and prevention devices and systems, including sprinkler systems, dry chemical systems, smoke and fire alarms, interface panels, and radio controlled fire and intrusion alarms on a scheduled and as-required basis.

3. Fire Department Responsibilities. The FFD and Inspection Bureau provide continuous inspection and testing of both installed and portable extinguishing systems as well as filling portable extinguishers that have been exhausted. They provide inspection results and fire protection requirements to the FacDiv, including long-range planning requirements. Provide unit commanders with assistance in developing building fire regulations and conducting fire drills on a scheduled basis. A complete listing of services provided by and for the FFD are listed in the interservice support agreement (ISSA) between MCRD and the FFD. Additional guidance is also provided in the current edition of the "Fire Protection Regulations" Depot Order.

4. Tenant Responsibilities. Unit commanders shall promulgate a unit fire regulation for each building where personnel are billeted or assembled; a copy of which shall be provided to the FFD. Additional Depot policy and guidance on the Fire Warden Program, including detailed tenant responsibilities for fire prevention/detection, is contained in the current edition of DepO P11320.5. At a minimum, unit fire regulations should provide the following:

- a. Method of reporting a fire (9-911 on base/911 off base)
- b. Location of fire extinguishers
- c. Fire evacuation plans
- d. Duties of personnel during fire emergencies
- e. Fire prevention measures, fire watch, fire hazard checkoff list

3006. EQUIPMENT INSTALLATION

1. **Coordination Requirements.** Costs for installation of equipment or personal property are a tenant expense and must be budgeted for during the acquisition cycle. Prior coordination with FacMaint in the acquisition cycle is critical to ensure that utility and physical plant characteristics are compatible with the proposed equipment. Coordination will be effected by submission of a work request, in accordance with the procedures listed below, prior to initiating any procurement action for equipment requiring installation or facilities modification. Only after evaluation and approval by FacMaint will procurement actions for equipment requiring installation be initiated by a tenant organization.

2. **Procedures.** All requests for installation of equipment must be submitted through normal work request channels on a standard work request form (Chapter 2). The following data must be included in the request:

- a. Indicate if the equipment is a replacement in kind or a new item
- b. A sketch showing the desired location of the equipment
- c. Copy of equipment specifications, to include manufacturer's data on size, motor, amperage, voltage, and any special requirements
- d. List of utilities required to operate the new equipment (i.e. electric, steam, gas, air, etc.)
- e. Estimated date equipment to be ordered
- f. Estimated date equipment expected to arrive
- g. Why existing equipment cannot fulfill requirement

3. **Examples**

a. Electrical connections for all communication-electronics equipment, including intercoms and like devices, will be installed only by approval of the MCRD Communications Officer.

b. Electrical connections for all computer related equipment, including personal computers (PC's) and peripheral devices, will be installed only after obtaining approval of the Director, Information Systems Management Branch.

c. Air conditioning procurement, installation, and any installation involving air conditioning in any way, is subject to prior approval of the Director of Facilities.

d. Vending machine installation is permitted only at locations authorized by the AC/S, MWR. Installation in barracks, other than in designated recreation spaces, is prohibited.

3007. EQUIPMENT MAINTENANCE

1. **Scope.** FacMaint is responsible only for the repair and maintenance of items of equipment in the following categories and which appear on the MCRD Property Account:

a. Non-tactical construction equipment including permanently installed emergency generators and groundskeeping equipment.

b. Food preparation equipment.

c. Refrigeration, water cooling, window air conditioning, and dehumidification equipment.

d. Miscellaneous shop equipment. Repair will be limited to that which can be accomplished with materials on hand.

2. **Procedures**

a. Requests for repair of malfunctioning equipment will be requested as specified in Chapter 2. The requestor must provide the item location, description, plant account number in the case of plant account items, RO's account number, and the name and phone number of a point of contact (POC).

b. Portable items of equipment are normally repaired in the appropriate maintenance shop with delivery and pickup made by the requestor. Portable equipment will be delivered to/picked up from the shop only upon notification to the POC by the maintenance shop.

c. Installed equipment and large items not readily transportable are generally repaired on site. When removal to maintenance shops is required the following procedures will apply:

(1) When an item is removed for repair, the shop will notify the end user or RO of his intent to remove the equipment and have the end user initial the work authorization that the equipment has been removed for repair. The end user will be provided a copy of the annotated work authorization as proof of receipt of the equipment. The equipment will then be transported to the shop for inspection and repair, if economically feasible. Once repairs are complete, the POC will be contacted for coordination of reinstallation. Upon reinstallation, the customer will sign and date the work authorization ticket/specific job order to acknowledge receipt.

(2) If the shop foreman determines that the equipment is beyond economical repair, he will notify the end user/RO of the facts surrounding the decision not to repair the equipment. The end user will be responsible for preparing a formal Limited Technical Inspection (LTI) report showing recommended disposition. The LTI report and equipment will then be turned in

to property control via the RO. The requisitioning of a replacement item is also an end user/RO responsibility, unless the equipment is a permanently installed piece of equipment that is determined to be a functioning part of the facility. Installed equipment will be replaced by FacMaint. Upon receipt of the new equipment, a new work request to install the replacement item will be submitted for installation. If the new item is not substantially identical to the item being replaced, the requirements of paragraph 3006 for equipment installation apply.

3008. PUBLIC WORKS ENGINEERING SUPPORT. As determined by the FMO, certain work requests will require engineering service beyond the capability or responsibility of the FacMaint Branch. These requirements will be forwarded to the Public Works (PW) Branch of the Division for further processing. The PW Branch provides the following engineering support services:

1. Facilities Support Contracting. The Public Works Officer (PWO) has NAVFAC delegated authority as the Officer in Charge of Construction (OICC) for MCRD. The PWO/OICC possesses a contracting warrant with a \$100,000 upper limit per contract. Contract specifications are prepared by FacMaint and PW staff for projects determined to be beyond in-house capability. Contract types include informal, formal, recurring, requirements, and multi-year award. Contracts range in size from small, onetime informal contracts for maintenance and repair or services to large (up to \$100,000) contracts for construction or repair services.

2. Public Works Center/NAVFAC Liaison. The PWO/OICC maintains liaison with the Public Works Center (PWC) San Diego and the Southwest Division (SWDiv) of Naval Facilities Engineering Command (NAVFACENGCOM) on all PWC performed in-house work and contracts beyond local capability that are administered by PWC and NAVFACENGCOM.

3. Planning and Design. Performs master planning, preliminary planning, and related studies and investigations in support of the Marine Corps Facilities Planning System, the Military Construction Program, the Family Housing Program, the MWR Nonappropriated Fund (NAF) Construction Program, and the Facilities Project Program. Provides limited facilities engineering design support for FacMaint in-house work and local authority contract work.

4. Project Development. The PWO and his staff develop and submit project documentation for proposed facilities projects, NAF projects, and military construction (MILCON) projects. Submissions include project descriptions, cost estimates, justifications, engineering data, drafting and reproduction. The PWO/staff maintain the general development map and incorporate proposed changes as they occur. Projects of this nature are approved at HQMC or at the Congressional level, with expected completion times ranging from 3 years to as much as 10 years depending on funding constraints.

5. Construction Surveillance and Warranty Enforcement. Monitors progress/ quality assurance for all locally awarded and administered maintenance, repair, and construction projects. Represents the Depot for similar projects awarded and administered by NAVFAC/PWC, recommending and/or validating any required changes to the project. Maintains and administers construction contract warranties for MCRD projects.

6. Management of Real Property Inventory. Maintains the real property inventory of class 1 (land) and 2 (facilities) properties via the automated Facilities Support Office (FASCO) computer system located at Port Hueneme, California. Includes updating all property record cards to ensure adequacy of Basic Facility Requirements (BFR) and managing assignments of all Depot facilities.

7. Maintenance of Station Drawings. The PWO has overall responsibility for maintenance of station drawings, to include general development maps, underground utility drawings/locations, and as-built facility floor plans including mechanical, electrical, and structural changes as they occur.

8. Utilities Conservation Engineering. The PW utilities engineer provides overall coordination of the utilities conservation program for MCRD, including providing input for the Utilities Conservation Appraisal Board (UCAB) and assisting FacMaint planners/estimators in determining repair methods and materials best suited for ongoing efforts to reduce utility consumption.

3009. ENVIRONMENTAL MANAGEMENT. The FacDiv environmental staff coordinates all efforts in environmental compliance and conservation of natural resources. Program elements include hazardous waste management and disposal procedures, air and water quality protection, underground storage tank management, maintenance of permits, recycling efforts, natural resources conservation, development of projects, training, and all necessary correspondence relating to program elements (directives, etc.).

SOP FOR FACILITIES MAINTENANCE

CHAPTER 4

STANDARD DISPLAY OF SIGNS

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SOP FOR FACILITIES MAINTENANCE

CHAPTER 4

STANDARD DISPLAY OF SIGNS

4000. GENERAL

1. Definition. For the purpose of this Order, signs are defined as exterior and/or interior signs, logos, banners, marquees, plaques, or murals.
2. Purpose. To provide policy, standards, and procedures for the fabrication, installation, removal of exterior and/or interior signs aboard the Depot.
3. Information. The following are general guidelines that must be considered when proposing or requesting signs aboard the Depot.
 - a. They must be in accordance with the Base Exterior Architectural Plan (BEAP).
 - b. They cannot impede traffic and must comply with the current "Federal Highway Sign/Marking Regulations."
 - c. They cannot compromise the architectural integrity of the facility or area.
 - d. They must be in keeping with and maintain appropriate visual esthetics of the facility or area.
 - e. Directories for facilities with multiple organizations/tenants/branches must be displayed on the interior of the facility.
 - f. Hours of operation are appropriately displayed by use of interior signs or decals visible through windows.

4001. STANDARDS FOR INTERIOR SIGNS

1. All interior signs to be attached to the facility, to include doors and windows, must be approved by the Director of Facilities.
2. All interior signs bearing individual names are restricted to the following:
 - a. CO, XO, SgtMaj, 1stSgt.
 - b. Director, Assistant/Deputy Director of the rank of Major or civilian equivalent (GS-12) or above.

3. Due to the frequency of personnel turnover, fabrication of other signs bearing individuals names will be prohibited. Only signs identifying the key billet titles may be fabricated and displayed; i.e., S-1, S-2, S-3, S-4, etc.
4. As these interior signs do not become part of the real property, Facilities Maintenance (FacMaint) is prohibited from fabricating them. FacMaint will provide assistance, when requested, for the installation of authorized interior signs.
5. Training and Audiovisual Services Center (TAVSC) is the source for required standard cardboard interior signs.

4002. STANDARDS FOR EXTERIOR SIGNS. Exterior signs are intended for identification of facilities and/or the major tenant organization. They are not intended to list or describe all sections, offices, hours of operation, information, directories, or services provided within the facility.

1. Marine Corps Unit Signs. The exterior display of Marine Corps unit designator signs is restricted to units of company level and above. The exterior display of billet designator signs bearing individual names is restricted to CO's and the senior SNCO's (Sergeant Major or First Sergeant, as applicable). Billet signs will be displayed directly below the unit sign. Size/style requirements contained in Appendix Q.

2. Organization/Tenant/Division Signs

- a. The display of additional exterior signs will be restricted to tenant organization, division, or branch levels.

- b. The display of billet (position) signs bearing individual names is restricted to Directors and Assistant/Deputy Directors who are also a Major or above, or the civilian grade equivalent (GS-12). They will be displayed directly below the unit sign. Size/style requirements are contained in Appendix Q.

3. Yokes

- a. Signs will be mounted on permanent yokes whenever feasible. Yoke signs positioned perpendicular to the road will be double-sided. Signs positioned parallel to the road will be single-sided, facing toward the road.

- b. It is the responsibility of individual organizations to maintain the proper appearance of sign yokes. FacMaint will provide the necessary paint, utilizing established Self-Help Program procedures. The only paint color authorized for sign yokes is high gloss yellow, as carried in Shop Stores.

4003. SPECIFIC DISTRICT SIGN REQUIREMENTS. Due to the uniqueness of each area aboard the Depot, sign requirements/restrictions are covered by specific area.

1. Arcade Signs

- a. Buildings authorized to display signs along the arcade are: 1-8, 29-31.
- b. The installation of "half-moon" signs in the arched transoms above the entrance to each building is strictly prohibited.
- c. No additional directory or permanent/temporary informational signs are authorized (i.e., "Recruits This Way," "CO's Entrance," etc.).
- d. Marine units of company size and above are authorized to display signs in accordance with paragraph 4002.1.
- e. Building occupied by tenants, organizations, sections are authorized to display one sign to identify the facility or major tenant/organization in accordance with paragraph 4002.2.
- f. Organizational sign verbiage will be kept to a minimum (i.e., "Band" vs. "Depot Band," "Fire Department" vs. "Federal Fire Department").

2. Recruit Training Regiment (RTR) Signs

- a. Marine Corps Unit Signs. Per paragraph 4002.1.
- b. Organizational/Tenant/Sectional Signs. Per paragraph 4002.2.
- c. Temporary Roadway Signs. Traffic signs will be utilized to restrict access to roads within the RTR area.
- d. Training Area Signs

(1) Will be in accordance with the standard size and colors as shown in Appendix Q. They will also be displayed mounted on standard yokes, permanent where feasible.

(2) Wooden signs are prohibited.

(3) Emergency water points and telephone stanchions will be identified utilizing the standard red sign with yellow lettering.

3. Support District Signs

- a. Area Designation. This district is defined as Buildings 8 (Chapel), 9-11, 14, 16, 26, 27, 313, 590, and 614.

b. Style. Official brass, National Historical Registry plaques, with 12" black, raised letters are attached to the buildings for identification.

4. Warehouse District Signs

a. The metal warehouse buildings will be identified by permanently attached exterior wall signs that will be positioned above the main entrances or on an exterior wall facing the most prominently used road adjacent to the building. Specific entrances will also be identified utilizing permanent wall signs. Size/style requirements in Appendix Q.

b. Traffic signs may be mounted on the building where required due to space requirements.

5. Morale, Welfare, and Recreation (MWR) and Marine Corps Exchange (MCX) District

a. Facilities within the support district will comply with this Order.

b. All installation of exterior signs and interior signs must be submitted to the Facilities Division for approval prior to installing.

c. All signs will be in strict adherence to the BEAP.

6. Officer/SNCO/Enlisted Clubs

a. The signs will be in accordance with requirements of this Order.

b. Allowances will be made to enable signs to be in accordance with the theme of each particular club.

c. As with all other signs on the Depot, no additions, modifications, alterations, or removal is authorized unless approved by the Director of Facilities.

