



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

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B 041

16 Jul 96

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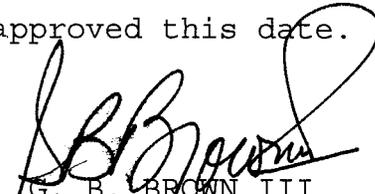
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(j) MCBO 11300.1
(k) MCBO 4100.1

Encl: (1) LOCATOR SHEET

1. Purpose. To provide information, guidance, instructions, and policy regarding real property facilities maintenance management and other general engineering support, per the references.
2. Cancellation. MCBO P11000.1.
3. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.
4. Recommendations. Recommendations concerning the contents of the Facilities Maintenance Manual are invited. Submit recommendations to the CG MCB (B 041) via the appropriate chain of command.
5. Certification. Reviewed and approved this date.


G. B. BROWN III
/Chief of Staff

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16 Jul 96

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ENCLOSURE (1)

FACILITIES MAINTENANCE MANUAL

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CHAPTER 1

GENERAL INFORMATION

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FACILITIES MAINTENANCE MANUAL

CHAPTER 1

GENERAL INFORMATION

1000. SCOPE. The policies, guidance, and instructions of this Manual pertain primarily to real property facilities maintenance management and certain services categorized as general or other engineering support.

1001. FACILITIES MAINTENANCE FUNCTIONS AND LIMITATIONS

1. Real Property Maintenance Activities (RPMA). RPMA is identified in the Naval Established Resources System under Functional Category Codes (FCC's) M, N, P, and R. For purposes of this Manual, RPMA costs apply to the undertakings of the Maintenance Branch, Facilities Division. The work may be performed in-house or by contract, and include services performed on a reimbursable as well as nonreimbursable basis. Briefly, costs of the RPMA include planning, labor, material, hourly use of equipment, and contracted services grouped by FCC's as follows:

a. FCC M. Maintenance and repair of all buildings, grounds, paved surfaces, utilities systems, and other real property facilities. Also includes those support services performed in conjunction with in-house maintenance and repair efforts.

b. FCC N. Operation of utilities systems, including utilities purchases.

c. FCC P. Other engineering support services, such as pest control and refuse collection and disposal.

d. FCC R. Minor construction, improvements, and alterations.

2. Other Operational Support. The Head, Maintenance Branch, performs other limited operational support as directed by the Director, Facilities Division. Additionally, equipment installation costs for items procured by other fund administrators and reimbursable customers must be funded by the procuring activity. Costs for items procured by MCB, Quantico activities will exclude civilian labor costs if equipment is installed by Maintenance Branch personnel.

3. Work Support for Personal Property. The Head, Maintenance Branch, Facilities Division, is not responsible for services to personal property, as distinguished from real property or installed equipment included in the RPMA.

4. Limitations. Staffing within the Maintenance Branch, Facilities Division, is based on workload and functions to be performed in executing the RPMA program. Accordingly, accomplishing work external

to the RPMA program serves to divert personnel from needed maintenance and repair functions. To ensure proper execution of the RPMA program, the following support will not be provided by the Head, Maintenance Branch, Facilities Division:

- a. Repairs to organizational power tools and equipment.
- b. Repairs to facilities or installed equipment while such facilities or equipment are still under warranty.
- c. Repairs or modifications to table of equipment items.

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CHAPTER 2

MAINTENANCE RESPONSIBILITIES

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CHAPTER 2

MAINTENANCE RESPONSIBILITIES

2000. GENERAL. Units and personnel that occupy facilities at MCB, Quantico, are considered tenants and have limited facilities maintenance responsibilities. Tenant activity heads have the responsibility for effective use, care, and preservation of facilities and the conservation of resources (especially utilities).

