



FACILITY MANAGER'S HANDBOOK



FORT SILL OKLAHOMA
2016



147 Years of Excellence

Team Sill Oklahoma PRIDE

FOREWORD

Real property is often the single most expensive asset that a military installation must manage when considering construction, maintenance, repair and services, and utility costs. Proper management of these assets is vital to the successful execution of the Fort Sill mission in a cost effective and efficient manner. The Facility Manager (FM) is the primary link between the tenant organization and the Department of Public Works (DPW) and play a vital role in the stewardship of all facilities on the installation. Their role in managing the maintenance, services, repair, and general upkeep of the Real Property on Fort Sill is what allows the installation to provide outstanding facilities to every user to execute their respective missions. They protect and preserve the historic nature of our installation while at the same time aiding as the Army moves into the future as a lean and capable force.

This handbook is designed to aid the Facility Manager in ensuring cooperative and productive interactions with the Department of Public Works. It contains the general outline of duties and details of how to address common issues that the Facility Manager may face on a day to day basis. While it is a guideline, it is not exhaustive in addressing every situation that may come up. It provides information on how to contact the correct sections of DPW to successfully navigate any issue.

For more information or questions regarding this handbook directly, please contact the DPW Master Planning Division Chief, Ike Sayeed, at 442-3517.

IQBAL A SAYEED
Master Planning Division Chief
Ft Still Department of Public Works



IMPORTANT PHONE NUMBERS

DIRECTORATE OF PUBLIC WORKS (DPW) - MASTER PLANNING

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

DIRECTORATE OF PUBLIC WORKS (DPW) - HOUSING

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

DIRECTORATE OF PUBLIC WORKS (DPW) - OPERATIONS & MAINTENANCE

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

DIRECTORATE OF PUBLIC WORKS (DPW) - ENVIRONMENTAL QUALITY

- CHIEF 580-442-5445
- EQD FAX 580-442-7209
- COMPLIANCE ASSURANCE BR 580-442-3266
- NATURAL RESOURCES BRANCH 580-442-4324
- GAME WARDENS 580-442-6050
- SPORTSMAN SERVICES 580-442-3453
- NATURAL RESOURCES FAX 580-442-7207
- ENVIRONMENTAL SUPPORT BR 580-442-3015

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Introduction

A. REFERENCES:

1. Army Regulation 420-1, Army Facilities Management, 24 August 2012
2. Fort Sill Regulation 420-1, Facilities Management, (pending)
3. Army Regulation 200-1, Environmental Protection and Enhancement, 13 December 2007
4. Army Regulation 735-5, Policies and Procedures for Property Accountability, 22 August 2013
5. Fort Sill Regulation 200-1, Recreation Use, Management, Harvest and protection of Natural resources, 31 July 2015
6. Department of Defense Instruction (DoDi) 4715.4, Pollution Prevention, 18 June 1996
7. Executive Order 13693 Planning for Federal Sustainability in the Next Decade, 19 March 2015
8. Command Energy Policies
9. Command Recycle Policies

B. **PURPOSE:** This SOP is designed as a support tool to assist facility managers (FMs) in the performance of their duties. The FM serves as the single facility point of contact (POC) for their chain of command in fulfilling all facility management requirements. Units, directorates and activities have ownership responsibility for the buildings they occupy. The SOP also outlines the DPW's roles in facility management support, thereby providing FMs with an understanding of how to meet their facility needs and what resources the DPW has available to assist the FM Program.

C. **APPLICABILITY:** This SOP is applicable to all Units, Directorates, Organizations, and Activities assigned, attached, or under the operational control of Fort Sill, Oklahoma. All usages of the term DPW refer to the Ft. Sill Directorate of Public Works.

D. **RESPONSIBILITIES:** The DPW is the proponent for the update, publication, and distribution of the FM SOP to Installation FMs and other individuals assigned to manage facilities on Ft. Sill.

E. **INTENT:** The FM Program is intended to provide a single POC on behalf of an organization. The Facility Management Class training offered by DPW equips authorized FM representatives with clear procedures regarding facilities maintenance and responsibilities for supporting Net Zero energy, water and waste goals in facilities.

F. **GENERAL:** The SOP outlines the minimum requirements and procedures to function as the FM of a unit, organization or activity on Fort Sill. Appendix B, Fort Sill Facility Management Responsibilities Matrix, provides an outline of what responsibilities fall under the FM, the unit/activity and the DPW.

FACILITY MANAGER SELECTION

- A. Each Commander/Director will assign a primary and alternate FM for each facility. Each Primary/Alternate is generally responsible for only one facility (one manager per one building). For military units a Brigade and Battalion level Facility Management Coordinator is appointed to ensure end user Facility Managers are supported and assisted in the execution of their duties, a brigade and battalion FM representative will be designated to assist facility FMs to ensure they attend the DPW Facility Management Class training, provide work request processing support and Installation Status Report (ISR) inspection guidance.
- B. All Facility Managers must meet the following criteria:
 - 1. Must be assigned in accordance with additional duty appointment orders by the unit commander or director.
 - 2. Primary FM must be SSG (or E-5 Promotable), civilian equivalent or above.
 - 3. Alternate FM must be at least SGT (E-5), with no waivers for rank, civilian equivalent or above.
 - 4. All Facility Managers, primary and alternate, must have a minimum of 12 months retainability.
 - 5. Must complete DPW Facility Management Class training assigned through DPW BOD/O&M section.
 - 6. Directors of Civilian Organizations and non-military activities are afforded the latitude to appoint an individual at their discretion to conduct the role of Facility Manager. As civilian employees are varied in their daily duties and pay grade is not completely indicative of capability placing strict GS/WG type guidance is in this instance more restrictive to the Director than needed.
- C. Multi-occupant unit and civilian facilities: In facilities in which more than one unit resides, the FM will be assigned by the majority unit/tenant.