4004. OTHER MILITARY ACTIVITIES

1. Building identification signs will be in accordance with applicable standard organizational colors.

2. Signs will be mounted on standard Marine Corps yellow yokes in accordance with paragraph 4002.3.

3. Exterior signs mounted to the building are prohibited.

4005. COMMEMORATIVE NAMED BUILDINGS

1. General Officer Buildings. When a building has been dedicated in memory of a General Officer, the following will apply:

a. A Marine Corps emblem will be placed on the exterior wall next to the main entrance of the building.

b. Building signs will be made or changed, where required, to reflect the General Officer's name (i.e., Pendleton Hall).

2. Medal of Honor Buildings. When a building has been dedicated in memory of a Medal of Honor recipient, the following will apply:

a. A Medal of Honor plaque will be placed on an exterior or interior wall of the building.

b. Building signs will be made or changed, where required, to reflect the Medal of Honor recipient's last name (i.e., Martini Hall).

3. These emblems, plaques, or signs will not be changed, moved, or removed, nor additional ones added, without approval of the Director of Facilities.

4006. TRAFFIC/PEDESTRIAN CONTROL SIGNS. All requests for traffic or pedestrian control signs will be submitted through normal work request procedures, on standard work request forms, to FacMaint (paragraph 2004). The Provost Marshal Office (PMO) and Depot Safety will then review the request for validity, requirements, and risk assessments. They will provide recommendations to the Director of Facilities, via the Facilities Maintenance Officer (FMO), for approval, modifications, or disapproval.

4007. TEMPORARY OR INFORMATIONAL SIGNS

1. Temporary Signs. Signs required to provide temporary information, directions, closures, etc., will not be fabricated utilizing permanent sign materials by FacMaint.

2. Alternate Sources of Acquisition

a. TAVSC is capable of fabricating signs for interior requirements; i.e., office directories, billet signs, hours of operation, directional movement, etc.

b. Purchase of signs, required on a recurring temporary basis or for exterior use; i.e., restricted areas, road closed, directional, etc., may be made through the supply system. Requests will be on standard requisition form

DD 1149, through normal supply procedures. They must, however, be reviewed by the FMO prior to submittal to ensure they meet Depot requirements.

4008. AUTHORIZED EXCEPTIONS. The following is a brief list of authorized exceptions that do not conform to the requirements and restrictions of this Order. Although not all inclusive, it should give an accurate portrayal of what is acceptable and may be approved as authorized exceptions. Exceptions must be submitted for approval via normal work request procedures.

1. Commercial Structure Signs: Chevron, Jack in the Box, MCC Phone
2. Married Officer Quarters: Restricted area signs, individual quarters name signs
3. Delivery Information: TMO and MWR Receiving Docks
4. Medical Clinic: Acute Care sign
5. Marquees: Depot theater, Depot gym, DDI, O'Club

4009. PROCEDURES

1. The installation of any signs on exterior wall surfaces, doors, windows, or arched transoms is prohibited without prior approval of the Director of Facilities.
2. Murals of any kind, interior or exterior, are strictly prohibited.
3. All requests for fabrication, installation, modification, alteration, or removal of exterior signs will be submitted through normal work request procedures on standard work request form, NAVFAC 9-11014/20, in accordance with paragraph 2004. Work requests will provide a complete description of the proposed work to include sketches, dimensions, wording, and location. In addition, a clear statement of why the project is required, when the requirement became known, and what cannot be accomplished if the project is not approved. Where directives are cited as justification, a copy of the relevant portion of the directive will be attached.

SOP FOR FACILITIES MAINTENANCE

CHAPTER 5

PARKING REGULATIONS

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SOP FOR FACILITIES MAINTENANCE

CHAPTER 5

PARKING REGULATIONS

5000. GENERAL

1. Purpose. To establish policy and procedures for parking aboard the Depot.
2. Information. Reserved parking will be kept to a minimum in order to enhance utilization of parking facilities by all personnel.

5001. POLICY

1. Effective with this Order, all "billet designated parking spaces" are not authorized; i.e., CO, SgtMaj, 1stSgt, Director, Fire Department, Base Safety, etc.
2. There are three categories of parking for privately owned vehicles (POV) aboard the Depot.
 - a. Reserved Visitors. Those assigned spaces marked by Facilities Maintenance (FacMaint) "Reserved" or "Visitor."
 - b. Assigned. Numbered parking spaces or areas assigned to a specific unit or command.
 - c. General. All other parking.
3. Requests for painting "Visitor" or "Reserved" will be submitted via normal work request procedures in accordance with paragraph 2004 of this Order.
4. FacMaint is the only organization authorized to paint parking spaces, numbers, curbs, and parking bumpers.
5. Parking aboard the Depot, to include parking of recreational vehicles and privately owned boats, is authorized only in designated and marked parking areas. No off-road or unimproved areas will be used for parking unless specifically authorized by the Director of Facilities.
6. Motorcycles will be parked in designated areas only or may be parked in spaces marked for automobiles.
7. Abandoned vehicles, as determined by the Provost Marshal, will be disposed of in accordance with PMO policies and procedures.
8. Parking of POV's, recreational vehicles, or motorcycles along the Parade Deck is limited to 24 hours, except for the POVs of fire prevention personnel, 12th Marine Corps District personnel, and students attending either Drill Instructor School or Recruiters School. 5-3

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5002. AUTHORIZED EXCEPTION PARKING

1. Building 31. First row of parking spaces on the east and west side of Building 31 will be reserved for the CG and special staff officers and designated by title or billet.

2. MWR/MCX Parking

a. Time-Limit Parking. Time-limit parking spaces are designated by painting the curb/bumper green with the time limit in white numbers.

b. Senior Officer/SNCO Parking. Will be designated by utilizing appropriate signs in accordance with the Base Exterior Architectural Plan (BEAP).

5003. HANDICAPPED PARKING SPACES

1. Facilities is responsible for designating, marking, and managing all handicap parking aboard the Depot.

2. Requests for additional, moving, altering, or removing handicap parking spaces will be submitted via normal work request procedures in accordance with this Order.

5004. TENANT RESPONSIBILITIES

1. Assistant Chief of Staff, MWR. Coordinate all aspects of MCX patron and employee parking.

2. Director, Facilities Division

a. Assign all numbered parking spaces aboard the Depot to units/organizations.

b. Maintain an up-to-date file of all reserved parking requests.

c. As required, publish bulletins and instructions to alleviate temporary parking problems.

3. Commanding Officers

a. Promulgate and implement the policies contained herein.

b. Conduct periodic inspections of command areas to ensure compliance with parking regulations.

c. Maintain an up-to-date file of all reserved parking requests generated by your command.

4. Provost Marshal. Enforce the policies of this Order pertaining to authorized use of approved reserved parking spaces.

SOP FOR FACILITIES MAINTENANCE

CHAPTER 6

MINOR CONSTRUCTION

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SOP FOR FACILITIES MAINTENANCE

CHAPTER 6

MINOR CONSTRUCTION

6000. SCOPE. This Chapter establishes procedures for the local implementation of the MCRD Minor Construction Program. The program includes the HQMC Facilities Projects Program as it relates to minor construction and the local commanders authority for minor construction.

6001. COST ACCOUNTING. Due to the implementation of the Standard Accounting Budgeting Reporting System (SABRS), all minor construction, both HQMC and locally funded, will be charged to Fund Code (FC) "QG" vice the old PRIME method of utilizing subfunctions R1 & R2. The distinction between locally approved and HQMC approved minor construction will be made with the first two digits of the four digit cost account code (CAC) as follows:

1. Local commanders authority chargeable to CAC "EY"
2. HQMC authority chargeable to CAC "EZ"

The last two digits of the CAC will identify the type of project chargeable to; i.e., environmental, energy, health & safety, welfare/recreation, etc..

6002. MINOR CONSTRUCTION DEFINITION. A minor construction project is defined as a single undertaking at a military installation that includes all construction necessary to provide a complete and usable facility or a complete and usable improvement to an existing facility, and which has an approved cost equal to or less than the amount specified by law (paragraph 6004).

6003. MINOR CONSTRUCTION PRIORITIES. Projects which support operations, training, maintenance, and local authority minor construction projects which are associated with repair projects should receive special emphasis. Priority for minor construction (in descending order) should conform to the following:

1. Operations type facilities
2. Training
3. Maintenance
4. Utilities
5. Habitability/messhalls
6. Storage

7. Morale, welfare, and recreation (MWR) activities. (Class "C" facilities are not to receive consideration for minor construction appropriated support.)

6004. MINOR CONSTRUCTION FUNDING LIMITATIONS. The maximum amount for a minor construction project is currently \$300,000. Minor construction projects are further broken down to those within activity commander approval authority and those requiring HQMC approval as follows:

1. Local Approval Authority. Under his authority as a major activity commander, the CG, MCRD can approve up to \$100,000 per minor construction project. The minor construction annual budget is limited to 6% of the maintenance floor (fund codes QG/QL). Locally approved minor construction that exceeds 10% of the floor must be reported to HQMC. Proposed projects are reviewed by the locally established Minor Construction Review Board (MCRB) in accordance with the procedures established herein with recommendations submitted to the CG for approval.

2. HQMC Approval Authority. Minor construction projects estimated to cost between \$100,000 and \$300,000 are submitted to HQMC to compete under the Facilities Projects Program per the guidance provided in paragraph 6003.

3. Congressional Approval Authority. Construction projects estimated to cost in excess of \$300,000 are not within the purview or funding authority of Facilities Maintenance (FacMaint). Requests for construction estimated to cost in excess of \$300,000 are to be submitted to the Facilities Maintenance Officer (FMO), through normal work request channels, for consideration of accomplishment under the Congressionally approved military construction (MILCON) program.

6005. HQMC APPROVED MINOR CONSTRUCTION. Projects with an estimated cost between \$100,000 and \$300,000 are submitted to HQMC annually in October two years prior to the fiscal year of funding, for funding under the Facilities Project Program.

1. Validation Process. Prior to submission to HQMC, these projects are evaluated for validity and ranked for recommended priority within the fiscal year program by the MCRB. These rankings do not cross program years and deal only with the relative ranking of projects in one program year. After submission to HQMC, an on-site survey and validation is conducted by a representative from HQMC. Projects validated and achieving adequately high survey scores for the funds available are approved for the fiscal year program under consideration. With extenuating circumstances, the HQMC representative can validate projects for near-term execution and include the projects in earlier fiscal year projects programs. Such changes in programs generally require the bumping of previously validated projects for the command to later program years and are avoided if at all possible.

2. Supplemental Projects. Supplemental projects are those projects identified after the on-site survey and validation is completed. Such projects shall be submitted only within the guidelines established by current Marine Corps directives, but provide the CG the ability to add projects to specific program years to meet emergent requirements.

6006. REQUESTS FOR MINOR CONSTRUCTION. All requests for minor construction will be submitted to the FMO on standard work request form (NAVFAC 9-11014/20). No other method of request (letter, phone call, etc.) will be accepted. Because of very limited minor construction funds and numerous competing requirements, minor construction requests must be clearly stated and thoroughly justified to have any chance of success in the approval process. A complete functional and/or economic justification supporting the stated requirement must be included in the request. Specific types of construction requests may have additional mandatory information requirements (paragraph 3006). The following information is required on all construction requests:

1. Justification and specifications for the project are required in detail. A sketch of the facility(ies) showing location of the work to be done is required. If inspection reports (fire, safety, physical security, etc.) or directives are used as justification for a project, a copy of the relevant portions of the report or directive specifying a requirement and stating applicability of that requirement to the requesting organization must be appended to the work request. Manufacturers specification sheets must be provided where used to justify projects to support installation of equipment.
2. Specify when the requirement became known, to include the change in function or mission which established the requirement.
3. State reasons why existing facilities are inadequate.
4. Specify reasons why relocation of the function within the existing facility or to another facility will not satisfy the requirement.
5. State which specific functions cannot be accomplished if the request is deferred or disapproved.
6. Include statement that the requested work will satisfy all known requirements relating to the facility or similar facilities.
7. Reference any previous work requests and correspondence relating to the requirement.

6007. MINOR CONSTRUCTION RESTRICTIONS. The following exceptions apply when requesting minor construction:

1. MWR class "C" facilities are not eligible for appropriated support minor construction funding, but may be accomplished as reimbursable work if desired.
2. Costs for installation of new equipment are a tenant expense and must be budgeted for during the acquisition cycle. The funding for installation of the equipment is then charged as a direct site or reimbursable job order number (JON) not chargeable to the minor construction authorization.
3. Costs associated with the procurement and or installation of Personal Property are a tenant expense and must be budgeted for during the acquisition cycle. The funding for installation of the equipment is then charged as a direct site or reimbursable JON not chargeable to the minor construction authorization.
4. Air conditioning procurement, installation, and any installation involving air conditioning in any way, is subject to prior approval of the Director of Facilities.
5. Incrementation or subdivision of a project to circumvent statutory funding limitations is prohibited. Combining appropriated, nonappropriated, and private funds is also prohibited since the practice may be considered incrementation.

6008. MINOR CONSTRUCTION REVIEW BOARD

1. Purpose. To ensure that the limited minor construction funds available are applied to the most urgent requirements in a manner consistent with future plans and programs. A thorough and well defined review process is necessary. The MCRB is an advisory body only and is established to recommend to the CG those minor construction projects to be accomplished with locally available minor construction funds.

2. Membership. The MCRB is comprised of voting members, nonvoting advisory members and representatives/spokesperson of requesting activities.

a. Voting Members

- (1) Representative, Commanding General (AC/S, G-4)
- (2) Representative, Commanding Officer, RTR
- (3) Representative, Commanding Officer, H&S Bn
- (4) Director of Facilities (Chairman)

b. Nonvoting Advisory Members

- (1) Facilities Maintenance Officer (Advisor)
- (2) Public Works Officer (Advisor)
- (3) Depot Safety Officer (Advisor)
- (4) Provost Marshal (Advisor)
- (5) AC/S, Comptroller

c. Nonvoting Requesting Activity Representatives: Representatives of requestors (Spokesperson).

6009. MCRB MEMBER RESPONSIBILITIES

1. **Chairman.** Ensures that regularly scheduled MCRB's are held. As Chairman, ensures that the conduct of the MCRB is in compliance with paragraph 6010 herein. Ensures that local approval minor construction authority (CAC EY) is not exceeded (6% of floor). Ensures obligation of the authorized funding fairly evenly throughout the year with 80% of the funds being obligated by 1 July. Maintains liaison with HQMC on status of proposed minor construction facilities projects (CAC EZ) and advises the CG on recommendations made by the MCRB.
2. **Voting Members.** Consolidate and prioritize subordinate activities requests and prepare them for presentation to the Board. Review, analyze, deliberate, and recommend approval or disapproval of proposed projects based on presentations made by requestors, sketches, cost estimates, and other presentation material offered. Prioritize projects recommended for approval in accordance with the priorities established in paragraph 6003, funding constraints, and other logistics information provided by the nonvoting advisory members.
3. **Nonvoting Advisory Members.** Provide advice to voting members on such issues as; building, fire, and safety code requirements, security regulations, conflicts with ongoing or planned work or proposed changes to facilities or command functions, funding constraints, ability to accomplish requested work with in-house or contracted work force, expected completion dates, and other logistical matters.
4. **Facilities Maintenance Officer (FMO).** Prepares cost estimates for minor construction requests, compiles lists of minor construction projects for the MCRB process, records recommendations of the MCRB, prepares correspondence of the MCRB recommendations for the CG's approval, prepares correspondence and makes distribution of CG approved minor construction projects, and prepares job plans and executes work of approved projects.