2001. RESPONSIBILITIES

1. CG MCB. Responsible for the implementation and execution of a facilities maintenance management program for this Base, as required by MCO P11000.7.
2. Head, Maintenance Branch, Facilities Division. Has overall responsibility for the maintenance and repair of all buildings, grounds, roads, paved surfaces, utility systems, and other real property facilities, including installed equipment, refuse collection, and operation of utilities systems. Maintains and repairs training ranges, landing zones, and transportation corridors, including rights-of-way and tank trails.
3. Organizational and Area Commanders. Responsible for ensuring that occupants of assigned facilities maintain buildings, structures, and adjoining grounds in the same condition expected of a prudent homeowner. Responsibilities include:
 - a. Protecting facilities and grounds from malicious damage and vandalism.
 - b. Restricting the use of vehicles on grassed areas.
 - c. Reporting maintenance and repair problems to the Head, Maintenance Branch, Facilities Division.
 - d. Appointing responsible personnel (usually within the G-4/S-4 sections) to serve as maintenance coordinators with the Head, Maintenance Branch, Facilities Division.
 - e. Establishing and implementing an aggressive self-help program.
 - f. Following guidance of Base energy conservation per MCBO 4100.1.
 - g. Maintaining exterior policing and ensuring routine housekeeping duties are accomplished.

h. Reporting lights that are inaccessible and not working due to electrical or fixture problems to the Head, Maintenance Branch, Facilities Division, for repair.

i. Purchasing necessary housekeeping supplies such as floor wax, cleaners, light bulbs, and fluorescent tubes.

j. Policing of lawns, sidewalks, parking areas, and streets adjacent to their buildings. This includes grass cutting, leaf raking, bush and tree trimming up to 10 feet, and snow removal and the emptying of small trash/litter containers.

2002. COORDINATION AND LIAISON

1. The execution of an effective facilities maintenance management program is dependent upon receiving full support, cooperation, and assistance from occupants. Support can best be achieved through proper coordination and liaison between the Facilities Maintenance Officer and representatives of the occupant organizations. Liaison should encourage all levels within the chain of command to be aware of the respective maintenance requirements.

2. Organizations occupying facilities at this Base will accomplish the following:

a. Major commands/units: Designate a facilities officer (ordinarily from the G-4/S-4 section) to coordinate facilities maintenance and repair matters for their respective organization.

b. Company size units: Designate a police sergeant to serve as maintenance representative for individual facilities assigned to that unit.

3. Separate staff sections and tenant activities: Appoint facility maintenance representatives, as appropriate, to coordinate maintenance and repairs for facilities occupied.

2003. FUNCTIONS OF DESIGNATED COORDINATOR/LIAISON PERSONNEL

1. Facilities Officer/Representative

a. Prevent unauthorized additions, modifications, and alterations to all facilities. Damage caused by disregard for public property or damage resulting from negligence and improper use will be immediately reported to the respective commander/staff officer. A damage cost estimate will be prepared by Maintenance Branch personnel, if appropriate.

b. Conduct effective coordination of facilities maintenance requirements with the Head, Maintenance Branch, Facilities Division.

c. Develop and implement self-help programs that fix minor facility problems as they occur.

d. Provide quality control feedback to the Facilities Maintenance Officer regarding lack of maintenance support or unsatisfactory repairs made by Facilities Maintenance personnel.

e. Follow guidance of Base energy conservation per MCBO 4100.1.

2. Police Sergeants and Maintenance Branch Representatives

a. Be totally familiar with the facilities under their charge.

b. Report emergency and routine requirements to either the organizational facilities officer/representative or submit a NAVFAC Form 9-11014/20, Work Request (Maintenance Management), figure 3-1.

c. Implement and execute an aggressive self-help program.

d. Follow guidance of Base energy conservation per MCBO 4100.1.

2004. PROCEDURES

1. Submission of Work Requests

a. Specific procedures for reporting emergency requests and for the preparation of the NAVFAC Form 9-11014/20 are contained in chapter 3 of this Manual.

b. Normally, the preparation of the written work request originates with the organization's G-4/S-4 or facilities maintenance representative who will sign/initial and date the request prior to forwarding to the Head, Maintenance Branch, Facilities Division.

c. NAVFAC Form 9-11014/20 for messhalls will be submitted by the Base Food Services Officer, Logistics Division.