FACILITY MANAGER DUTIES AND RESPONSIBILITIES

- A. The FM serves as the primary DPW liaison, and as such supports communication and coordination between the unit Command/Directorate leadership, building occupants and the DPW. The FM will:
1. Serve as the DPW's POC to assist in coordinating requested temporary utility (water and electric) outages affecting the facility.
 2. Provide facility data used for the ISR. The inspection of the facility must be conducted by the FM or a properly ISR-trained individual.
 3. Act as the POC for the unit Organizational Inspection Program, by providing records of their facility maintenance and energy, water and waste inspections and taking corrective actions noted during an OIP.
 4. Report FM POC information to the DPW Environmental Support Branch to update the Fort Sill FM roster.
- B. The FM assists with facility inspections, maintenance and repairs to ensure proper building operation. Facility manager duties are consistent with occupant-level knowledge and do not require professional expertise. The FM will:
1. Inspect the facilities and grounds within their areas on a regular basis and use the Facility Maintenance Checklist for conducting inspections.
 2. Submit requests for self-help repairs or project supplies through the process outlined in the Self-help Program section.
 3. Submit service orders for maintenance or repair beyond the capabilities of the unit-level personnel to the DPW operations and maintenance (O&M) contractor.
 4. Keep a log of all submitted service orders to confirm completion and identify trends.
 5. Ensure that timely repairs are made to prevent major repairs being required later.
 6. Ensure facility assignments and terminations are processed correctly.
 7. Notify facility occupants of poor housekeeping and ensure corrective action is accomplished by using the Facility Maintenance Checklist. Brief facility users on their collective responsibility for care, custody and protection of facility.

8. Ensure that facility users do not perform unauthorized work, alter, move or remove: water, heating, lighting, ventilation, air conditioning, plumbing fixtures or other real property installed equipment.
 9. Ensure all improvements in and around facilities to include service contracts (custodial, etc.), digging, landscaping, self-help, electrical, plumbing, air conditioning, etc., are coordinated through the DPW.
 10. Obtain an approved work request, DA Form 4283 (Facilities Engineering Work Request), through the DPW Business Operation and Integration Division (BOLD) Work Management Branch at 442-4906/4664 before undertaking work to alter, remodel, expand or remove buildings and structures.
 11. Notify occupants that they must follow instructions for preventing damage or loss in excess of fair wear and tear. Examples of damage not considered fair wear and tear include winter freeze damage and vandalism. Damage or loss may result in financial liability investigation and assessment of liability against individuals or organizations.
 12. Ensure that alternative FMs assigned to assist the primary FM are properly trained, supervised and capable of performing in an efficient, safe and economical manner.
- C. The FM provides energy and water conservation oversight in their assigned building/s. The following are some of the FM energy and water management responsibilities:
1. Responsible for oversight of the facility meeting energy and water conservation objectives and educating building occupants on how they can support Fort Sill energy and water goals.
 2. Serve as the single point of contact for energy and water conservation matters for the organization. Communicate facility issues with the DPW and unit/directorate leadership.
 3. Conduct recommended energy inspections twice a month in occupied buildings and monthly in unoccupied buildings.
 4. Initiate and follow up on corrective actions to the facility, and initiate service orders by calling 442-3251.
 5. Ensure organization is complying with applicable Fort Sill Command Energy and Water Policy requirements and is taking a proactive approach to energy and water conservation.

6. Ensure all operations involving energy and water use are reviewed and all reasonable conservation measures that do not affect operations or quality of life are taken.

Barracks Guidance: Units have responsibility for day-to-day barracks management operations. The Garrison is a partner that provides program oversight, to include monitoring, coaching, teaching and mentoring. The Garrison POC is the DPW's Single Soldier Housing Manager, located in Building 4700, at 442-7159.

FACILITY/SPACE ASSIGNMENT

Real Property is held by regulation at the Garrison Commanders level. The Garrison commander is the first level that deals with the allocation and assignment of all space and facilities on the installation. In that capacity the Garrison Commander has designated DPW as the agency for the management of all real property on the installation. The Installation Facility Manager, in the Master Planning Office, determines the allocation of space and facilities to each tenant organization that has a need for facilities. Each tenant organization requests the use of facilities through this office, and any changes in the organizational structure can and do dictate changes to the allocation of space.

The assignment of a facility is from the Garrison Commander to the tenant Unit Commander or Organizational Director. This responsibility for the facility remains at the Commander's/Director's level at all times, be it the Brigade, Battalion, or Battery level. The Commander/Director appoints the Facility Manager to ensure that the required reports and maintenance are conducted and submitted correctly. Regardless of the appointing authority, the Commander/Director is the individual responsible to the Garrison Commander and DPW for the overall condition of the facility.

SERVICE ORDERS

Service orders are the method used for the maintenance and repair of existing real property. Service Orders are used for work on heating, ventilation and air conditioning (HVAC), windows, plumbing and electrical systems, elevator maintenance, carpentry, and grounds. By no means is this an exhaustive list. If there are any questions or doubts it is best to submit a Service Order. Units and Organizations are encouraged to do as much to maintain their facilities through the Self Help program as possible, however work beyond the Self Help List requires a Service Order (see Section 6).

- A. Service orders are processed by the DPW's O&M contractor by calling 442-3251. The office is staffed 24 hours a day, seven days a week.
- B. When submitting a service order, the following information is requested:
1. Name and phone number of person familiar with the needed repairs
 2. Brief description of the problem
 3. Building or facility number
 4. Unit or activity assigned to the facility
 5. Mission impact
- C. Every service order is assigned a ticket number for reference.
- D. Service order priorities are assigned by assessing the information and potential mission impacts provided by the caller. (See service order priority levels listed below.)
- E. Units may call the service order desk at any time to get an update on their service order request.
- F. Units may self-perform service order repairs (refer to the section on the Self-Help Program) if they have competent resources and skills to perform the work. The FM shall determine if the unit is capable of performing certain repairs.
- G. The maintenance and repair of personal property or organizational property is not covered by the DPW and is excluded from the O&M contract. (See Acronyms and Definitions Section for real property definition.)
- H. Service Order Priorities:

Priority 1 – Emergency: Emergency work takes priority over all other work and requires immediate action. Emergency service orders are classified as such when they consist of correcting failures/problems that constitute an immediate danger to life, health, safety, security or property. Examples of emergency service orders include: overflowing drains, broken water or steam pipes, gas leaks, major utilities service failures, broken electrical components that may cause fire or shock, stopped-up toilets (when only one is available for use), lockouts and key card failures. The normal response time to emergency work is within one hour, day or night, with completion of the emergency within 24 hours.

The Service Order desk is available 24-7 by calling 442-3251 to submit or follow up on service orders for maintenance and repairs.