5. Nonvoting Requesting Activity Representatives. Representatives of requestors are invited to the MCRB to provide additional insight and further justification in support of requested projects. Activity representatives will be given ample time for their presentation but will not participate in the MCRB deliberation process.

6010. CONDUCT OF MCRB MEETINGS. The MCRB will meet to recommend projects for accomplishment on a quarterly or as required basis. The Chairman will ensure that the elements of the review process are adhered to.

1. All minor construction projects submitted to and previously validated by the FMO will be considered. The MCRB will also recommend priorities for minor construction projects exceeding local authority.

2. A list of all projects to be reviewed will be provided to each member at least 10 days prior to the scheduled meeting. Voting members consolidate and prioritize subordinate activities minor construction requests for presentation to the Board. Requesting activities may have representatives attend the MCRB to provide detailed information/justification.

3. Minor construction projects to be reviewed fall into one of three categories: previously deferred, received since last Board, or previously approved by the CG but not yet completed.

4. MCRB recommendations will be based upon the majority vote of the members present; however, minority reports from the voting members will be attached to the record when requested.

5. Each new or previously deferred minor construction project will receive one of the following recommendations: approval, deferral to the next Board (The dollar sum total of all deferred is limited to \$30,000.), or disapproval.

6. Previously approved projects will only be reviewed for continued validity/criticality and be recommended for disapproval/cancellation if no longer valid or critical.

7. Projects will be approved for funding one at a time. When all available funds are allocated, no additional projects will be approved. Remaining projects will be either deferred to the next Board or disapproved.

8. Projects disapproved in one fiscal year will not be reconsidered in that fiscal year unless significant changes in scope or justification are made.

9. Upon completion of MCRB deliberations, the FMO will prepare the MCRB report for submission to the CG and upon completion of the CG's action, provide copies to all members and authorized requestors.

10. Once final CG approval is received, the FacMaint Planning and Estimating (P&E) Section will prepare job plans and/or contract/material requirement documents for the work. Expected completion times can range from 2 to 8 months depending on complexity of operations, material availability, or time required to develop and award more complex contracts.

SOP FOR FACILITIES MAINTENANCE

CHAPTER 7

DEPOT GROUNDS MAINTENANCE/POLICE

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SOP FOR FACILITIES MAINTENANCE

CHAPTER 7

DEPOT GROUNDS MAINTENANCE/POLICE

7000. GENERAL INFORMATION

1. Grounds Maintenance. Includes maintaining lawns and shrubbery, care of planted and natural areas, required manual irrigation, trimming and edging.

2. Police. Includes collection, removal, and appropriate disposal of debris, waste materials, grass, leaves, etc., within assigned areas of responsibility. All units and organizations must maintain a high state of cleanliness and appearance within and around all buildings, facilities, and grounds in assigned areas of responsibility.

3. Area of Responsibility (AOR). This is the area to include all buildings, facilities, and grounds (natural and improved) assigned to specific units or organizations. The responsible unit is tasked with ensuring appropriate grounds maintenance and police are accomplished within their assigned AOR. Grounds maintenance and police AOR's are assigned in Appendix R.

7001. TENANT ORGANIZATION RESPONSIBILITIES. Units/tenants are responsible for the following tasks within their AOR.

1. Irrigation

a. All grass is to be cared for throughout the year. Where sprinkler systems do not operate, ensure the appropriate use of hoses and moveable sprinklers. Broken or inoperable sprinkler heads should be reported immediately to Facilities Maintenance (FacMaint).

b. Manual watering should be accomplished during early morning or late afternoon and should be limited to no more than three 20-minute watering periods per week during summer months; in winter months (December to March), watering should be limited to two 10-minute periods weekly. All timer-operated sprinkler systems will be maintained and controlled by FacMaint, excluding those areas maintained by MWR.

c. Watering is prohibited during the hours of 1000-1500.

d. Flooding of grass, which is detrimental to healthy growth, is prohibited. Greater benefits will be achieved through regular, but brief periods of watering.

e. Sprinklers misdirected onto streets or sidewalks are to be corrected or reported to the FacMaint Service Desk (4-4385) immediately.

2. Mowing/Trimming

a. All grass will be cut weekly during summer months. During winter months (December to March), grass will be cut as required.

b. Safety precautions will be adhered to in using power equipment, particularly the use of safety goggles and foot protection devices.

c. The FacMaint Barracks and Grounds SNCOIC or FacMaint personnel will provide training in the use of power equipment to designated individuals from Depot organizations.

d. Commands will maintain their own hand tools, mowers, and edgers for grounds maintenance.

e. The digging of trenches along sidewalks, curbs, and around buildings is prohibited. Grass should simply be cut back to the inner edge of the concrete. Excavation (not to include hand trimming) around sprinkler heads is also prohibited.

f. Commands are not authorized to trim shrubbery. For uniformity and to ensure regular and professional trimming, all shrubbery will be trimmed by personnel assigned to the FacMaint Branch.

3. Police and Refuse Collection/Disposal

a. All hands are responsible for maintaining a constant state of good police in their personal and working areas aboard the Depot.

b. The liberal use of strategically placed butt kits, wastebaskets, and trash cans is encouraged.

c. Depot personnel observed littering may be subject to disciplinary action.

d. During inclement weather, where strong winds occur, units are required to police their areas of responsibility at least twice a day. Larger objects, such as palm fronds, will be collected by unit representatives and disposed of by FacMaint. For assistance, call the Service Desk (4-4385) or Emergency Maintenance (4-5648).

e. Wooden boxes, crates, tin cans, burlap sacks, cardboard boxes, dirt, rocks, and ice plants are to be disposed of only in specified dumpster cans. A commercial salvage contract exists for the removal of these items. For assistance, call FacMaint Customer Services, extension 4-6076.

7002. FACILITIES MAINTENANCE RESPONSIBILITIES. FacMaint is responsible for all common areas aboard MCRD, exclusive of those assigned to MWR. (Appendix R)

1. Irrigation

a. Maintain all automatic irrigation systems, to include cyclic and specific maintenance.

b. Respond to service calls/work requests submitted by units/organizations.

c. Operate manual irrigation systems in AOR.

2. Mowing/Trimming

a. Cut, trim, and edge all areas (natural or improved) in AOR.

b. Trim/prune all trees and shrubbery on MCRD through an aggressive recurring cyclic maintenance program.

c. Provide special assistance concerning grounds maintenance problems to units/organizations upon request.

3. Police and Refuse Collection/Disposal

a. Coordinates through Public Works Branch, MCRD, with Public Works Center (PWC) San Diego for refuse collection services.

b. Responsible for police of all common areas excluding MWR's AOR, including roadways, fence lines, and gates, on a daily basis.

c. Trash removal from MOQ area.

7003. WORKING PARTIES. Working parties may consist of permanent personnel or recruits to augment grounds maintenance and police duties as follows:

1. Tenant Provided Working Parties. Unit commanders and tenants are responsible for providing personnel for working parties to perform grounds maintenance and police duties in their AOR as required. Permanent personnel may be assigned such duties. When utilizing recruit labor, the guidelines established in paragraph 7004 apply.

2. Commanding Officer, Recruit Training Regiment (RTR). Provide the Facilities Maintenance Officer (FMO) with at least 15 or more recruits each morning at 0530, Monday through Saturday, for use throughout the normal working day. On Sunday, after religious services, privates will report to the FacMaint Emergency Night Crew located in the Maintenance compound (Building 230). Recruit availability during split mess/maintenance week will be coordinated between RTR and FacMaint.

3. FacMaint Working Parties. Recruit working parties under the FMO's cognizance will perform grounds maintenance and police areas in the FacMaint AOR as indicated in Appendix R. The SNOIC of the FacMaint Police Shed shall ensure that recruit labor is utilized effectively and the guidelines for recruit working parties established in paragraph 7004 are adhered to.

7004. GUIDELINES FOR RECRUIT WORKING PARTIES. The use and handling of recruits for working parties is subject to current Depot directives and the following minimum guidelines:

1. Permanent personnel and civilian supervisors engaged in supervising recruits, shall take and pass the Standards of Conduct training test as prescribed by current directives.
2. Supervision shall consist of continuous, firm, and courteous personal contact between the individual charged with completing the task and the individuals assisting in the accomplishment of that task.
3. All working party personnel will be thoroughly instructed as to their mission and projected schedule.
4. Supervisors shall ensure that recruit mess, hygiene, and sleep schedules are followed.
5. Supervisors shall ensure that recruits are afforded rest and water breaks at appropriate times (minimum of 10 minutes per hour).
6. Supervisors shall ensure that recruits are not permitted to consume candy, soda, tobacco, or other unauthorized products.
7. Supervisors shall ensure strict adherence to adverse weather conditions, especially heat condition requirements.
8. Recruits shall not be utilized to perform personal services for permanent personnel or civilians, nor shall they be assist personnel in their primary duties.

7005. DEPOT GROUNDS MAINTENANCE/INSPECTION PROGRAM. FacMaint personnel will conduct routine inspections of the depot facilities and grounds on a regular, recurring basis. The inspections are to recognize and recommend areas that are in a high state of police for nomination in the "Area Appearance Recognition Program" (paragraph 7007), or to identify deficiencies for repair. Notification to correct deficiencies in a timely manner may range from a verbal identification of a potential problem to a formal written MCRD Alert Notice (paragraph 7006).

7006. MCRD ALERT NOTICE. Failure to provide a high state of grounds maintenance or police may result in an "MCRD Alert Notice" being issued to the unit commander.

1. An Alert Notice may also be issued for failing to comply with energy conservation, fire, safety or environmental regulations as well as abuse or misuse of Government property.
2. Unit commanders shall ensure that deficiencies noted on Alert Notices are responded to within 10 days.
3. Appendix S is provided as a sample "MCRD Alert Notice."
4. Corrected deficiencies are to be annotated on the Alert Notice and returned to the FMO for administrative action.
5. The FMO, Director of Facilities, and the AC/S, G-4 are the only personnel authorized to issue an MCRD Alert.
6. Any questions/discussions concerning MCRD Alerts will be addressed to the FMO.

7007. AREA APPEARANCE RECOGNITION PROGRAM. The purpose of this program is to recognize outstanding efforts by Depot tenants/organizations who do not have grounds maintenance personnel and maintain a high state of police.

1. Policy/Procedures. The following general guidelines are used to determine the recipient of the monthly "Area Appearance Award."
 - a. Common areas/facility areas maintained by grounds maintenance personnel are not eligible. (FacMaint/MWR maintenance)
 - b. FacMaint/G-4 personnel will conduct a monthly inspection of the Depot utilizing the checklist found in Appendix T.
 - c. Based on results of this inspection, tenants/organizations with a high state of police, grounds maintenance, and in compliance with current Depot orders will be nominated for the "Area Appearance Award."
 - d. Nominations will be reviewed by the FMO, AC/S, G-4 Operations Officer, and the Director of Facilities, who will make the final recommendation to the CG for the award.
2. Monthly Award. Awards will consist of a certificate signed by the CG and a sign being placed at the winning activity for a one month period.
3. Media Coverage. The Public Affairs Officer will make arrangements for appropriate announcement and continual recognition of the Area Appearance Award winners via the Chevron or other available media.

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CHAPTER 8

SELF-HELP PROGRAM/EXPANDED SELF-HELP

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CHAPTER 8

SELF-HELP PROGRAM/EXPANDED SELF-HELP

8000. DEFINITION. A method for correcting minor deficiencies to real property, through minor maintenance, by using "handyman-type" labor. All projects will be in accordance with current directives.

8001. PURPOSE. To expedite accomplishment of cost effective minor maintenance to real property through the use of tools and labor force provided by units or activities aboard the Depot, with little or no involvement by the Facilities Maintenance (FacMaint) work force.

8002. RESPONSIBILITIES OF FACILITIES MAINTENANCE

1. To ensure the Self-Help Program is customer oriented and unencumbered by long approval processes or supply delays. The approval and support processes should be fast tracked, simple, and easily understood by the customers. Self-help requests must be given priority to encourage program participation and timely completion of projects. The Facilities Maintenance Officer (FMO) is responsible for the quality of work performed under the Self-Help Program, for avoiding the cost of rework on projects, and for preventing a high annual maintenance cost.

2. Under the Self-Help Program, FacMaint will provide the materials, supplies, and assistance to customers willing to invest their labor to improve their working and living environments by accomplishing approved repairs projects. The FMO is responsible for determining the capabilities of the customer proposing a project.

8003. RESPONSIBILITIES OF UNIT/TENANT ORGANIZATIONS. Use the Self-Help Program to the fullest extent possible. Unit/tenant personnel should receive periodic initial/refresher self-help training from FacMaint to ensure success of the program. Additionally, a list of personnel authorized to request self-help projects, materials, and check out tools should be maintained.

8004. IDENTIFYING SELF-HELP MINOR REPAIR PROJECTS. The following items are examples of self-help minor repair project deficiencies:

1. Replacing Light Bulbs. All light bulbs, both incandescent and fluorescent, that can be reached safely with an eight-foot ladder are to be replaced by self-help personnel. Incandescent and fluorescent bulbs may be purchased at the Shop Stores outlet, Building 228, with individual unit charge plates. Requests to replace bulbs that are in excess of ten feet high will be submitted

on Work Request form, NAVFAC 9-11014/20. Do NOT replace fluorescent tubes where fixtures are labeled "Tubes Removed for Energy Conservation."

2. Minor Electrical Maintenance. Simple corrective measures to electrical systems can be accomplished without FacMaint labor. Replacing electric switch covers, electric outlet covers, junction box covers, electric cord three-prong plugs, etc. are examples. Some preventive maintenance can be accomplished with the use of a screwdriver, such as tightening a loose cover on duplex outlets and switches. For safety reasons to both personnel and property, no switches or light sockets will be replaced by self-help personnel.

3. Plumbing Stoppages. It is estimated that 75% to 85% of stopped sinks and commodes can be cleared with a plunger. This item is stocked in Self-Service and Shop Stores under commode-type and sink, drain-type. In all cases of stoppages, efforts with the plunger should be made. If the stoppage cannot be cleared, then and only then, should FacMaint be contacted for help. If sink stoppers are required, they may be obtained from FacMaint Customer Services in Building 224 between the hours of 0730 and 1630, and from Shop Stores in Building 230 (in FacMaint compound) at all other times.