2. Reconciliation of Work Requests. Unit S-4 officers and maintenance representatives should maintain a copy of all NAVFAC Forms 9-11014/20 submitted and a log of all phone requests. NAVFAC Form 9-11014/20 requests should be reconciled monthly with the Work Reception Section of the Maintenance Branch, Facilities Division. Appointments for reconciliations will be scheduled upon request by calling extension 4-2089.

3. Customer Cooperation

a. A list of individuals authorized to sign and submit NAVFAC Form 9-11014/20, and requests for cost estimates will be provided in writing to the Head, Maintenance Branch (Attn: Operations Officer), Facilities Division. Lists should be updated when redesignations occur. See chapter 3, paragraph 3002.

b. NAVFAC Form 9-11014/20 should be submitted in time to permit the work to be prioritized, programmed, and accomplished by the desired completion date.

c. Telephone requests are limited to emergency work as defined in appendix A.

d. Telephone inquiries for status updates will be made to the Operations Officer, Maintenance Branch, Facilities Division at extension 4-2089.

e. Tenant activities and other customers receiving services on a reimbursable basis should provide advance funding documentation to the Director, Comptroller Division (B 181).

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CHAPTER 3

SUBMISSION OF WORK REQUESTS

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CHAPTER 3

SUBMISSION OF WORK REQUESTS

3000. GENERAL. Facilities officers/representatives should review the facilities maintenance procedures and standards in chapter 4, and the definitions in appendix A. Requests for maintenance support may be accomplished either by telephone or by NAVFAC Form 9-11014/20, Work Request (Maintenance Management). Telephonic requests are limited to emergency work as defined in appendix A. Certain types of support (i.e., signs, equipment installation, and locksmith functions) must always be requested by a NAVFAC Form 9-11014/20.

3001. TELEPHONE REQUESTS FOR MAINTENANCE AND REPAIR

1. The 24 hour emergency work telephone number is 784-2072/2073.
2. Emergency calls will be accepted by the Work Reception personnel (during duty hours) or the Night Duty NCOIC (after duty hours) from any caller. However, whenever possible, emergency calls should be passed through organizational S-4 officers or the maintenance representatives. This will alert the Base to the problem and also allow Maintenance Branch, Facilities Division personnel to coordinate with established points of contact in the event further information is necessary.
3. Emergency callers and unit representatives requesting maintenance and repair service work should be prepared to provide the following information:
 - a. Requester code for the organization/activity (see appendix B).
 - b. Building or structure number.
 - c. Name and telephone number for point of contact at the location or vicinity of the problem. This individual should be someone who will be available and who knows about the problem.
 - d. Description of the problem.
 - e. Specific location of the work or problem within the building, structure, or area.
 - f. Plant account number if available (when the work or problem involves Class III/Class IV equipment serviced by the Head, Maintenance Branch, Facilities Division).

3002. WRITTEN WORK REQUESTS

1. General. Requests for services other than those categorized as emergency-type work must be submitted on a NAVFAC Form 9-11014/20. Forms are available at the Self-Service Issue Point or electronically. The electronic form can be found through the Quantico Bulletin Board under "General Interest," then "Electronic Forms." Contact the Forms Management Officer, REA Branch, Comptroller Division, Bldg. 3140, to access information (telephone 784-5966).

2. Preparation

a. NAVFAC Form 9-11014/20 will be submitted by the unit S-4 officer or designated maintenance representative. Organizations will provide the Head, Maintenance Branch, Facilities Division, an up-to-date roster of personnel authorized to sign NAVFAC Form 9-11014/20. Authorized signature lists should be limited to S-4 personnel who are familiar with maintenance, repair, and new work request procedures.

b. NAVFAC Form 9-11014/20 will be submitted with at least an original and four copies. If the requested work is a result of a formal inspection (i.e., fire, safety, environmental, health/sanitation) attach a copy of the inspection discrepancy report and cite applicable references. Work requested to meet regulatory requirements should also have a copy of the applicable portion of the regulation attached to the NAVFAC Form 9-11014/20 (include any specific standards and specifications that must be met). The NAVFAC Form 9-11014/20 containing incomplete information or an unauthorized signature/endorsement, will be returned for correction without action.

c. An example of a completed Work Request is shown in figure 3-1.

d. Prepared work requests from organizational/activity heads should be forwarded or hand carried to the Head, Maintenance Branch, (Attn: Operations Officer (B 041)), Facilities Division, Bldg. 3252.