Priority 2 – Urgent: Urgent work is required to correct an issue that could become an emergency, could seriously affect morale or has command emphasis. Examples include heating and hot water supply outages, whole building air conditioning system failures or functional failure of ranges and refrigerators in dining facilities. The O&M contractor staff makes every effort to respond within 24 hours and accomplish all urgent work within seven working days of receiving the order.

Priority 3 – Routine: Routine service orders do not meet the categories of emergency or urgent and covers required work, which, if not accomplished, would continue to be an inconvenience or unsightly condition. Work in this category will normally be accomplished within 30 days of being submitted. Some factors that affect service order response time include incomplete or incorrect information on the order, more urgent priorities, weather conditions, time of day (nights or weekends) and Occupational Safety and Health Administration regulations.

Note: All barracks service orders are reported through the First Sergeant Barracks Program unless they are Priority 1 Emergency, which can be called in directly to the DPW O&M contractor at 442-3251

I. Common Service Order related issues:

1. **Operation of heating/cooling systems:** Some buildings on Fort Sill have their own internal heating and cooling systems, and others are heated and/or cooled by the Central Heat Plant. Controls operate very differently depending on the building. To find out what type of system is in place in a building, the FM can call 526-5345.
2. **Programming thermostats:** Most thermostats can control the temperature in the immediate space, but may be limited to only a few degrees change. Some thermostats transmit to and are controlled by the contractor's Energy Management Control System (EMCS) Team and some relay directly to the HVAC equipment and are only monitored by EMCS. When thermostats do not appear to be responsive, call in a service order and have the EMCS and/or HVAC staff inspect it.
3. **Lighting Use:** If an FM identifies an opportunity to install an occupancy or vacancy sensor to reduce lighting run time, they can call in a service order so the contractor can assess the cost and feasibility of installing the device as an energy conservation initiative.

4. **Occupancy/vacancy lighting sensor use:** The sensor screen on many sensors looks like a push button; however, pressing the screen damages the sensors. Almost all sensors can be easily reprogrammed for less sensitivity and/or more or less lighting time. If the sensor is not responding properly or needs to be reprogrammed, the FM should call in a service order to discuss having it reprogrammed.
5. **Windows open during cooling season:** Leaving a window open and operating a fan in the early morning or late evening hours is an effective way to cool a facility. However, if windows are not closed and fans are not removed during the peak temperature hours of the afternoon, cooling systems do not operate efficiently because hot air is drawn into the building. Close windows and remove fans after early morning or late evening hours to ensure cooling systems operate efficiently.
6. **Control of building temperatures:** Interior space temperatures are monitored by EMCS in many buildings. The number of sensors installed, and their locations, in monitored buildings are limited. Cooling and heating systems monitor the average temperature in the building space before the system activates. Therefore, rooms on high floors may experience temperatures different from lower floors. In addition, solar orientation may influence space temperatures. If extreme temperatures are encountered in individual rooms, occupants should contact the FM so it can be reported by calling in a service order.
7. **Use of low-flush or waterless toilets:** Solid materials should not be put in these toilets. When necessary, flush twice. The water savings from the liquid-only flushes is still saving more water than the occasional double flush. Do not put any chemicals in waterless urinals as it can ruin the sealing liquid. To clean, spray and wipe down.
8. **Command Energy Policy compliance:** FMs can assist in ensuring building occupants follow the Fort Sill Command Energy Policy. The contractor is frequently asked to turn on and adjust systems to temperatures that are not in line with the Fort Sill Energy Efficiency Policy temperature guidelines and not allowed.

WORK REQUESTS

A Facilities Engineering Work Request, DA Form 4283, is required when modifying, altering or adding real property. This request provides the scope of work, justification for the work and staffing coordination to ensure the work is warranted and done in a safe and code compliant manner.

A. Work request approval process: The approval of a DA Form 4283 for a project will proceed in the following sequence: (See Appendix D for flowchart of approval process and work prioritization.)

1. FM: Will work with their brigade-, directorate- or tenant-level representative (or designated individual on orders to process work requests) to verify work and complete appropriate paperwork including a DA Form 4283, statement of work and cost estimate.

2. Unit Commander: Approves funding and/or submittal of work requests.

3. DPW :

- i. Receives the work request, reviews requested work and determines the appropriate execution method:
 - Contract • Troop construction • Self help
- ii. Staffs all work requests to appropriate Installation organizations.
- iii. Approves (with delegated authority from the Garrison Commander) work requests.

Common work request projects include: painting, carpeting, landscaping, partitions, SIPR/NIPR (communication requirements, usually needs Network Enterprise Center support) and signage.

B. FMs have a role in the processing of work requests. They may be the individual assigned to process the work requests for their unit/directorate/tenant through the DPW or the individual who coordinates with the unit/directorate/tenant representative to process work requests to ensure facility needs are met.

1. The DPW BOID Work Management Branch will have a copy of the Delegation of Authority (Signature Card), DA Form 1687, on file.

- i. Call the BOID Work Management Branch if there are questions in reference to verification of authorized representatives or procedural processes, at 442-4906/4994.
- ii. Work requests will not be accepted unless signed by unit/directorate/activity authorized requestor.

SELF-HELP PROGRAM (AKA the R&U Program)

The Self-help Program purpose is to allow units, directorates and activities to conduct minor facility repairs and projects enabling them to show pride in their buildings and maintain their areas of responsibility. Refer to Appendix for the approved SH list.

- A. Repairs. Units/directorates/activities can repair their real property facilities. Repairs will be done within individual competency level. Conducting self-help repairs allows an organization to repair lower priority service order issues at their own discretion if they want it fixed faster than the O&M contractor response time.
- B. Projects. Units/directorates/activities can conduct authorized self-help projects to modify, alter or renovate their real property. Projects must follow the work request process outlined in Section 5 Work Requests. Self-help projects are a mechanism to accomplish projects faster than through contracted work. Projects are limited to those individuals with the proper skill set, and include work such as:
 - Landscaping
 - Painting
 - Installing partition walls and doors
- C. Materials for self-help projects can be acquired through the Supply Warehouse run by the DPW O&M contractor in building 1948. The Facility Manager or appointed Self-Help personnel (R&U) must attend the DPW Facility Management Class and receive a Self-Help Card in order to conduct Self-Help projects and to draw materials and equipment from the Supply Warehouse. The procedure for drawing supplies and tools from the Supply Warehouse is as follows:
 1. Process to request supplies for self-help repairs or projects:
 - i. Use a DA Form 2765-1, Issue/Turn-In Form, for requesting supplies from the Supply Warehouse, building 1948. The form is used for issuing supplies/materials for any facility repairs.
 - ii. Repair materials are DPW-funded and supplies for new work are unit-funded.
 - iii. Provide the following information on the form: name, rank, local phone number and Department of Defense Activity Address Code, known as DODAAC number.
 - iv. Take the form to the Directorate of Resource Management (DRM), building 1220, for financial approval and to the DPW, building 307, for justification of allowed projects.
 - v. If requesting large supply quantities, go to the Tool Room staff in building 307 for approval before going to the Supply Warehouse, building 214.