4. Replacement of Fixtures. Replacement of commode seats, toilet paper holders, shower heads is considered to be a self-help project. Items of this nature can be obtained through the self-help program. Maintenance personnel will ensure that wood screws, metal screws, etc., as appropriate, are included to secure the items.

5. Painting. The responsibility normally will include only "spot or touch-up" painting. Painting of entire rooms, hallways, stairwells, etc., can be accomplished only when specifically authorized in writing by the FMO. Painting of mop racks and benches may also be accomplished as self-help. There will be no painting of wooden/concrete decks, showers stalls, curbs or parking bumpers of any type.

6. Landscaping. Includes the mowing of grass and the edging of walkways and driveways. Does not include erection/construction of fences, walkways, stone or block curbing, or the digging of extensive drainage ditches. Lawn mowers and weed eaters will not be issued by FacMaint.

7. Self-Help Material

a. Shop Stores. Appendix U contains examples of self-help items available for issue to each unit.

b. Self-Service/Serv Mart. Numerous items may be purchased by organizations to support minor self-help repair projects, i.e., light bulbs, hand tools, etc.

c. Expanded Self-Help. Expanded self-help material is obtained by FacMaint in accordance with paragraph 8007.7.

d. Tool Issue. No tools will be issued by FacMaint for minor self-help projects.

8005. PROCEDURES FOR REQUESTING SELF-HELP REPAIR PROJECTS

1. Obtain a DD 1149 from the Unit S-4 office or authorized requestor and complete as shown in Appendix V. Should questions arise about amounts needed, FacMaint Customer Services personnel (4-6076) will be available to determine what quantities are required.
2. Submit the completed DD 1149 to the Unit S-4 office or authorized requestor for review, assignment of a work request number, and forwarding to the FacMaint Service Desk (Bldg. 224).
3. Upon receipt/review, notification of approval/disapproval will be made by FacMaint Customer Services SNCO directly to the requestor by telephone. All disapproved DD 1149's will be returned to the S-4 office or authorized requestor.
4. On notification of an approved request, the requesting unit will proceed to the FacMaint Customer Services office, Building 224, pick up the DD 1149, and report to Building 228 (Shop Stores) for material issue. In the event the requested material is not immediately available for over-the-counter issue, Shop Stores personnel will prepare a demand card and a receipt for the items not available. When material arrives, Shop Stores personnel will set aside the material and ensure issue to the correct unit against the specific request.
5. Upon completion of the self-help project, the FacMaint Customer Services SNCO (Ext. 4-6076) will be notified for final inspection. Any excess material will be returned to Shop Stores.

8006. DEFINITION OF EXPANDED SELF-HELP PROGRAM. The expanded self-help program is designed to accomplish minor construction and repair projects up to \$2,000. Projects will be approved by the FMO. All other construction projects of greater value will be approved or disapproved by the. The following are some examples of self-help minor construction projects:

1. Construct shelves
2. Construct platforms
3. Construct octagon fighting arena
4. Construct skills fighting arena

8007. PROCEDURES FOR REQUESTING EXPANDED SELF-HELP PROGRAM

1. Obtain a Work Request form from the Unit S-4 office or authorized requestor and complete as shown in Appendix V. Attach a diagram of the proposed project. Keep in mind that individual units will have to provide the work force and supervisor. The supervisor will have some common knowledge of how the project is to be completed.

2. Submit the completed Work Request to the S-4 office or authorized requestor for review, assignment of a work request number, and forwarding to the FacMaint Customer Services office (Bldg. 224).

3. The FMO will review all proposed projects for validity and conformance with current directives. The FMO and requestor will determine if the proposed project can be deferred until the next Minor Construction Review Board (MCRB). Projects that are within the fiscal limitations of the FMO's authority may be approved/disapproved or a cost estimate may be provided for submission to the next MCRB. All other requests exceeding the \$2,000 limitation may be returned to the customer with a cost estimate attached for customer submittal to the MCRB as warranted.

4. Projects of such priority that they must be completed prior to the next MCRB may be approved by the FMO or submitted to the CG via the AC/S, G-4 for approval prior to the MCRB, based on the urgency of the project. Requestors must be prepared to fully document and justify the urgency of the request. Notification of disapproval will be made by FacMaint Customer Services SNCO directly to the requestor. All disapproved Work Requests will be returned to the S-4 office or authorized requestor. Approved projects, meeting the aforementioned requirements, will be forwarded to the Planning and Estimating (P&E) Section.

5. The P&E section will contact the requestor and set up an appointment to review the project for specifications, safety requirements, required material, and total cost of project. FacMaint will build a Bill of Materials (BOM) by acquisitioning/obtaining all materials for the project. Once the BOM is complete, the FacMaint Customer Services SNCO will notify the requestor via the S-4 office or authorized requestor. The requestor will contact the FacMaint Customer Services SNCO with a starting date. The requestor will coordinate with FacMaint for trades expertise and/or equipment support.

6. Upon completion of the self-help project, the FacMaint Customer Services SNCO (Ext. 4-6076) will be notified for final inspection. Any excess, unused material will be returned to FacMaint.

8008. EXPANDED SELF-HELP TOOL ROOM. FacMaint will maintain and check out tools of sufficient quality, quantity, type, and size to support an aggressive Expanded Self-Help Program.

8009. PROCEDURES FOR CHECKING OUT TOOLS AND EQUIPMENT

1. Each unit will provide the Expanded Self-Help tool room with a list of personnel authorized to checkout tools for their organization. The unit will be responsible for the replacement of tools damaged, lost, stolen, or not returned by personnel being transferred or discharged.
2. An identification card is required for all tools being checked out. Tools will be recorded on an Equipment Custody Receipt (ECR) with the following information on it.
 - a. Name, Rank, SSN#
 - b. Work section
 - c. Work phone number
 - d. Date of check out and date equipment will be returned
 - e. Quantity and serial number(s) of power tools
 - f. ECR card containing a payroll signature

The original ECR card will be kept on file until equipment has been returned. A copy will be given to customer at the time of a validated return. Equipment checked out will have a turnaround time of three days. Projects requiring tools for longer than three days will be authorized by the Operations Officer or Customer Services SNCOIC only.

3. All tools will be cleaned by customer prior to return. If a tool has been damaged, a statement of fact will be submitted by the customer to the FMO, Attn: Operations Officer. If it is determined that the equipment has been damaged through neglect by the customer rather than normal use, the unit will be held responsible for an exact replacement of the damaged item.
4. Sample list of tools available for checkout by authorized unit personnel.

Hand Tools

Levels	Rakes (Assorted)
Hammer	Socket Sets (Assorted)
Screwdrivers (Assorted)	Tape Measures
Squares	Hacksaws
Keyhole Saw	Wrecking Bar
Crescent Wrenches	Hinged Post Digger
Pliers (Assorted)	Rip Saw, Hand
Shovels (Assorted)	Wrenches, Open & Boxed End Sets
Hoes, Garden	

Power Tools

Drills and Bits
Skill Saws
Routers
Jig Saws
Sanders (Heavy Duty)
Cement Drill (Hilti)
Screwdrivers and Bits

5. Inventory of the tool room will be conducted on a weekly basis. All missing or damaged tools will be noted and reordered at this time.

8010. PROCEDURES FOR TRAINING SELF-HELP PERSONNEL

1. FacMaint is prepared to conduct courses in minor maintenance and self-help. Unit commanders are encouraged to take advantage of this instruction to ensure adequately trained personnel are always available to accomplish this necessary work.
2. A minor maintenance (self-help) class will be conducted on an "as required" basis to assist the unit commanders in the accomplishment of their local self-help maintenance program.
3. A one-day course is available on request to train Marines in effective minor maintenance. Each class will have a minimum of 10 students. It is recommended that each battalion maintain at least three qualified Marines in the self-help program.

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APPENDIX A

GLOSSARY OF DEFINITIONS

Alteration. Work required to adjust interior arrangement, location, or other physical characteristic of an existing facility so that it may be more effectively adapted to or used for its designated purpose. Examples of alterations are:

- a. Erect or remove permanent partitions, install additional doors or windows, or add a mezzanine.
- b. Install air conditioning, evaporative cooling, or HVAC equipment in an existing facility.
- c. Modify the electrical system within a building by increasing its capacity.
- d. Construct a fire escape on a building.

Construction. The installation or assembly of a facility; the addition, extension, alteration, conversion, or replacement of an existing facility; or the relocation of an existing facility. This includes installed equipment and related site preparation, excavation, filling, landscaping, and other land improvements.

Controlled Inspection. Continuous inspection involving the periodic scheduled examination or test to determine the physical condition with respect to the maintenance standard of facilities, including utilities systems and installed equipment (class 2 real property), for the purpose of identifying deficiencies in the early stages of development. The inspection generally pertain to electrical, mechanical, and structural features.

Customer. An activity, component of an activity unit, organization, or tenant which is authorized by an activity commander to request any type of facilities support.

Cyclic Maintenance. A recurring minor structural, electrical, or mechanical repair to high-use structures; e.g., barracks, administrative buildings, dining facilities, etc.

Emergency Work. Work requiring immediate action to eliminate hazards to personnel or property or to correct or prevent loss of or damage to Government property or restore disrupted essential services. For emergency work, overtime would be approved.

Facility. A building, structure, or other improvement to real property.

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Installed Equipment. Items of equipment that are attached to or an integral part of a facility. Sometimes called "built-in equipment", these are accessory equipment/furnishings designed into, affixed to, and required for the operation of the facility.

Interservice Support Agreement (ISSA). An agreement documenting a supplier-receiver relationship, generally involving support services, where either the supplying or receiving agent is the Marine Corps. This type agreement is used in host-tenant relationships to describe support provided and/or received to specify reimbursable support. Support agreements between the Navy and the Marine Corps are interservice support agreements.

Maintenance. The recurrent day-to-day, periodic, or scheduled work required to preserve or restore a facility to such condition that it may be used for its designated purpose. Maintenance includes work undertaken to prevent damage to a facility which otherwise would be more costly to restore.

Maintenance Floor. An annually allotted sum of money which must be spent as designed in the activity's operating budget for real property maintenance, repair, and construction. The allotted sum includes authorized amounts for facilities projects which exceed the activity commander's approval authority and is the minimum amount that can be spent for maintenance. Unobligated portions of the floor must be returned to HQMC at the end of the fiscal year.

Minor Construction. Work to erect, install, or assemble a new facility or to expand, alter, or convert an existing facility to another use. Minor construction refers only to work authorized to be accomplished with O&M funds.

Other Engineering Support. Miscellaneous activity support functions applicable to real property maintenance activity (RPMA), such as public works engineering and administration, custodial services, street cleaning, entomology services, refuse/hazardous waste collection and disposal, fire protection services, and environmental control.

Plant Property Classes. Plant property is briefly identified as follows:

a. **Real Property.** Land and all facilities added to the land for which the Government has right, title, and interest.

(1) Class 1, land.

(2) Class 2, buildings and improvements (structures, roads, playing fields, etc.

b. **Personal Capital Plant Equipment**

(1) Class 3, equipment (other than industrial plant equipment).

(2) Class 4, industrial plant equipment.

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Preventative Maintenance Inspection. Continual inspection involving the systematic examination, lubrication, and adjustment of classes 2, 3, and 4 equipment to which an operator is not assigned or the inspection of which is beyond the operator's authority.

RPMA. The various functions for the real property maintenance and repair of facilities, the accomplishment of minor construction, the operation or purchase of utilities, and the provision of operating services and other engineering support. Specifically includes: maintenance and repair of all buildings, grounds, paved surfaces, utilities systems, and other real property; operation of utilities systems, including utilities purchases; other engineering support services, such as maintenance and public works administration and engineering, custodial, entomology, refuse collection and disposal, fire protection, and environmental control.

- M1 - Maintenance of Real Property: expenses for RPM within the activity approval authority.
- R1 - Minor Construction: expenses for minor construction within local approval authority.
- P1 - Other Engineering Support: expenses for engineering support and refuse removal services.
- N1 - Utilities Systems (CC 4U): expenses for purchased steam, electricity, natural gas, water, sewage, and fuel.

Reimbursable Work. Work authorized by a standing or specific job order, the cost of which is reimbursable per prescribed Marine Corps instructions to the appropriation O&MMC. The work may be performed for family housing; other military services, including Marine Corps activities not supported by the CMC; morale, welfare, and recreation activities; and private parties, including concessionaires, contractors, and tenants of rental housing.

Repair. The restoration of a facility to such a condition that it may be effectively utilized for its designated purpose by overhaul, reprocessing, or replacement of constituent parts or materials which have deteriorated by action of the elements or usage, and which have not been corrected through maintenance.

Service Work. Work which is relatively minor, not emergency work by nature, normally estimated to require 16 hours or less to accomplish, and which involves a maximum of 2 work centers.

Specific Job Order. A work authorization, which is planned and estimated in detail, issued for the accomplishment of a specific amount of work for which individual job costs are desired for financial and performance evaluation.

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Standing Job Order. A work authorization issued to perform the work of a highly repetitive nature and for which accumulated costs for a specific period, usually one fiscal year, are desired.

Work Request. A form used to request the maintenance department to perform work or prepare a cost estimate for specified work.