3. Reconciliation. Organizations should reconcile work request submissions on a monthly basis with Work Reception personnel in the Operations Section, Maintenance Branch, Facilities Division. Reconciliation can be coordinated by contacting the Operations Officer, Maintenance Branch, Facilities Division, at extension 2089.

4. Status of Work Requests. Inquiries regarding the status of work requests should follow the same chain as submission requirements. If proper reconciliation has been performed, the S-4 or maintenance representative should be able to answer most inquiries from subordinate units. For additional information or specific inquiries relative to planning and estimating, material, scheduling, etc., contact the Operations Officer, or the Deputy Operations Officer, Maintenance Branch, Facilities Division, at extension 2089.

3003. WORK REQUESTS FOR NEW WORK AND CONSTRUCTION

1. NAVFAC Form 9-11014/20 that includes new work or construction must be accomplished as Minor Construction. Funding limitations for this type work require that requests be prioritized and accomplished based on the overall needs of this Base.
2. NAVFAC Form 9-11014/20 for new work/construction will be submitted per procedures established in paragraph 3002.

3004. WORK REQUESTS FOR EQUIPMENT INSTALLATIONS

1. Requesters should thoroughly review the provisions of MCO P11000.5F, chapter 6, prior to submitting requests for equipment installation. Activity heads will be requested to reimburse the Head, Maintenance Branch, Facilities Division for equipment installations which have not been previously approved. Reimbursable costs for equipment procured by MCB activities will not include civilian labor when equipment is installed by Maintenance Branch personnel.
2. Activity heads should coordinate with the Head, Maintenance Branch, Facilities Division prior to equipment purchase/lease to ensure compatibility with electrical system and to confirm that existing utility systems can support the equipment.

3005. COST ESTIMATES. Cost estimates will be provided to commanders for the purpose of establishing government charges, for documentation in investigations, to reimbursable customers and as directed by the Director, Facilities Division.

3006. RESOURCE MANAGEMENT

1. Maintenance Policy. The installation's real property will be maintained in the most efficient and life cycle cost-effective manner consistent with available resources. To implement this policy, the Head, Maintenance Branch, Facilities Division, will primarily direct resources towards maintenance and repair projects which will:
 - a. Extend the useful life of the facilities and base infrastructure.
 - b. Comply with State and Federal regulations.
 - c. Reduce annual maintenance costs over the life of the facilities.
 - d. Reduce utility costs.

2. Maintenance Priorities. In keeping with the above policy, maintenance priorities are generally as follows:

- a. Emergency work.
- b. Repairs to utility plants and distribution systems.
- c. Preventive maintenance.
- d. Minor repair work.
- e. Major repair projects.
- f. Construction projects.

3. Work Scheduling. The Operations Officer, Operations Section, Maintenance Branch, Facilities Division, will schedule work per established policy and priorities. Work to correct environmental, fire, safety, health, or security deficiencies will be programmed for completion based upon justification submitted per paragraph 3002.2.

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WORK REQUEST (MAINTENANCE MANAGEMENT)
 NAVFAC S-11014/20 (REV. 2/94 (EF)) (New S/N number pending)

(PW Department see Instructions
 in NA VFAC MO-32 1)

Requestor see Instructions on Reverse Side

PART I--REQUEST (Filled out by Requestor)

1. FROM Commandin Officer, H&S BN		2. REQUEST NO. 3HB0001	
3. TO Facilities Maintenance, Bldg. 3252		4. DATE OF REQUEST 1 Mar 93	
6. REQUEST FOR c COST ESTIMATE <input type="checkbox"/> PERFORMANCE OF WORK <input checked="" type="checkbox"/>		5a. REQUEST WORK START 1 Apr 93	
6. FOR FURTHER INFORMATION CALL GySgt Marine, Bldg. 2006, Ext. 2555/2556		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.)
 Repair leaking water cooler, Bldg. 2006, 1st Floor Hallway.