- vi. In order to request supplies, a Delegation of Authority (Signature Card), DA Form 1687, is required. The Signature Card provides authorization to spend a unit's money, request supplies and submit a work request, DA Form 4283.
 - vii. Supplies must be picked up from the warehouse in a government vehicle.
2. Guidance for faucets and drain traps: Replace/repair sink faucets or clear sink drain traps, tighten water supply lines or wastewater drainpipes. This work would not include replacement of whole building sewer and water pipes. If the issue is beyond the scope of the FM's abilities, call in a service order to 442-3251.
 3. Guidance for waterless urinals:
 - i. Don't put cleaning solutions into urinals. (Use only warm soapy water to clean the waterless urinals.)
 - ii. Don't put chewing tobacco into urinals.
 - iii. Don't pour chemicals into urinals.
 - iv. Don't put coffee or grounds into urinals.
 - v. Do have cartridge replaced when blue sealant appears in the urinal, when it smells or when the drain becomes slow by calling in a Priority 2 service order to 442-3251.
 - vi. Do be able to identify which urinal requires replacement.

ENERGY AND WATER CONSERVATION



Energy and water conservation are key to achieving Fort Sill's energy and water reduction objectives. In light of growing budget constraints Energy Conservation is a key method to reducing operating costs across the installation. Utmost to this process is understanding the role that Ft. Sill plays in the local community and setting a positive example for the southern Oklahoma region through conservation and waste reduction efforts. Facility Managers are the first line of compliance with Federal and Garrison energy policies and must ensure that Units and Organizations are in compliance with current energy directives.

- A. Energy management requires support at the unit/directorate command, DPW and FM level.
 1. Per the Commanding General's Fort Sill Energy Policy, each unit (brigade/battalion/company/directorate/tenant) will have an assigned FM

with energy management responsibilities in every building. This requirement is in accordance with AR-420-1, Chapter 22-12 (2) and includes military and civilian facilities.

2. The DPW is responsible for maintaining appropriate heating temperatures for those building HVAC systems controlled by the EMCS. During unoccupied times, facilities will be set back to 55 degrees depending on the facility use. Buildings will be monitored during cold periods to prevent freeze damage.
 3. FMs are involved in the day-to-day operations of their assigned facilities. They are able to support building needs, as they know the energy- and water-related facility issues very well.
- B. The FM plays a crucial role in energy and water conservation for their building/s and helping Fort Sill meet its energy and water goals.
1. The FMs communicate with Installation Energy Manager to schedule courtesy energy audits, identify new energy-saving opportunities and relay any energy-related issues in their building not handled by calling in a service order.
 2. FMs assist in educating occupants on behavioral change that improves energy conservation within their buildings.
 3. FMs attend Fort Sill Facility Energy Training held in the fall and spring. This training provides a good opportunity for the FMs to share best practices and to coordinate with the DPW in developing ways to reduce energy consumption.
 4. FM energy and water management accomplishments are captured and provide valuable feedback and input for the Net Zero Champion recognition program.



RECYCLEING AND CASH FOR TRASH

- A. Fort Sill Recycle has an incentive-based program designed to encourage recycling called 'Cash for Trash' (CFT). The CFT program supplements the unit funds with monetary credits awarded for recyclables turned in to the Recycle Center. For those who do not receive unit funds, such as Directorates, Contractors, FRG's, non-permanent party Active Duty Units, Separate Units,

Reserve Units and/or Tenant Organizations, can receive credits in the form of MWR recreation dollars, which can only be used in the Category C MWR Programs. These programs are Golf, Bowling, Lake Elmer Thomas (LETRA), the Outdoor Adventure Center and Patriots Club. Credits may not be used for alcohol purchases.

B. The Recycling Center is located at 3330 Sheridan Road and bins are available 7 days a week. For credit under the Cash for Trash program materials must be deposited during business hours.

C. Recycling FAQ:

1. Where are the bins?

The collection bins are located behind the fence at the Recycle Center on Sheridan Road. The fence helps keep Fort Sill tidy and free from blowing recyclables. The collection station bins are available 24/7, including holidays

2. Does the Recycle Center accept glass?

No. It is not cost effective to recycle glass in our geographic area. Broken glass is also very dangerous for both visitors and employees.

3. What does the Recycling Center accept?

The Recycling Center accepts corrugated cardboard, plastic milk jugs, soda bottles and detergent bottles. The Center also accepts steel cans, aluminum cans, office waste paper, old newspapers, shredded paper and magazines.

4. Do I need to do anything special to my bottles or cans?

All we ask is that you rinse them out and separate them by type.

5. Why can't I place wood, heavy metal or items such as furniture in the dumpsters?

The refuse collection operator checks dumpsters prior to lifting and dumping the bins into his truck. If the bin is full of items like wood or heavy metal it could possibly damage his equipment. The operator will not pick up the dumpster and an employee must climb in the dumpster and remove the unauthorized refuse.