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APPENDIX B

FACILITIES MAINTENANCE DIRECTIVES

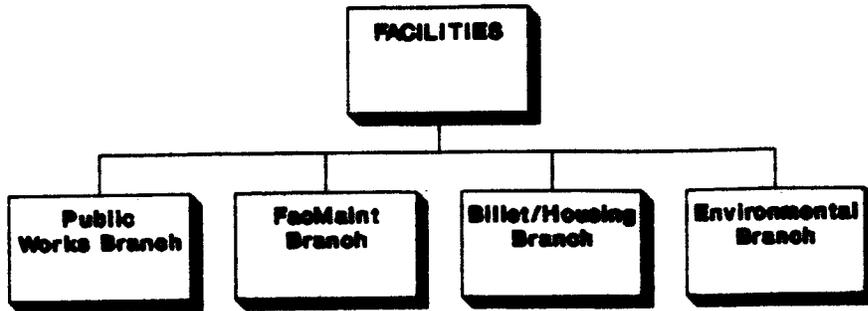
Volume Number	Title of Directive	MCO
I	Introduction to Facilities Maintenance	P11000.16
II	Facilities Planning and Programming	P11000.12
III	Facilities Maintenance Management	P11000.7
IV	Facilities Projects Management	P11000.5
VI	Energy and Utilities Management	P11000.9
VIII	Fire Protection Program	P11000.11
	Marine Corps Housing Management Manual	P11000.22

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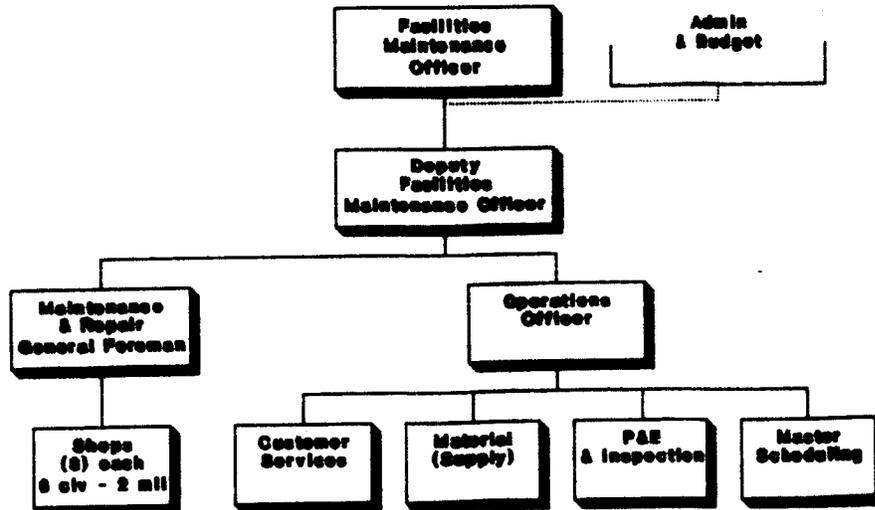
APPENDIX C

TABLE OF ORGANIZATION

**Facilities Division
Table of Organization**



**Facilities Maintenance
Table of Organization**



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APPENDIX D

AUTHORIZED REQUESTORS and WORK REQUEST NUMBERS

1. The following lists all units authorized to submit work requests and their respective block of assigned work request numbers. Note that the first numerical digit of the work request number coincides/changes with each FY. The block of numbers assigned to each authorized requestor may change each FY if additional numbers are required. New work request numbers will be assigned in September of each year and will be based on prior year usage data.

<u>AUTHORIZED REQUESTOR</u>	<u>BLDG #</u>	<u>AUTHORIZED WORK REQUEST NUMBERS</u>
ASSISTANT CHIEF OF STAFF, G-1 - - - - -	(B-031)	G-1 30000 - G-1 30199
ASSISTANT CHIEF OF STAFF, G-2/3 - - - - -	(B-031)	G23 30200 - G23 30399
ASSISTANT CHIEF OF STAFF, G-4 - - - - -	(B-031)	G-4 30400 - G-4 30599
HEADQUARTERS AND SERVICE BATTALION - - - - -	(B-015)	H&S 30600 - H&S 32099
RECRUIT TRAINING REGIMENT - - - - -	(B-028)	RTR 32100 - RTR 33599
12th MARINE CORPS DISTRICT - - - - -	(B-008)	MCD 33600 - MCD 33799
FOOD SERVICES DIVISION - - - - -	(B-012)	FSD 33800 - FSD 34299
SERVICE AND SUPPLY DIVISION - - - - -	(B-310)	S&S 34300 - S&S 34499
MOTOR TRANSPORT DIVISION - - - - -	(B-231)	MTO 34500 - MTO 34699
DEPOT COMMUNICATIONS DIVISION - - - - -	(B-172)	COM 34700 - COM 34899
PROVOST MARSHAL OFFICE - - - - -	(B-614)	PMO 34900 - PMO 35099
INFORMATION SYSTEMS MANAGEMENT BRANCH - - - - -	(B-029)	ISM 35100 - ISM 35299
FACILITIES MAINTENANCE BRANCH - - - - -	(B-224)	FMO 35300 - FMO 37799

<u>REIMBURSABLE TENANTS</u>	<u>BLDG #</u>	<u>AUTHORIZED WORK REQUEST NUMBERS</u>
MWR, MAINTENANCE - - - - -	(B-148)	MWR 37800 - MWR 38099
NAVAL MEDICAL CENTER - - - - -	(B-596)	MED 38100 - MED 38299
NAVAL DENTAL CENTER - - - - -	(B-595)	DEN 38300 - DEN 38499
FEDERAL FIRE DEPARTMENT - - - - -	(B-614)	FFD 38500 - FFD 38699
U. S. COAST GUARD - - - - -	(B-526)	C-G 38700 - C-G 38899

2. Work Request Reconciliation. Authorized requestors may reconcile work requests via the automated Customer Information System resident on the Local Area Network (LAN). See Chapter 2, paragraph 2010 for detailed instructions on gaining access to and utilization of the LAN based Customer Information System.

3. Work Request Submissions. Work Requests may be filled out manually or submitted electronically via the LAN based Customer Information System in accordance with Chapter 2.

SOP FOR FACILITIES MAINTENANCE

APPENDIX E

HISTORIC FACILITIES LISTING

1. Twenty-five MCRD structures are listed on the National Register of Historic Places. Interior/exterior modifications of buildings and surrounding grounds within the boundaries of the Historic District (Appendix E-2) are subject to Facilities Division approval and must be in compliance with the restrictions imposed by the Depot Master Plan/Architectural Plan and Historic District Maintenance Management Plan.

<u>BUILDING #</u>	<u>DATE OF CONSTRUCTION</u>	<u>BUILDING TYPE</u>
1	1921	L-Shaped (2 story)
2	1921	Barracks (2 story)
3	1921	Barracks (2 story)
4	1921	Barracks (2 story)
5	1921	Barracks (2 story)
6	1921	Barracks (2 story)
7	1925	Barracks (2 story)
8	1940	L-Shaped (2 story)
10	1921	Storehouse (2 story)
12	1922	Balcony (2 story)
15	1923	Headquarters (2 story)
26	1939	Balcony (2 story)
27	1939	Balcony (2 story)
28	1939	L-Shaped (2 story)
29	1939	L-Shaped (2 story)
M-1	1925	Commanding General's Quarters (2 story)
M-5	1925	Married Officer's Quarters (2 Story)
M-6	1925	Married Officer's Quarters (2 Story)
M-7	1925	Married Officer's Quarters (2 Story)
M-8	1925	Married Officer's Quarters (2 Story)
M-1A	1925	Commanding General's Garage (1 Story)
M-5A	1925	Married Officer's Garage (1 Story)
M-6A	1925	Married Officer's Garage (1 Story)
M-7A	1925	Married Officer's Garage (1 Story)
M-8A	1925	Married Officer's Garage (1 Story)

SOP FOR FACILITIES MAINTENANCE

APPENDIX F

RECURRING MAINTENANCE JOBS
(Standing Job Order Listing)

1. Preventive Maintenance (PM and PMI). FacMaint personnel or contractors working under the cognizance of FacMaint conduct the systematic examination, lubrication, and minor adjustment/repair of selected class 2, 3, and 4 equipment to which an operator is not assigned or for which the inspection is beyond operator capability. This work is authorized by a standing job order which specifies tasks and time limitations (normally less than 30 minutes per piece of equipment). Deficiencies beyond program scope are reported to the Operations Section for corrective action. Corrective action may consist of issuance of a trouble service ticket for minor repairs or preparation of a specific work order for repairs beyond the scope of service work. FacMaint scheduled PM and PMI programs are in alphabetical order as follows:

<u>ITEM</u>	<u>TYPE</u>	<u>FREQUENCY</u>	<u>JON #</u>	<u>PERFORMED BY</u>
A/C Equip, 5-25 ton (misc bldgs)	PMI	Weekly	8146-01	FacMaint
A/C Equip, (Replace Filters)	PM	Quarterly	8146-02	FacMaint
A/C Air Handlers, 3-25 tons	PM	Quarterly	8147-01	FacMaint
A/C Air Pneumatic Controls	PM	Biweekly	8147-02	FacMaint
A/C Condensers 26-200 ton	PM	Daily	8147-03	FacMaint
A/C Air Handlers, 50-100 ton	PM	Weekly	8147-04	FacMaint
A/C Air Driers (B-595)	PM	Weekly	8147-05	FacMaint
A/C Compressors (pneumatic ctrl)	PM	Weekly	8147-06	FacMaint
A/C Units, 3-25 ton	PM	Weekly	8147-07	FacMaint
A/C Air Handlers, 26-100 ton	PM	Monthly	8147-08	FacMaint
A/C Evap Cooling Tower (B-596)	PM	Monthly	8147-09	FacMaint
A/C Filters, (B-595,619,625,626)	PM	Quarterly	8147-10	FacMaint
A/C Unit (over 100 ton) (B-596)	PM	Daily	8148-01	FacMaint
A/C Unit (over 100 ton) (B-596)	PM	Monthly	8148-02	FacMaint
A/C Replace Filters (B-596)	PM	Quarterly	8148-03	FacMaint
Air Compressors	PMI	Monthly	8122	FacMaint
Boilers, Fuel Fired (8 bldgs)	PMI	Weekly	8121	FacMaint
Car Wash Facility (Motor T)	PMI	Monthly	8130	FacMaint
Cold Storage Equipment (B-608)	PMI	Daily	8112-01	FacMaint
Cold Storage Equipment (others)	PMI	Weekly	8112-02	FacMaint
Dishwashing Machines	PMI	Weekly	8138-01	FacMaint
Equip, Dynamic (shop tools)	PMI	Monthly	8139	FacMaint
Exhaust Vents/Air Handlers	PMI	Quarterly	8119-01	FacMaint
Filters, Exh Sys (replace) (misc)	PMI	Quarterly	8119-02	FacMaint
Filters, Exh Sys (clean) (misc)	PMI	Quarterly	8119-03	FacMaint
Fire Dampers (misc bldgs)	PMI	Annual	8128-01	FacMaint
Fire Doors-Sliding (misc bldgs)	PMI	Annual	8128-02	FacMaint
Fire Doors-Roll-Up (misc bldgs)	PMI	Annual	8128-03	FacMaint
Fire Protection Systems	PMI	Daily	8154-02	FacMaint

*lighting protection and
grounding system test
Bldg 6, 4, 46, 394*

PMI Semi-annual TBD FacMaint

ch 1

SOP FOR FACILITIES MAINTENANCE

<u>ITEM</u>	<u>TYPE</u>	<u>FREQUENCY</u>	<u>JON #</u>	<u>PERFORMED BY</u>
Fire Smoke Detectors	PM	Quarterly	8154-01	FacMaint
Food Handling Equip (B-569/620)	PMI	Quarterly	8138-02	FacMaint
Generators, Emergency	PMI	Monthly	8140	FacMaint
Manholes, (Elec Dist Sys) (pump)	PM	Annual	8115-03	FacMaint
Manholes/Sewer Lines, (flush)	PM	Annual	8117	FacMaint
Meters, Chart (B-596 & 608)	PMI	Quarterly	8111	Contract
Pumps (condensate, sump & circ)	PMI	Quarterly	8124	FacMaint
Ramps, Adjustable (warehouses)	PMI	Quarterly	8127	FacMaint
Reefer Equip, 5-25 ton	PM	Weekly	8131	FacMaint
Reefer Equipment (dynamic)	PMI	Monthly	8142	FacMaint
Reefer Equip (under 5 ton)	PMI	Quarterly	8155	FacMaint
Soft Water Equipment (B-569)	PMI	Daily	8126-01	FacMaint
Soft Water Equipment (B-569)	PMI	Weekly	8126-02	FacMaint
Storm Drains, (flush)	PM	Annual	8116	FacMaint
Street Lighting, check/relamp	PM	Weekly	8115-02	FacMaint
Swimming Pool Equipment	PMI	Daily	8101-01	FacMaint
Swimming Pool Equipment	PMI	Weekly	8101-02	FacMaint
Theatre Dimmer Panel	PMI	Monthly	8120-01	FacMaint
Theatre Stage Rigging	PMI	Quarterly	8120-02	FacMaint
Training Structures	PMI	Biweekly	8109-01	FacMaint
Training Structures	PMI	Monthly	8109-02	FacMaint
Transformer Pads (Elect Dist Sys)	PMI	Monthly	8115-01	FacMaint
Water Dist Sys (fresh)	PMI	Monthly	8132-01	FacMaint
Water Dist Sys (exercise valves)	PM	Semi-Annual	8132-02	FacMaint
Weapons Retrieval System	PMI	Monthly	8108	FacMaint
Wind Driven Turbines	PMI	Quart/Annual	8119-04	FacMaint

2. Recurring Maintenance Services. FacMaint personnel and/or contractors perform recurring maintenance on a variety of class 2, 3, and 4 equipment or provide services on a scheduled basis. The cost or man-hours allocated to this type of work is normally estimated, as the type of work or service being provided is well documented. (The 30 minute time limitation does not apply to recurring work.) This work is authorized by a standing job order which specifies tasks and cost/time limitations. Deficiencies beyond program scope are reported to the Operations Section for corrective action. Corrective action may consist of issuance of a trouble service ticket for minor repairs or preparation of a specific work order for repairs beyond the scope of service work. FacMaint scheduled recurring jobs and services are in alphabetical order as follows:

<u>ITEM</u>	<u>FREQUENCY</u>	<u>JON #</u>	<u>PERFORMED BY</u>
A/C Service Carrier Unit (B-596)	Monthly (7 mo)	8114	Contract
Chlorine Cylinders, (provide) (MOQ-1)	Monthly	8105	Contract
Elevators, (service/test) (7 ea)	Monthly	8125	Contract
Exhaust Systems, (clean) (galleys)	Monthly	8151	Contract

SOP FOR FACILITIES MAINTENANCE

<u>ITEM</u>	<u>FREQUENCY</u>	<u>JON #</u>	<u>PERFORMED BY</u>
Fire Prot Equip, (test/eval)	Annual	8103	Contract
Grease Traps, (pump) (galleys)	Monthly	8150	Contract
Grounds Maint (misc improved areas)	Daily	8104	FacMaint
Grounds Maint (unimproved areas)	As Req	8104	FacMaint
Hazardous Waste Disposal	As Req	8136	FacMaint/Contract
Insect and Rodent Control	Daily/as Req	8133	FacMaint
Refuse Collection (housing)	3x Weekly	8104	FacMaint
Refuse Collection (dumpsters)	Daily/Weekly	8134	Contract
Scales (Service/Test) (galleys)	Quarterly	8141	Contract
Soft Water, Rep Cyl @ Qtrs & B-620	Biweekly	8113	Contract
Street Sweeping, Exterior Clean-up	2x Weekly	8135	FacMaint
Traffic Markings/Curbs	On-Call	8144	FacMaint

3. Cyclic Maintenance (CM). FacMaint personnel perform cyclic maintenance of facilities, utility systems, irrigations systems, and selected class 2, 3, and 4 equipment on a scheduled and nonscheduled basis. CM is performed to reduce utility consumption and provide customers with scheduled minor maintenance, the by-product, reducing the number of trouble calls and overall administrative burdens. The work, as the name implies, is cyclic in nature. Personnel perform walk-through inspections of facilities or operational tests of equipment or systems and make immediate repairs with available material, with no limitation of time and materials cost. This work is authorized by a non-estimated standing job order. Deficiencies beyond program scope are reported to the Operations Section for corrective action. Corrective action may consist of issuance of a trouble service ticket for minor repairs or preparation of a specific work order for repairs beyond the scope of service work. FacMaint provided CM programs are in alphabetical order as follows:

<u>ITEM</u>	<u>TYPE</u>	<u>FREQUENCY</u>	<u>JON #</u>	<u>PERFORMED BY</u>
Building Maintenance (RTR)	CM	Daily	8307	FacMaint (Mil)
Building Maintenance	CM	As Req	8307	FacMaint
Galley Equipment	CM	Daily	8304	FacMaint
Groundskeeping Equipment	CM	As Req	8306	FacMaint
Lawn Irrigation Systems	CM	Daily (9 mo)	8305	FacMaint
Night Service Call Response	CM	Daily	8307	FacMaint (Mil)
Police of Depot Perimeter	CM	Daily	8307	FacMaint (Mil)
Road/Sidewalk Repairs	CM	As Req	8301	FacMaint
Steam Distribution System	CM	Daily (Winter)	8302	FacMaint

SOP FOR FACILITIES MAINTENANCE

APPENDIX G

**MWR CATEGORY "C" FACILITIES
(BUSINESS ACTIVITIES)**

1. Appropriated Support Provided for Category "C" Facilities: Fire and police protection, pest control services, interior and exterior utility systems maintenance, facility maintenance and repair necessary to maintain the structural integrity and exterior appearance of the facility (including correcting fire, building code and safety deficiencies), and grounds maintenance of common areas (except golf courses or putting greens).