9. FUNDS CHARGEABLE Coordinate with Director, Comptroller Division	10. SIGNATURE (Requesting Official)
---	-------------------------------------

PART II--COST ESTIMATE
 (Filed 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 checked="" type="checkbox"/> NO	
a. Labor	\$	16. <input type="checkbox"/> APPROVED. PROGRAMMING TO START IN _____	
b. Material	\$	<input type="checkbox"/> APPROVED. BASED ON PRESENT WORK, THIS JOB CAN BE	
c. Overhead and/or Surcharge	\$	PROGRAMMED TO START IN _____, IF	
d. Equipment Rental/Usage	\$	AUTHORIZED BY 25TH OF _____ AND FUNDS ARE MADE AVAILABE.	
e. Contingency	\$	<input checked="" type="checkbox"/> DISAPPROVED. (See Reverse Side)	
f. TOTAL	\$	16. SIGNATURE	17. DATE

PART III--ACTION (Filled out by Requestor)

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

(See Part IV on Reverse Side)

Figure 3-1. - - Sample of Maintenance Management Work Request.

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In addition to the standard information described on the form, the following notations are required:

(1) Item 2. Requests will be numbered in the format 1AA0001, defined as follows:

(a) 1 - Last digit of the current fiscal year.

(b) AA - Two character unit code per appendix B.

(c) 0001 - Consecutive number assigned by the organization. Begin with 0001 at the beginning of each fiscal year.

(2) Item 8. Denote the building or structure number. Describe the work to be performed. Indicate the specific location within the building (i.e., 2nd deck head, room 210, etc.). A realistic and detailed justification should accompany all requests for maintenance and repair work not self-evident by the description. Sketches/drawings should accompany the request whenever possible to minimize the need for on-site inspections by planners and estimators.

(3) Item 9. Customers requesting services on a reimbursable basis will complete the information in this column. Reimbursable customers should annotate the applicable reimbursable order number to be charged. Base fund administrators should provide the chargeable financial information pointer for services when applicable. In some cases, customers may be required to coordinate further with the Director, Comptroller Division (B 181) and provide appropriate funding documents before services can be performed.

Figure 3-1. --Sample of Maintenance Management Work Request--Continued.

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CHAPTER 4

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CHAPTER 4

DICTIONARY OF FACILITIES MANAGEMENT PROCEDURES AND STANDARDS

4000. INTRODUCTION. Subsequent paragraphs of this chapter serve to provide general guidance and to explain management procedures and standards for items normally associated with the Maintenance Branch, Facilities Division.

4001. AIR CONDITIONING, AIR CONDITIONERS AND HEAT PUMPS

1. Requests for installation, reinstallation or movement of air conditioners or heat pumps will be submitted with complete justification per procedures contained in chapter 3.

2. The installation, removal, and maintenance of central air conditioning/heat pump units will only be accomplished by the Head, Maintenance Branch, Facilities Division.

3. Replacement of window air conditioning units will be accomplished by Base Property. The Head, Maintenance Branch, Facilities Division will remove and/or install units when requested via a standard work request. Using organizations are responsible for the proper operation and care of units and will ensure that they are turned off when facilities/rooms are not occupied or the temperature is below 78 degrees Fahrenheit. Additionally, air conditioning units will not be operated prior to or after published seasonal startup and shutdown dates.

4002. ANTENNAS. The installation of antennas or guy wires to any roof or structure is prohibited except in family quarters. Television antennas are not maintained by the Head, Maintenance Branch, Facilities Division, and are the responsibility of the building occupant. Occupants of family quarters have the option of cable service or using and maintaining their own television antennas. Refer to the Family Housing Manual for restrictions. The Head, Training and Audiovisual Support Center Branch, Operations Division (extension 4-2381), is the liaison for cable television problems in family quarters and bachelor officers quarters.

4003. BLEACHERS. Requests to relocate bleachers should be submitted to the Head, Maintenance Branch, Facilities Division, on the standard NAVFAC Form 9-11014/20, Work Request (Maintenance Management), at least 7 days prior to the date required.