Hours as of 2016

Monday	0730 to 1600
Tuesday	0730 to 1600
Wednesday	By Appointment Only
Thursday	0730 to 1600
Friday	0730 to 1600
Saturday	Closed
Sunday	Closed

DPW PROGRAMS AND SERVICES

- A. Custodial contract: For information about Installation custodial services, call the COR at 442-5746 or 512-1283. (Note: Units must purchase their own vacuums and buffers for cleaning their own common areas.
- B. Sludge contract: For information about sludge disposal, call the COR at 442-3333. (Alternate numbers 919-0812 or 512-1283)
- C. Facilities assignments and terminations: For information about facilities assignments and terminations, contact the DPW Master Planning Division at 442-5945.
- D. Grounds maintenance: Any improvements to an organization's buildings need to be accomplished through a DA Form 4283. Grounds maintenance is the responsibility of the DPW.
- E. Environmental Compliance Assistance Team (ECAT): The DPW Environmental Division ECAT provides support to units, Garrison directorates and tenants as they relate to environmental compliance and management. The team conducts facility assessments in concert with unit EPOs in order to protect the Installation from unnecessary fines and environmental violations by assessing facilities on an annual, biannual, quarterly or monthly basis depending on facility operations. For more information, call 442-4098.
- F. Key Replacement:



1. For all barracks-related key/core issues, refer to the Single Soldier Housing Office Key SOP.
 2. Request for additional or replacement keys for other unit buildings requires a memorandum signed by a commander, a first sergeant or key custodian, which includes the building number, unit, number of keys requested and justification, turned into the Real Property Office RM 7 in building 1950 during normal work hours, 0700-1600.
 3. For lock or key failures, call in a service order to 442-3251 with building number, room number and a point of contact for the affected lock.
- G. Map services: The DPW Engineering Division Installation Geospatial Information Systems (IGIS) Office provides installation mapping and facility floor plans. Mapping includes general site plans, roads and buildings. The IGIS staff also provides custom mapping and global position systems (GPS) services when

required. Floor plans for use with room assignments or work order requests are available from this office. The IGIS staff can provide custom Computer Aided Design (CAD) drawings of floor plans as well. For more information, call 442-3815, or visit building 1950, room 200. Customers are asked to allow three business days for the completion of a mapping or floor plan request.

H. Pest Control:

1. DPW Pest Management Program covers:
 - i. Insects, mice, prairie dogs, raccoons, birds, spiders and dead animals.
 - ii. Applies to cantonment and down range areas of Fort Sill.
 - iii. To place a service order for pest control services, call DPW Pest Control at 442-3251 and leave a message.
2. O&M contractor pest control covers:
 - i. Cleanup of bird and rodent materials in and around real property.
 - ii. Applies to cantonment and down range areas of Fort Sill and at PCMS.
 - iii. To place a service order for the cleanup of bird and rodent material, call 442-3251.
3. Wildlife Conservation Officer pest control covers:
 - i. Snakes, deer, elk, fox, coyotes, bears, mountain lions and bobcats.
 - ii. If nuisance wildlife is encountered, call the Directorate of Emergency Services (DES) dispatch at 442- 6174.
4. Fort Sill Family Housing pest control covers:
 - i. Structural pest control within family housing.
 - ii. To place a service call for pest control services in family housing contact CORVIAS at 580-581-2100.
5. Provost Marshal's Office covers:
 - i. Feral or stray dogs and cats.
 - ii. For issues with stray animals, call the DPW Service Order help desk at 442-3251.
- I. Signage: The O&M contractor handles all Installation facility signage requests (for example, building identification and building numbers), including parking signs and regulatory traffic signs. All signs not provided by DPW through the O&M contractor are the responsibility of the customer. Personal names are only authorized to be displayed on building identification signs for higher-level military headquarters (battalion level and above). The Installation Design Guide (IDG) is

located on the DPW website at: <http://www.Sill.army.mil/DPW/>. For information about Fort Sill signage, review Section 3.7. For information about requesting an exception to policy for signage, go to the DPW SharePoint site at: <http://sillportal.Sill.army.mil/dir/dpw/welcome/OM/Pages/category.aspx>. Once at the site, click on the Signage Policy folder Sign and open the document named “Exception to Policy (ETP) for Signage”. For more information, or to request a sign, call 442-6446.

- J. Snow and ice removal: Building occupants must ensure assigned buildings, motor pools, walks, steps, porches, landings, handicap ramps and sidewalk entrances from streets or parking lots are cleared of ice and snow and treated, if necessary to prevent slips, falls, and similar accidents. Ice melt may be drawn from the Supply Warehouse in building 1948. The Army and Air Force Exchange Services and the Defense Commissary Agency must obtain ice melt through their resources. Call DPW O&M Division at 442-1699 for general information about snow removal operations.
- K. Utilities: (Utility locates, dig permits, electric power outages, sewer-related issues, gas and water use/hydrants) The DPW Operations and Maintenance Division provides required dig permits supporting all construction, to include utility outages and utility locates. The dig permit office is located at building 1950 Barbour Road and can be reached at 442-3251. The dig permit office is “one stop shopping” for obtaining dig permits and can assist with utility outage requests. Prior to submitting a dig permit, DA Form 4283 must be completed through the DPW BOID Work Management Branch (See the Work Request Section). For more information about utilities issues, call the DPW at 442-6125.
- L. Weed control: The DPW manages weed control, in coordination with the O&M contractor and the Self-help Weed Control Program. Service orders for weed control can be called in to the service order desk at 442-3251. The contractor has five days to respond to weed control service orders. The Self-help Weed Control Program provides the following:
 - 1. Herbicide and application equipment free of charge to units who participate in the program.
 - 2. The program is designed for the control of weeds in barrack areas, sidewalks, and graveled areas, parking islands and motorpools ONLY.
 - 3. Individuals participating in this program must be trained in the use and handling of the pesticide and equipment and receive proof of training.

4. DPW training sessions and equipment distribution are held on the first and third Monday of the month from 1000 to 1200, in building 3711, beginning in May and continuing through September of each year.