2. Reimbursable or MWR Provided Support for Category "C" Facilities: Refuse/trash collection, utilities costs (electric, steam, gas, water and sewage), routine, recurrent, day-to-day periodic or scheduled facilities maintenance required to maintain and support activity operations (including minor structural, electrical, plumbing, and mechanical repairs, interior painting, floor coverings, wall coverings, minor construction, grounds maintenance in vicinity of MWR activities, and maintenance and repair of NAFI-peculiar equipment both installed and portable).

MCRD San Diego Category "C" Facilities Listing

<u>BLDG/ FAC #</u>	<u>DESCRIPTION</u>	<u>SIZE (SF)</u>	<u>MAP GRID LOCATION</u>	<u>REMARKS</u>
B-002	Telephone Center	3,019	E-14	Switching Station
B-009	MCX Garden Shop	36,000	C-10	
B-010	MCX Package Store	15,268	E-10	1/2 of Bldg
B-011	MCX Main Exchange	36,988	E-12	
B-014	Staff NCO Club	10,984	C-10	
B-016	MCX Warehouse/Sales	42,058	D-12	
B-030	Motion Pictures/Snack Bar	300	F-14	Snack Bar resale activity
B-104	MCX Warehouse	16,918	E-14	To be demolished in FY-92
B-132	Officer's Club	27,167	H-2	
B-148	MCX Warehouse	50,625	E-16	
B-151	Staff Club Storage	8,817	C-9	
B-174	MCX Warehouse	5,120	I-7	
B-239	Spec Serv Issue Office	15,168	I-6	Camping Rental/Issue
B-346	Enlisted Men's Club	14,355	C-14	
B-367	Officer's Club (Storage)	1,120	H-2	
B-368	Officer's Club (Storage)	117	H-2	
F-375	Marina, Boat Docks /Fuel	2 ea.	K-3	
B-514	MCX Gas/Service Station	10,231	D-15	
B-542	Officer's Club (Storage)	334	H-2	
B-543	Officer's Club (Storage)	246	H-2	
B-590	Bowling Alley/Club	26,200	D-8	
B-597	MCX Recruit Exchange/Laundry	10,640	H-13	
B-604	MCX Car Wash Facility	1,008	I-6	

SOP FOR FACILITIES MAINTENANCE

APPENDIX H

MWR CATEGORY "A" FACILITIES
(MISSION SUSTAINING)

1. Appropriated Support Provided for Category "A" and "B" Facilities. For maintenance purposes, Category "A" and "B" facilities receive all services normally provided by FacMaint, including any associated refuse collection or utilities costs incurred. (Excludes repair or replacement of MWR peculiar equipment or equipment that is acquired with nonappropriated funds and installed as a permanent part of the facility, unless the title for said equipment is transferred to the Government.)

MCRD San Diego Category "A" Facilities Listing

<u>BLDG/ FAC #</u>	<u>DESCRIPTION</u>	<u>SIZE (SF)</u>	<u>MAP GRID</u>		<u>REMARKS</u>
			<u>LOCATION</u>		
B-007	Library	14,401	E-8		1st Floor, East Wing
B-010	MCX Admin Spaces	15,268	E-10		1/2 of Bldg
B-013	Gym/Fitness Center	23,014	D-9-10		
B-131	Recreation Center	2,115	K-4		Old Boathouse
F-313	Racquetball Courts	12,679	D-7		
F-314	Outdoor BB Courts	2 ea.	E-8		South of Bldg 27
F-315	Outdoor BB Courts	2 ea.	E-10		South of Bldg 12
F-316	Outdoor BB Courts	2 ea.	E-13		South of Bldg 26
B-345	Softball Field	1 ea.	J-11		Beeson Field (dugouts)
F-366	Tennis Courts	2 ea.	G-2		North of O'Club (B-132)
F-369	Tennis Courts	1 ea.	F-5		CG-Honors Area
B-427	Spec Serv Issue Office	1,891	J-6		Located in RV lot
B-428	Spec Serv Issue Office	1,859	J-5		Located in RV lot
B-521	Rec Br Equip Issue/Storage	3,236	K-6		MCX Central Warehouse
F-552	Canopy at Picnic Grounds	1 ea.	L-4		Canopy over Picnic Area
F-576	Football Field	1 ea.	J-9		
F-578	Softball Field	1 ea.	J-8		
F-591	Tennis Courts	2 ea.	J-11		South of B-569
F-598	Tennis Courts	2 ea.	I-4		East of B-312
F-603	Track/Soccer Field	1 ea.	K-9		
F-630	Outdoor BB Courts	1 ea.	F-14		North side of Bldg 1
F-631	Outdoor BB Courts	1 ea.	L-14		South of QA-5 Area
B-634	Public Toilet	900	J-11		North of Beeson Field
F-637	Gazebo Pad	805	K-4		North of Boathouse
Depot	Volleyball/Horseshoe	2,000	K-4		South of Boathouse

SOP FOR FACILITIES MAINTENANCE

APPENDIX H

MWR CATEGORY "B" FACILITIES
(BASIC COMMUNITY SUPPORT ACTIVITIES)

1. Appropriated Support Provided for Category "A" and "B" Facilities. For maintenance purposes, Category "A" and "B" facilities receive all services normally provided by FacMaint, including any associated refuse collection or utility costs incurred. (Excludes repair or replacement of MWR peculiar equipment or equipment that is acquired with nonappropriated funds and installed as a permanent part of the facility, unless the title for said equipment is transferred to the Government.)

MCRD San Diego Category "B" Facilities Listing

<u>BLDG/ FAC #</u>	<u>DESCRIPTION</u>	<u>SIZE (SF)</u>	<u>MAP GRID LOCATION</u>	<u>REMARKS</u>
B-007	Child Care Center	3,795	E-8	1st Floor, West-Wing
B-016	Ticket and Tours	300	D-12	
B-118	Thrift Shop	3,520	E-15	Approx 1/2 of building
B-131	Special Service Issue	1,500	K-4	Old Boathouse
B-142*	Auto Hobby Shop	10,112	I-6	Includes resale activity
B-172	MARS Radio Station	1,612	E-7	Approx 1/3 of building
B-216	Child Care Center	2,213	F-17	
B-374	Outdoor Storage Area	336	K-4	
B-638	Child Care Center (new)	3,000	F-17	Under Construction
Depot	Baseball Pitching Machine	1 ea.	J-11	
Depot	Rec Vehicle (RV) Storage Lot	1 ea.	J-5	
Depot	Rec Vehicle (RV) Storage Lot	1 ea.	Q-6	
Depot	Putting Greens	4,000	M-4	South of Boathouse

Note: * The Auto Hobby Shop reimburses for utilities costs and refuse collection because of their ability to generate income through a resale activity that operates in conjunction with the automotive crafts and skills development portion of the facility. The resale activity is a class "C" activity.

WORK REQUEST FORM

PART I—REQUEST (Filled out by Requestor)

1. FROM Director, Branch Dental Clinic, MCRD	2. REQUEST NO. 23407
3. TO DEPOT MAINTENANCE	4. DATE OF REQUEST 15 JAN 92
5. REQUEST FOR <input type="checkbox"/> COST ESTIMATE <input checked="" type="checkbox"/> PERFORMANCE OF WORK	5a. REQUEST WORK START ASAP
6. FOR FURTHER INFORMATION CALL DTI Wallace EXT: 8009	7. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

8. DESCRIPTION OF WORK AND JUSTIFICATION (Including location, type, size, quantity, etc.)

DESCRIPTION: Loose electrical plate ^{BULNT}
 LOCATION: Hallway outside RM 17 - ~~outlet~~ ^{outlet} electrical outlet
 RM 71 - LOOSE WALL SWITCH
 RM72 - STOVE TOP ELECTRICAL OUTLET IS LOOSE - TAG OUT TO PREVENT USUAGE
 RM64 - LOOSE WALL OUTLET

JUST: SAFETY HAZARD

SAMPLE

1751 | 8
 1716 | 5
 (2.9)

9. FUNDS CHARGEABLE E-516	10. SIGNATURE (Requestor) D. M. LEWIS, CAPT DC, USN
-------------------------------------	---

PART II—COST ESTIMATE

(Filled out by Maintenance Control Division if estimate requested)

11. TO:	12. ESTIMATE NO.
13. COST ESTIMATE	14. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO
a. Labor \$	15. <input checked="" type="checkbox"/> APPROVED. PROGRAMMING TO START IN _____ <input type="checkbox"/> APPROVED. BASED ON PRESENT WORKLOAD, THIS JOB CAN BE PROGRAMMED TO START IN _____ IF AUTHORIZED BY 25TH OF _____ AND FUNDS ARE MADE AVAILABLE. <input type="checkbox"/> DISAPPROVED. (See Reverse Side)
b. Material \$	
c. Overhead and/or Surcharge \$	
d. Equipment Rental/Usage \$	
e. Contingency \$	
f. TOTAL \$	16. SIGNATURE [Signature]
	17. DATE 16 JAN 92

PART III—ACTION (Filled out by Requestor)

18. TO:	19. AUTHORIZATION TO PROCEED IS ATTACHED (Check one if other than PW funds are involved) <input type="checkbox"/> NAVCOMPT 140 <input type="checkbox"/> OTHER	20. WORK REQUESTED <input type="checkbox"/> HAS BEEN CANCELLED <input type="checkbox"/> HAS BEEN DEFERRED <input type="checkbox"/> WILL BE PERFORMED BY OTHERS
21. SIGNATURE	22. DATE	

(See Part IV on Reverse Side)

SOP FOR FACILITIES MAINTENANCE

APPENDIX K

RTC FORM

WORK REQUEST RETURN/INFORMATION	
To: COMMANDING OFFICER 3RD RTBN RTR MCRD	Date: 05/13/92
Work Request No. RTR22733	Dated: 91/11/25
ACTION REQUIRED	
X	Returned
	Cost Estimate Provided - Customer Funding Required
	Duplicate Request
Remarks/Comments	
As per discussion between GYSGT HAYES and GYSGT HESTER on 920504 GROUND FAULT INTERRUPTERS ARE NOT A CODE REQUIREMENT ON DRINKING FOUNTAINS.	
CUSTOMER RELATION STAFF NCOIC - GYSGT W.J. HAYES PHONE - 46076	
Signature (Maintenance Officer)	

SOP FOR FACILITIES MAINTENANCE

APPENDIX L

WORK REQUEST STATUS REPORTS

11014.1
4A1:4
27 Jan 92

From: Facilities Maintenance Officer
To: Distribution List

Subj: WORK REQUEST STATUS REPORT

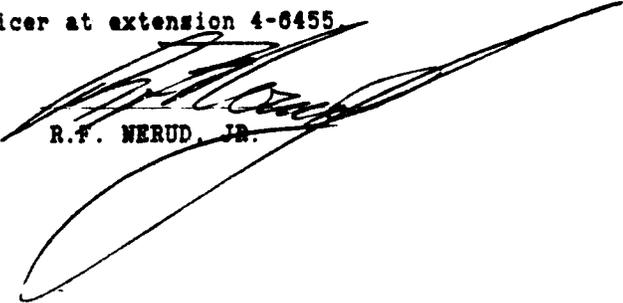
Ref: (a) MCO P11000.7B

Encl: (1) Work Request Job Order Status Report

1. The reference directs that a periodic report containing status of work requests be provided to the customers. In compliance with this directive, the enclosure is submitted. Status given is current through Jan 27, 1992 .

2. If the status given on this report does not correspond to your records, or if you have requests that are not complete and are not shown on this report, please bring it to our attention.

3. POC is Operations Officer at extension 4-6455



R.F. NERUD, JR.