Building Inspection and Handover Process

1. After determination of facility requirements and designation of a Facility Manager, the designated individual will participate in a joint inspection with the Installation Facility Management representative. This walk through is very similar to what is conducted prior to accepting a rental property or newly constructed real estate. Parties will jointly inspect each facility/space, inventory and inspect all installed equipment accompanying the facility, verify functionality of keys and locks, identify deficiencies and address concerns at the time of inspection. To reduce inspection time it is recommended that the Facility Manager provide personnel to verify the accountability and usability of all keys and cipher lock combinations (if applicable), and all property book items (if inventoried concurrently with the Consolidated Property Book Officer (CPBO)). For barracks space, a representative from the furnishings management office may participate during the joint inspection to verify the furnishings inventory.
2. Findings and concerns related to facility and installed equipment will be documented and signed by the Facility Manager and the Installation Facility Management Representative. The Facility Manager signs for all keys identified on the DA Form 5513-R (Key Control Register and Inventory), with exception of mechanical room and any control keys on DA Form 2062 (Hand Receipt). Facilities shall be signed for on FS Form 247 (Building Occupancy Record) and a 2 or 3 digit customer identification code will be assigned for use in submitting work/service orders. Upon expiration of need or use of the assigned facility/space, it shall be returned to Installation Facility Management in the same or better condition than received.
3. Should it become necessary for the designated Facility Manager to be relieved of their duties as facility custodian, the incoming replacement shall be identified by submitting new orders the Directorate of Public Works, Master Planning Division. The incoming and outgoing Facility Managers shall jointly conduct a physical inspection of the facility, installed equipment, arms rooms (if applicable), furnishing and key control records, and review outstanding work and service orders. All hand receipt items shall be transferred to the successor by joint inventory per AR 710-2 (Supply Policy below the National level). Upon satisfaction of internal accountability and hand receipt transfers, the newly assigned Facility Manager shall contact the Installation Facility Management representative and arrange to sign for each facility/space on FS Form 247, and the equipment that accompanied the facility. Commanders or Facility Managers shall not transfer assigned space or equipment to other entities or organizations.
4. Should circumstances require facility transfer to another organization without the necessity of removing hand receipted furnishings, the reap property representative will facilitate coordination between the furnishings management office, CPBO or unity PBO, and the designated Facility Managers for each organization prior to transfer of the

facilities. After the new Facility Manager has met all the pre-assignment conditions and is satisfied with internal accountability transfers from the losing organization including a copy of open work orders or service orders, they may sign for the facilities.

Furnishings and Equipment in Place

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

Installed Equipment

Some facilities have installed building equipment (built in or affixed) that is provided as an integral part of the real property. During the initial walk through, and prior to the acceptance of facilities, the Facility Manager will participate in joint inspections and inventories of such equipment. Findings (identifying individual item(s), condition, and location) will be included in the documentation to be signed by the Facility Manager and Installation Facility Management representative. During use, should equipment become inoperable or require repair, the Facility Manager will submit a repair request in a timely manner to DPW Service Order Desk. Should equipment become unserviceable, the Facility Manager will notify DPW Installation Facility Management and submit DA Form 4283 (Facilities Engineering Work Request) for replacement. The Facility Manager will be accountable for proper care and use of installed equipment for the duration of the facility/space assignment.

Communications and LAN Drops

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

from DPW Installation Facility Management after written NEC approval has been obtained. Drilling of new holes in all buildings, Historic or not, must be cleared with EQD as well.

Vending Machines

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

Arms Rooms

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

Key Control and Locks

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

3. Occupants are not permitted to re-key mechanical room doors, which are strictly maintained by the facilities maintenance division of DPW and keyed to the Engineer Lock. Keys for electrical and/or communications rooms will be maintained by the in units information management officer. Master keys are not authorized for use on Ft. Sill property, including the ranges. Chaining, Bolting, or Padlocking any exit door of an occupied facility is prohibited.
4. Requests for nonstandard locking mechanisms (e.g. deadbolts, non-locking door knobs for barracks, offices, etc...) per facility/space type will be submitted by work request and have prior approvals from the fort sill fire prevention and protection division and/or the physical Security Office. Requests that impact the security of Installation Property Book Items and real property may also require approval by the garrison Commander.