DISTRIBUTION:

CO, RTR
CO, H&SBn
MedicalO
DentalO
Dir, Svc&Sup
PMO
CommO
MTO
FdSvcO
MWR
ISM
FedFireDept

SAMPLE

SOP FOR FACILITIES MAINTENANCE

DATE: 01/15/97

TROUBLE SERVICE TICKET STATUS REPORT
FOR
SERVICE AND SUPPLY DIVISION

PAGE: 1

BLDG NUMBER	WR NUMBERS	CHIT NUMBER	WORK CNTR	<--- DATES --->		SAFE ITEM	JON	DESCRIPTION OF WORK
				SUBMIT	CLOSED			
220	S&S 23633	E0579	41R	92/01	6	N	3010	REPAIR ROOF LEAKS IN BAY 6 AS PER REQUEST 23633
221	S&S 2360A	C0494	61P	91/11	6	N	0010	CHECK OUT HEATER IN FACILITY PHASE LINE SEE MR MARKS POC
221	S&S 23627	E0658	64M	92/01	6	N	3010	REQUEST TO LUBRICATE MIDDLE SLIDING BAY DOOR CLOTHING PHASE LINE
310	S&S 2360A	E0609	61P	92/01	6	N	3001	HEATER LEAKY WATER IN DIRECTOR OFFICE COL HICKS AREA
310	S&S 2360A	E0618	61P	92/01	6	N	3001	REPAIR P-TRAP UNDER SINK (LEAKING) 2BD DECK MENS HEAD 5D SIDE
310	S&S 2360A	E0654	61P	92/01	6	N	3001	REPAIR LEAKY STEAM HEATER PCD 1ST DECK SEE CRUZ POC
310	S&S 2360A	E0699	63S	92/01	6	N	3010	REPAIR RAINGUTTER TO FAC 310
310	S&S 2360A	E0713	61P	92/01	6	N	3001	REPAIR LEAKING FAUCET IN MENS HEAD 2ND DECK
310	S&S 23619	C0589	71L	91/11	6	N	3010	CLEAN FIVE GUTTERS WITH LEAVES ENTRANCE WAYS OF FACILITY AS PER
310	S&S 23621	D0704	41L	91/12	6	N	3010	REPLACE DOOR KNOB ON ONE DOOR C & P OFFICE AS PER REQUEST 23621
310	S&S 23630	E0634	41C	92/01	6	N	3010	RESECURE BOARD TO WALL IN CONTRACTING AND PURCHASING. AS PER
615	S&S 13677	K0604	63W	91/07	6	N	3013	TRANSFER BOX NEEDS TO BE WELDED TO THE SIDE OF TRANSFER BOX
415	S&S 13691	L0464	41L	91/08	6	N	3001	INSTALL A DOUBLE SIDED LOCK TO SECURITY GATE FOR ARMORY.
5	S&S 2360A	E0606	41C	92/01	6	N	3010	CUT AND PATCH WALLS
615	S&S 2360A	E0688	51E	92/01	6	N	8108	REPAIR ROBOT SYSTEM RETRACKER TABLE AISLE 2
615	S&S 23625	E0722	51E	92/01	6	N	3010	REPAIR OR REPLACE SECURITY LIGHT FIXTURE AS PER REQUEST 23625
615	S&S 23626	E0721	51E	92/01	6	N	3010	REPAIR OR REPLACE LIGHT SENSOR IN RECRUIT HEAD AS PER REQUEST
616	S&S 13631	G0260	71L	91/03	6	N	3010	USING TOP SOIL FROM PRESENT STOCK ON HAND, SPREAD SOIL ON TOP &

SAMPLE

SOP FOR FACILITIES MAINTENANCE

WORK ORDER NO. 071

**WORK ORDER/REQUEST STATUS REPORT
FOR
SERVICE AND SUPPLY DIVISION**

PAGE:

W.O. NUMBER	REQUEST NUMBERS	DATE		ACCOMP CODE	TITLE/COMMENTS	JOB STATUS
		SUBMIT	ANT. DUE			
129	S&S 13694	91/08/28	91/12/23	INH	REKEY/REPLACE LOCKS KNOBS KEYS HAVE BEEN COMPROMISED DUE TO LOSS OR TRANSFER AND NEED REPLACED FOR SECURITY	I/P
218	S&S 23629	92/01/08			FAB TND SIGN REQUEST IS GOING TO BE SUBMITTED TO TAWIC INTERIOR SIGNS.	RTC
219	S&S 23628	92/01/07			INSTALL BATTERY CHARGER REQUEST SHOULD HAVE BEEN FUNDED WHEN FORKLIFT WAS PURCHASED NOW NEED REBURSABLE JON TO BE ACCOMP.	RTC
222	S&S 23624	91/12/13		INH	INSTL HEATER FAC 222 237	P/E
234	S&S 23617	91/11/05		INH	REPR CONCRETE DOOR SILL	ONP
310	S&S 23620	91/11/20		INH	REPR TMC HEATERS DIR AREA	P/E
310	S&S 23631	92/01/08			INSTALL LOCKABLE DOOR STATUS OF BUILD & CHILD CARE REQUIREMENT ARE UN- CERTAIN AT THIS TIME POINT.	RTC
310	S&S 23632	92/01/08			INSTALL NEW CARPETING STATUS OF BUILD & CHILD CARE REQUIREMENTS ARE UN- CERTAIN AT THIS POINT	RTC
615	S&S 13635	91/05/31	91/08/16	INH	INSTALL NEW OUTLETS APPROVED MAY 91 NMRB REF TROUBLE SERVICE NO. H-0388 WRITTEN 04-22-91	A/M
615	S&S 13670	91/05/24	91/08/09	INH	BUILD EIGHT RIFLE RACKS APPROVED MAY NMRB 33% MAT RECD 4 OF 12 AS OF 24 SEPT	A/S

SAMPLE

SOP FOR FACILITIES MAINTENANCE

APPENDIX M

FILEPRO SORT CODE LISTING

1. These codes are utilized in the FacMaint FILEPRO data base fields for Job Status, Responsible Branch/Section (Accomp Code), and Funding Source.

<u>JOB</u> (In-house Projects)		<u>JOB</u> (PWO or PWC Projects only)	
<u>STATUS</u>	<u>DEFINITION</u>	<u>STATUS</u>	<u>DEFINITION</u>
A/F	= Written (Awaiting Funding)	CAN	= Project Canceled
A/M	= Awaiting Material	CMP	= Project Complete
A/S	= Awaiting Scheduling	C/P	= Contract Processing
CAN	= Project Canceled	FSC	= Recurring Facs Sup Contracts
CMP	= Project Complete	PCP	= Under Const (PWC In-house)
HOLD	= Project on Temporary Hold	PCR	= Under Const (ROICC)
I/P	= In-Progress	PCJ	= Under Const (JOC)
MCRB	= Estimates f/MCRB	PDI	= PWO In-house Design
OPSO	= OpsO Holding f/Review	PDP	= PWC or A&E Design
P/E	= In Planning/Estimating	PPC	= Pending \$ f/Construction
RTC	= Return to Customer	PPD	= Pending \$ f/Design
		TF-1	= TF-1 sent to PWC
		TF-2	= TF-2 Estimate Received
 <u>ACCOMP</u>		 <u>FUNDING</u>	
<u>CODE</u>	<u>DEFINITION</u>	<u>SOURCE</u>	<u>DEFINITION</u>
INH	= In-house Maint Forces	HSG	= HQMC Funded Housing Project
LFC1	= Locally Funded PWO Administered Contract	D1	= Local Equip Inst Funds
LFC2	= Locally Funded P&C Administered Contract	L7	= Local Non-GME Equip Support
PWC	= PWC Administered Contract or PWC In-house Forces	M1	= Local Maintenance Funds
PWO	= Public Works Officer/Branch	M2	= HQMC Funded Project
		MCON	= Military Const Program
		MZ	= Local Funded Housing Maint
<u>PRIORITY</u> (Manager Discretion)		NAF	= Non-appropriated Funds
<u>CODE</u>	<u>DEFINITION</u>	P1	= Local Eng Support Funds for Trash Removal/ Pest Control
1	= Health, Safety, or Security	PZ	= Local Funded Housing (other)
2	= Mission Essential Project	R1	= Locally Funded New Work
3	= Operational Requirements	R2	= HQMC Funded New Work
4	= Customer Generated Work	S1	= Repairs to Galley Equip and PSE
5	= Other	RZ	= Reimbursable New Work
<u>COMMAND</u> (Managers Discretion)			
<u>INTEREST</u>	<u>DEFINITION</u>		
Y	= Command Interest Project		(leave field blank if not Command Interest)
			(Generates Command Interest Project Report)

SOP FOR FACILITIES MAINTENANCE

APPENDIX N

FREQUENT PROBLEM AREAS AND RESPONSIBLE SECTION TO NOTIFY

Some frequent problems referred to FacMaint identifying responsible section to be contacted for additional information

PROBLEM

CONTACT

Air-Conditioning Problems	FacMaint
Bleachers (relocation)/(portable)	FacMaint
Carpeting (Wall to wall only)	FacMaint
Carpeting (area rugs)	Property Control
Computer Related Problems	ISM Branch
Dead Animals	FacMaint
Drapes/Rugs	Property Control
Electric Heaters, (portable)	Property Control
Furniture	Property Control
Garbage and Refuse Disposal	FacMaint
Grass Cutting	FacMaint/Self-Help
Heating	FacMaint
Insect & Rodent Control	FacMaint
Intercoms	Depot Communications
Keys/Locks for Buildings	FacMaint
Keys for Motor Vehicles	Motor Transport
Keys for Office Desks	Property Control
Mounts for Wall Fans	FacMaint
Office Machines	Property Control
Padlocks/Keys & Hasps	Self Service
Paint Brushes and Rollers	Self Service
Portable Fans	Property Control
Power Outages	FacMaint
Relamping (below 10 ft)	Organizational
Relamping (above 10 ft)	FacMaint
Safes and Vaults	Property Control
Self-Help-Projects	FacMaint
Signs (exterior)/(interior)	FacMaint/TAVSC
Street Sweeping/Maintenance	FacMaint
Telephone Problems	Depot Communications
Tree/Shrub Pruning	FacMaint
Utility Outages/Problems	FacMaint
Vehicle Related Problems	Motor Transport
Vending Machines	MWR
Venetian Blinds (new)	Property Control
Venetian Blinds (replacement)	FacMaint
Wall Lockers, Foot Lockers, Beds	Property Control
Washer and Dryers	Property Control
Water Coolers	FacMaint
Window Washing (inside, & 1st deck outside)	Organizational
Window Washing (outside, 2nd deck & above)	FacMaint

SOP FOR FACILITIES MAINTENANCE

APPENDIX O

PEST CONTROL (DINING FACILITIES) CHECKLIST

1. Preparation

- _____ All open foodstuffs will be removed from areas to be sprayed.
- _____ Decks must be clean, dry, and free from grease.
- _____ All drawers empty, wiped clean, left open; removed if possible.
- _____ Appliances cleaned inside and out.
- _____ Appliances turned off at source (only when fogging).
- _____ Trash containers empty and cleaned.
- _____ All cabinets and storage areas cleared, cleaned, with any items stacked on tables and covered.
- _____ Cooking and food preparation surfaces covered with wax paper.
- _____ In all areas, equipment/supplies not permanently affixed should be moved far enough away from walls to permit easy access for spraying.
- _____ All personnel except for one bldg. representative will be required to remain outside building during spraying operations.

2. Post-Treatment Cleaning

- _____ Post-treatment washing must be kept to a minimum so that insecticide residual is not removed from surfaces to which it has been applied.
- _____ Clean table tops and food preparation surfaces with sponge and mild soap solution.
- _____ Remove wax paper coverings from cooking/food preparation surfaces.
- _____ Allow shelving areas to dry overnight before returning foodstuffs and utensils.
- _____ Do not apply shelf paper or drawer liners over treated surfaces.

3. Scheduling. Dining facilities and clubs are to be sprayed on a scheduled basis to minimize disruption of food service operations.

SOP FOR FACILITIES MAINTENANCE

APPENDIX P

PEST CONTROL (QUARTERS/OFFICES) CHECKLIST

1. Preparation (where applicable)

- _____ Move bunks, dressers, desks, filing cabinets, and other furniture far enough from walls to permit easy access for spraying.
- _____ Remove plants and pets prior to spraying.
- _____ Remove clothing and other items from lockers (if infested) and place on top of lockers or bunk, leaving doors and lids open.
- _____ Place shoes and other loose gear on top of bunks or lockers.
- _____ Empty desk drawers or writing table drawers (if infested).
- _____ Decks must be clean, dry, and free from grease.
- _____ All open foodstuffs will be removed from areas to be sprayed.
- _____ Cooking and food preparation surfaces covered with wax paper.
- _____ All office spaces, storerooms, etc. in barracks must be unlocked.
- _____ Spraying will be conducted between 0800 and 1600.
- _____ Security should be provided by tenant unit.
- _____ Open windows and doors after operation for a minimum of one hour to permit fast drying of spray.
- _____ Restrict personnel from entering treated area for one hour prior to returning clothing and other items to their original locations.

2. Post Treatment Cleaning

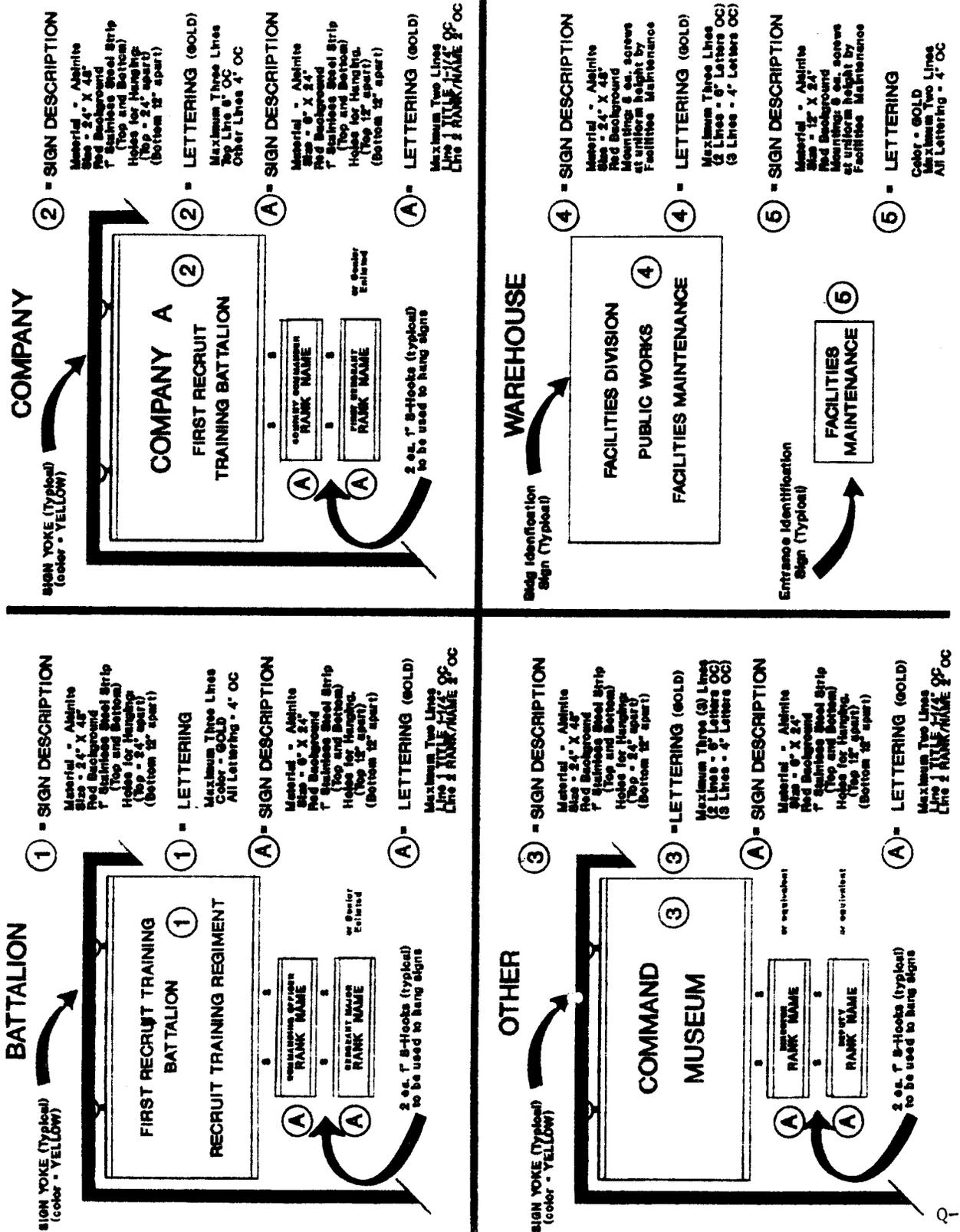
- _____ Post-treatment washing must be kept to a minimum so that insecticide residual is not removed from surfaces to which it has been applied.
- _____ Clean table tops and food preparation surfaces with sponge and mild soap solution.
- _____ Remove wax paper coverings from cooking and food preparation surfaces and dispose of in garbage.
- _____ Allow shelving areas to dry overnight before returning foodstuffs and utensils.
- _____ Do not apply shelf paper or drawer liners over treated surfaces.

SOP FOR FACILITIES MAINTENANCE

APPENDIX Q

EXTERIOR SIGNS (SAMPLE FORMAT)

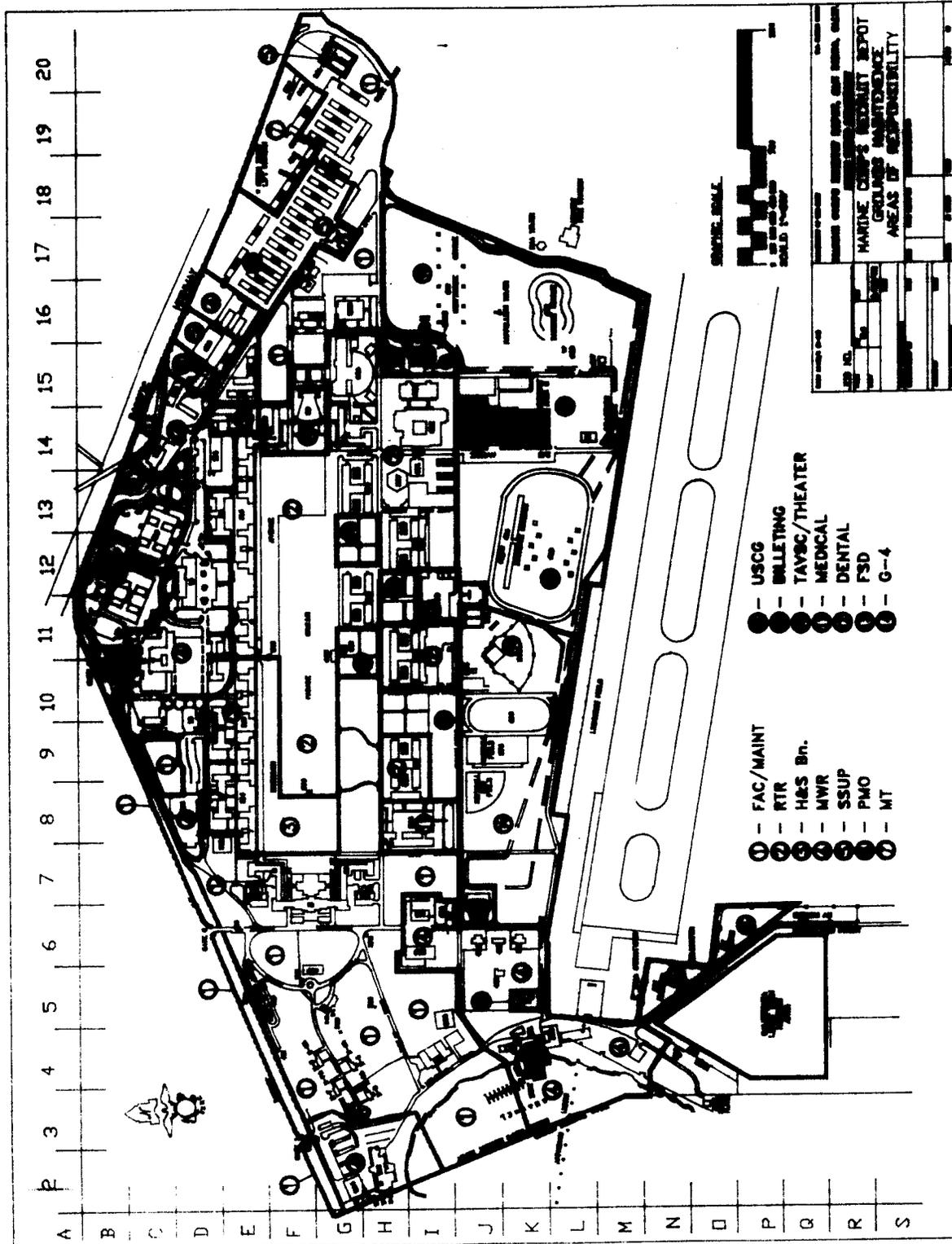
EXTERIOR SIGNS



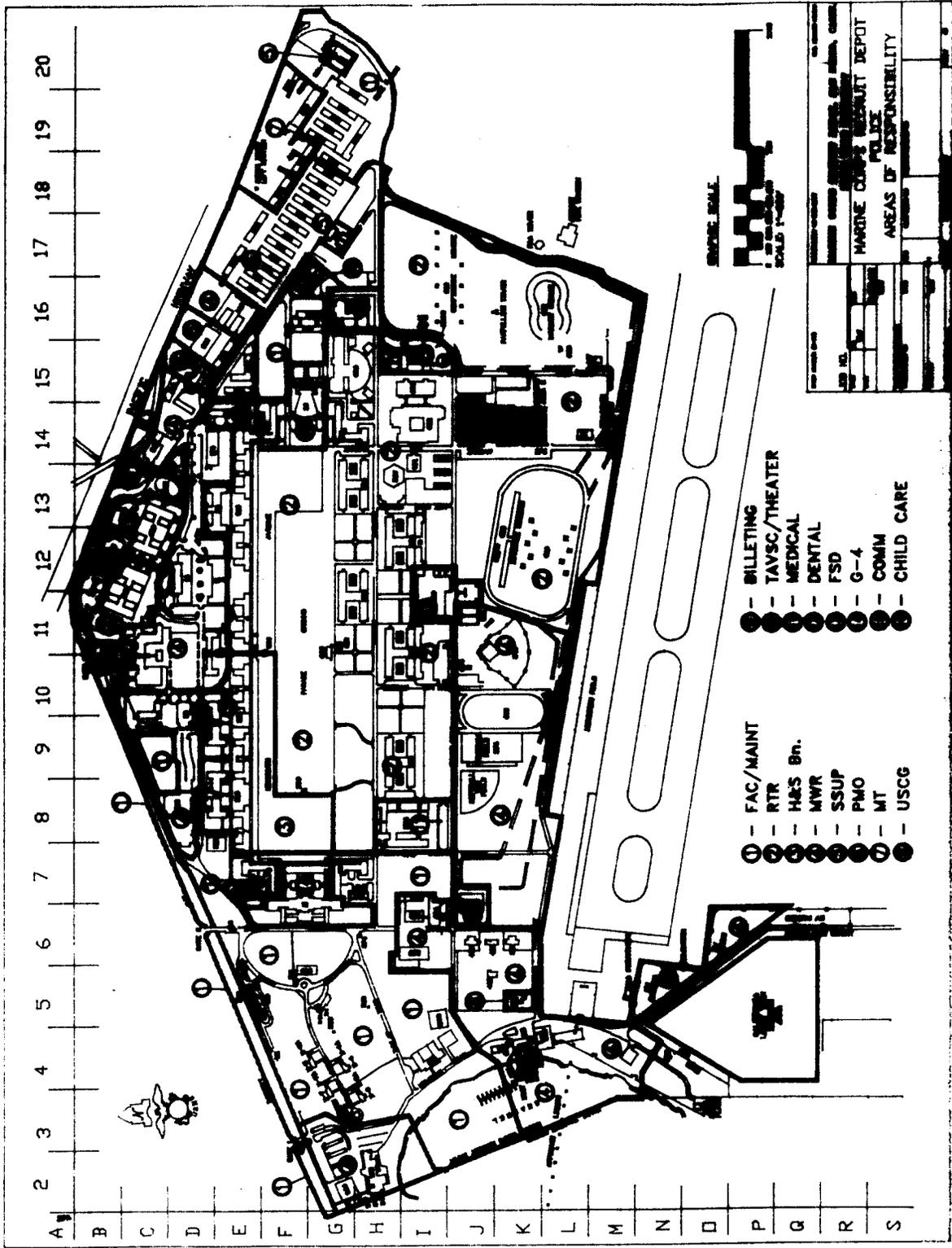
SOP FOR FACILITIES MAINTENANCE

APPENDIX R

MAP OF GROUNDS MAINTENANCE AOR's



SOP FOR FACILITIES MAINTENANCE



SOP FOR FACILITIES MAINTENANCE

APPENDIX S

MCRD ALERT NOTICE (SAMPLE)

- MCRD ALERT NOTICE -

To: _____ ALERT # _____
Initials alert # FY

1. A possible problem was noted in an area under your control as follows:

CATEGORY: Utilities Conservation _____ Safety _____
Grounds/Police _____ Fire _____
Environmental _____ Other _____
Abuse/Misuse of Govt Property _____

Remarks: _____

2. Person contacted at site: _____ ext _____

3. Immediate action to resolve this problem is necessary. Request you respond within 10 days on the results of your actions.

4. POC is FacMaint Officer, ext 4-4370.

Signature _____ Date _____

FIRST ENDORSEMENT

From: _____

To: FacMaint Officer, Facilities Division

1. The following (corrective actions have been taken/assistance is required) to correct the problem identified above: _____

Signature _____ Date _____

First ALERT on this problem? YES _____, NO _____

If NO, # of ALERTS issued (including this one) _____

Copy To: AC/S, G-4 - All

SOP FOR FACILITIES MAINTENANCE

APPENDIX T

AREA APPEARANCE CHECKLIST

Area/Building # _____ Inspector _____ Date ____/____/____

POINTS OS(5) EX(4) AA(3) AVG(2) BA(1) UNSAT(0)

AREAS INSPECTED

POINTS ASSIGNED

GROUNDS

SHRUBS BEDS

POLICE

SIDEWALKS

EXTERIOR

DUMPSTER AREA

CURBS PAINTED

MISCELLANEOUS POLICE

DEFICIENCIES REPORTED
TO FACMAINT

TOTAL POINTS ASSIGNED =

COMMENTS:

SOP FOR FACILITIES MAINTENANCE

APPENDIX U

SELF-HELP ITEMS (FACMAINT PROVIDED)

1. The following items may be provided with FacMaint funding from Shop Stores through Self Help Program with an approved DD-1149 form and work request form (NAVFAC 9-11014/20).

NOMENCLATURE/NSN	U/I	COST
Shower head 4510-01-F81-4048	ea.	\$25.34
Seat commode, closet, black open front 4510-00-277-7152	ea.	\$ 9.81
Plate wall, single beige 5975-00-280-3510	ea.	\$.18
Plate wall, single brown 5975-00-243-1275	ea.	\$.19
Plate wall, double beige 5975-00-280-3511	ea.	\$.21
Cover junction box w/2 duplex recept. 5975-00-281-0051	ea.	\$.51
Plate wall with single recept. 5975-00-538-6260	ea.	\$.17
Holder, toilet paper towel 4510-00-702-6934	ea.	\$ 4.54
Dispenser paper towel 4510-00-224-8549	ea.	\$15.27
Enamel padre brown 8010-01-F81-4210	gl.	\$15.39
Enamel camp wall white 8010-00-F85-0049	gl.	\$25.02
Enamel, high gloss yellow 8010-01-F88-1602	gl.	\$12.30
Enamel, M. C. green 8010-01-F88-1601	gl.	\$17.03

SAMPLE

SOP FOR FACILITIES MAINTENANCE

NOMENCLATURE/NSN	U/I	COST
Enamel, high gloss red 8010-00-616-7486	gl.	\$22.48
Enamel, semi-gloss black 8010-00-247-0591	gl.	\$11.51
Paint, traffic, red 8010-00-F15-0005	gl.	\$11.61
Safety yellow, traffic 8010-01-F88-1602	gl.	\$15.70

SAMPLE

SOP FOR FACILITIES MAINTENANCE
 APPENDIX V
 SAMPLE DD-1149 FORM (SELF-HELP)

1. FROM (Include Code)		REQUISITION AND INVOICE / SHIPPING DOCUMENT		Form Approved OMB No. 0704-0246 Expires Apr 30, 1989	
HEADQUARTERS AND SERVICE BATTALION S-4		5. REQUISITION DATE 18 March 91		6. REQUISITION NUMBER 10216	
2. TO (Include ZIP Code)		7. DATE MATERIAL REQUIRED		8. PRIORITY	
DEPOT MAINTENANCE OFFICER		9. AUTHORITY OR PURPOSE SELF-HELP		11a. VOUCHER NUMBER & DATE	
3. SHIP TO - MARK FOR		10. SIGNATURE <i>[Signature]</i>		11b. DATE SHIPPED	
POC: CPL D. E. NORWOOD EXT 1968		13. MODE OF SHIPMENT		14. BILL OF LADING NUMBER	
4. APPROPRIATIONS SYMBOL AND SUBHEAD		15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.		PROPERTY ACCT'G	
OBJ. CL.		BUR. CONT. NO.		SUBAL. LOT.	
FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)		TRANS. TYPE		AUTHORIZATION ACCT'G ACTIVITY	
1. It is requested that the item listed be below be provided to BNS-4 under self-help program. The item would be used to maintain and upkeep of the building and grounds of H & S BNS-4.		UNIT OF ISSUE (c)		QUANTITY REQUESTED (d)	
PAINT, RED TRAFFIC 801000F150005		GL		000002	
Approved/Disapproved H & S BNS-4 Gysgt Hall Sup/Ch <i>[Signature]</i>		EA		000004	
BRUSH, PAINT NYLON 8020002454519					
16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO		17. SPECIAL HANDLING		19. CONTAINERS RECEIVED EXCEPT AS NOTED	
ISSUED BY		TOTAL CON. TAINERS		RECEIVED EXCEPT AS NOTED	
CHECKED BY		TOTAL WEIGHT		QUANTITIES RECEIVED EXCEPT AS NOTED	
PACKED BY		TOTAL CUBE		POSTED	
TOTAL		TOTAL		DATE	
DATE		DATE		DATE	
BY		BY		BY	
SHEET TOTAL		GRAND TOTAL		20. RECEIVER'S VOUCHER NO.	
91 MAR 18 AM 11		\$20.92			
\$11.61		\$5.23			
\$23.22					

DD Form 1149, JUN 86 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
 S/N 0102-LF-011-1802 Previous editions are obsolete. (Navy Overprint 1986)

ORIGINAL