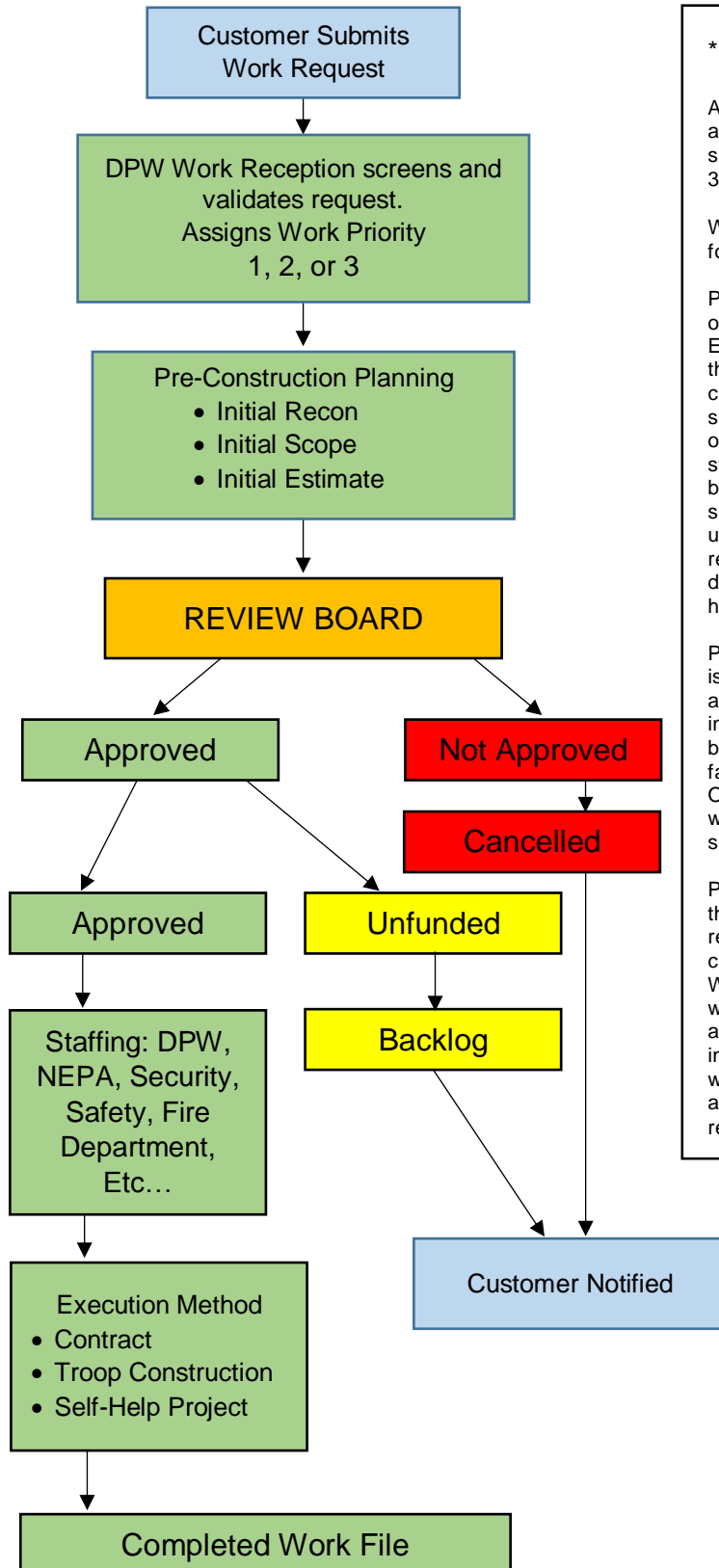
Property Damage

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

Installation Status Report Facility Inspections

The Installation Status Report (Infrastructure) is a recurring, annual requirement to assess and report each facility condition per AR 210-14 (The Army Installation Status Report Program). The Garrison Commander is ultimately responsible for the reporting and assurance of data. Each organization is responsible for designating a sufficient number of personnel to inspect assigned facilities that are captured in the ISR program. These individuals must attend mandatory annual training, inspect facilities using the ISR standards booklets and worksheets, obtain Commander's/Director's approval signature on each inspection record, and submit findings to the DPW ISR Manager in a timely manner. Major changes to facility components that impact the ratings submitted for the current fiscal year (i.e. roof changed from amber to red due to storm damage) will be reported to ensure that the live database reflects the most current condition status.

Work Request Process (DA 4283 Flow)



*DPW Work Request Priorities

All new and existing work is prioritized by Operations and Integration Division (BOID). Work requests without sufficient justification provided will be considered Priority 3 until the customer provides adequate justification.

Work requests are prioritized as 1, 2 or 3 based on the following criteria:

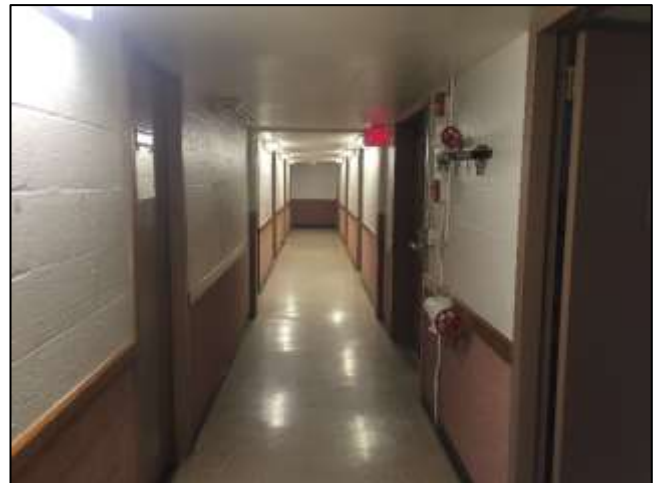
Priority 1 – Emergency: Emergency work takes priority over all other work and requires immediate action. Emergency service orders are classified as such when they consist of correcting failures/problems that constitute an immediate danger to life, health, safety, security or property. Examples of emergency service orders include: overflowing drains, broken water or steam pipes, gas leaks, major utilities service failures, broken electrical components that may cause fire or shock, stopped-up toilets (when only one is available for use), lockouts and key card failures. The normal response time to emergency work is within one hour, day or night, with completion of the emergency within 24 hours.

Priority 2 – Urgent: Urgent work is required to correct an issue that could become an emergency, could seriously affect morale or has command emphasis. Examples include heating and hot water supply outages, whole building air conditioning system failures or functional failure of ranges and refrigerators in dining facilities. The O&M contractor staff makes every effort to respond within 24 hours and accomplish all urgent work within seven working days of receiving the order.

Priority 3 – Routine: Routine service orders do not meet the categories of emergency or urgent and covers required work, which, if not accomplished, would continue to be an inconvenience or unsightly condition. Work in this category will normally be accomplished within 30 days of being submitted. Some factors that affect service order response time include incomplete or incorrect information on the order, more urgent priorities, weather conditions, time of day (nights or weekends) and Occupational Safety and Health Administration regulations.

Example of Clean Building Ready for Turn In:

- Building is cleared of all personal and organizational property and equipment.
- Installed and In-Place Equipment is cleaned and orderly. All surfaces are dusted and wiped down.
- Floors are stripped, buffed, and mopped.



IMPORTANT FORMS

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

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

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

Building Inspection Checklist (FS Form 421, May 2014)

BUILDING INSPECTION REPORT	
For use of this form see FS Regulation 420-1. The proponent of this form is DPW	
THIS REPORT WILL BE COMPLETED TO REDUCE THE LIABILITY TO FURNITURE INSTALLER. WHEN THE END STATE USER REQUESTS A FACILITY EARLY, SUCH AS WHEN FURNITURE INSTALLATION NOT COMPLETED, CONSTRUCTION CONTRACTOR NOT COMPLETED, ETC. THIS REPORT SHOULD BE INCLUDED WITH DIGITAL PHOTOGRAPHS TO DOCUMENT THE FINDINGS RECORDED HERE. INSPECTION MUST BE JOINTLY CONDUCTED WITH END USER, INSTALLATION REPRESENTATIVE, COE AND FURNITURE INSTALLATION SUPERVISOR. RECORD ALL DAMAGES TO INTERIOR AND EXTERIOR FINISHES:	
DAMAGES	RESPONSIBLE PARTY
1.	
2.	
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30.	
*SIGN AND DATE IMMEDIATELY AFTER BUILDING INSPECTION IS COMPLETED.	
USACE REPRESENTATIVE	DATE:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
INSTALLATION REPRESENTATIVE	DATE:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
GENERAL CONTRACTOR	DATE:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
FURNITURE INSTALLER #1	DATE:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
FURNITURE INSTALLER #2	DATE:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
FS FORM 421- May 2014	

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

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

FS FORM 423, MAY 2016

PREVIOUS EDITIONS ARE OBSOLETE

DIRECTORATE OF PUBLIC WORKS

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

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is DCS, G-4.</i>				DATE <input style="width: 100px;" type="text"/>	
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES			LOCATION		
LAST, FIRST, MIDDLE INITIAL		AUTHORITY		SIGNATURE AND INITIALS	
		REQ	REC		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE					
THE AUTHORITY TO: <input style="width: 90%; border: none;" type="text"/>					
REMARKS					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	

DA FORM 1687, NOV 2015

PREVIOUS EDITIONS ARE OBSOLETE

APD LC v1.01E8





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

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

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

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

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

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

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

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

Adobe Designer 9.0

PREVIOUS EDITION MAY BE USED.

DD FORM 1354, AUG 2013

DPW Quad Chart

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

DPW Quad Chart Instructions

Quad Chart Instructions

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

Self Help Task List

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

Carpentry:

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

Plumbing:

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

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

Electrical

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

Miscellaneous:

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

UNAUTHORIZED WORK:

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

WORK ONLY AUTHORIZED WITH DPW APPROVAL ON DA4283:

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

ACRONYMS AND DEFINITIONS

Annual Work Plan (AWP) – The AWP is a prioritized list of pending projects. The list consists of all work requests (DA Form 4283s) received, reviewed and approved by DPW for execution in a given fiscal year.

Bill of Materials (BOM) – A BOM is a list of materials required to accomplish a construction, repair or maintenance project. Depending on the project, the BOM can be as simple as “one pound of 10d nails and three 8’-2”x4” pieces of lumber” or so complex it fills an entire notebook.

Business Operations and Integration Division (BOID) – BOID is the resource management center for DPW. The division also includes the Work Management Branch. Typically, the BOID is the “front door” to the DPW. It is the first point of contact when requesting facility repairs, maintenance and work requests. In addition, BOID has oversight for the development and maintenance of DPW’s AWP.

Contract Methods – DPW uses a variety of contracting methods that consist of credit cards, small contracts, requirements-style contracts, Indefinite Delivery/Indefinite Quantity (IDIQ) contract, Job Order Contract (JOC), Multiple-Award Task Order Contracts (MATOCS) and conventional construction contracts.

Customer - Funded Projects – These projects are funded by the requestor/customer.

DA Form 4283 – DA Form 4283 is the Department of the Army’s Facilities Engineering Work Request. Work requests are used by DPW customers to request repairs or construction that exceed the dollar/labor thresholds of a service order (\$2,000 and 40 hours labors). Work requests are submitted by the customer to the BOID Work Management section. An authorized unit/activity representative (commander or FM) must sign the work request. The name and phone number of a point of contact with knowledge of the requested project is required.

Directorate of Public Works (DPW) – DPW programs and activities maintain the Installation’s infrastructure and environment. DPW responsibilities include maintenance and improvements to include Installation property, buildings and facilities; Net Zero energy, water and waste programs; environmental compliance with policies, programs and legislation; management of Installation housing programs and facilities; and planning for new construction and improvements to facilities and grounds.

Engineering Division – The DPW Engineering Division oversees military construction, minor construction, engineering design, traffic engineering and contract quality assurance.

Environmental Compliance Assistance Team (ECAT) – The DPW Environmental Division ECAT provides support to units, Garrison directorates and tenants as they relate to environmental compliance and management.

Environmental Division – The DPW Environmental Division manages Installation environmental compliance, environmental training programs, pollution prevention, Installation Restoration Program and natural and cultural resources conservation.

Installation Design Guide (IDG) – The IDG is a document that provides specific guidance on exterior and interior facility design. The IDG is located on the DPW website at: <http://www.Sill.army.mil/DPW>. The IDG provides design guidance for standardizing and improving the quality of the total environment of the Installation. The IDG includes standards and general guidelines for the design of site planning; architectural character, colors, materials, vehicular and pedestrian circulation; and landscape elements including plant material, seating, signage, lighting and utilities. ***All real property construction, renovation or improvements must comply with the IDG.*** The design guide also incorporates sustainable design, quality of design, antiterrorism, low maintenance, historical and cultural considerations, durability, safety and compatibility.

Installation Status Report (ISR) – The ISR is designed to provide Headquarters Department of the Army leadership, Installation Management Command regions and reporting staffs with information related to an Installation's permanent/semi-permanent real property, major environmental programs and major service activities. This information is compared to valid and reliable benchmarks for executive level decision-making purposes.

Master Planning Division – The DPW Master Planning Division is responsible for Installation planning, real property, space management, preparing the Installation Design Guide and real estate services and leases.

Military Interdepartmental Purchase Request (MIPR) – Known as an Outbound MIPR in the General Fund Enterprise Business System, or GFEBS, this is the method to transfer funds – a governmental form of a “check” for movement of funds between military organizations.

Operations and Maintenance (O&M) Division – The DPW O&M Division is responsible for the routine repair, maintenance and preventive maintenance of facilities on the Installation. The division is typically the first responder for all service order calls, and is the heart of DPW's maintenance and sustainment efforts during and after natural disasters (floods, tornadoes, etc.).

Personal Property/Organizational Property – Personal property or organizational property is equipment that is in a facility but not permanently attached to real

property. Equipment may be moved or removed without destroying the usefulness of the facility. Examples are woodworking or metalworking tools, window-mounted air conditioning or heating units, furniture or lockers not built-in to the building, closed circuit TV systems, electronic security systems and keyless-entry systems.

Real Property – Real property consists of land, buildings and facilities, including improvements, additions and the utilities that support them. It includes equipment built into the facility (such as heating systems), but no mobile equipment (such as mess hall equipment). In some legal senses or specific purposes, trees and other natural features on Post are considered real property.

Service Order – A customer request for maintenance and repair services of real property. A service order can be phoned in, placed via the website or requested in person. When submitting a service order, the following information is requested:
Name and phone number of person familiar with the needed repairs
Brief description of the problem
Building or facility number
Unit or activity assigned the facility
Mission impact

Single stream recycling – Single stream recycling refers to commingling recyclables in one collection container for separation later.

Source-separate recycling – Source-separate recycling refers to separating recyclable materials by commodity type, such as plastic, metal, paper, glass and cardboard for collection.

Troop Construction – Troop construction projects are accomplished by a military engineering unit on specific types of projects. They are submitted on a DA Form 4283 and are reviewed and approved by DPW prior to construction.

Unfunded Requirement (UFR) – Is a requirement, such as a construction project, for which funds are not currently available.

Work Request – The DA Form 4283, or Department of Army's Facilities Engineering Work Request.