4004. BRIDGES. The posted safe load limits are for two-way traffic. Organizational representatives with vehicles heavier than the posted safe load limit will obtain written permission from the Director, Facilities Division, before exceeding the safe load limit.

4005. CARPETING. Installed wall-to-wall carpeting is a floor covering and is replaced when necessary with maintenance funds. Area rugs or carpeting not affixed to the floor are the responsibility of the organization for purchase and/or replacement.

4006. COFFEE MESS. Coffee brewers and other small appliances will not be repaired or maintained by Maintenance Branch, Facilities Division personnel.

4007. CRISIS. MCB, Quantico is vulnerable to crisis situations created by flash flooding, hurricanes, thunderstorms, hazardous material incidents, terrorist activities, and civil disturbances or other disasters. In a crisis situation, the Head, Maintenance Branch, Facilities Division, will accomplish assigned missions in the MCCDC OP Plan 1-90, Crisis Management Plan, Volumes 1 and 2.

4008. DAMAGE COST ESTIMATES. Damage cost estimates will be provided upon request when culpability is apparent. Requests will contain a statement that the cost estimates are to be used in a formal or informal investigation or in connection with Article 15, Uniform Code of Military Justice. Damage cost estimates will include the direct cost of labor and material overhead costs. Completed estimates that reflect negligence or malicious damage will be referred to the applicable commanding officer for appropriate actions.

4009. DEAD ANIMALS. For removal of dead animals aboard this Base, contact the Head, Contracts Office, Public Works Branch, Facilities Division, at extension 4-3625/6.

4010. DEMOLITION. Requests for demolition of excess or unserviceable facilities will be addressed to the Director, Facilities Division. Buildings approved for demolition will receive only the minimum maintenance required for safety, sanitation, and protection of government property.

4011. DESK NAMEPLATES. Items should be procured as organizational personal property and will not be fabricated by Maintenance Branch, Facilities Division personnel.

4012. DRAPERIES. The installation, cleaning, and maintenance of draperies is an occupant responsibility. This includes the purchase, installation, and repair of drapery rods.

4013. ELECTRIC FANS. Electric fans are property items unless installed in the facility, i.e., exhaust fans. Requests to install/remove exhaust fans should be submitted to the Head, Maintenance Branch, Facilities Division, via standard NAVFAC Form 9-11014/20.

4014. ELECTRICAL GENERATORS. The frequency and duration of electrical outages does not justify the expense of electrical generators except at the most critical facilities. In most cases, generators are only installed at medical, communication, utility, and environmentally controlled facilities. The list of electrical generators installed and maintained is included in appendix C. During lengthy electrical outages of more than 4 or 5 hours, personnel responsible for refrigerated food storage should keep freezers and refrigerators closed. Where practicable, food service personnel should transport readily perishable foods to other refrigerated storage areas with electrical or generator service. To avoid possible death or serious injury, electrical generators will not be wired into a facility's distribution system without prior written approval from the Head, Maintenance Branch, Facilities Division.

4015. ELECTRICAL WATER COOLERS. Installed electrical water coolers are defined as a component of the facility. The Head, Maintenance Branch, Facilities Division, is responsible for the procurement, installation, removal, and maintenance. Requests for new installations should be submitted to the Head, Maintenance Branch, Facilities Division, for approval per paragraph 3003. Using organizations are responsible for the proper care and cleanliness of electric water coolers.

4016. ELECTRONIC DEVICES. Requests for maintenance or repair of commercial intercoms, public address systems, radios, intrusion detection systems, fire and hard-wired master smoke alarm systems, master TV antenna, and other electronic devices should be forwarded directly to the Director, Communication Electronics Division, extension 4-5970/2176.

4017. ELEVATORS. Elevator maintenance, repair, and emergency service is provided by a service contract. Elevators are located in Bldg.'s 17, 1001, 2004, 2009, 2010, 2011, 2033, 2034, 2079, 2082, 2101, 2116, 2121, 2033, 2034, 2040, 2079, 2102A, 2200, 2201, 2201-A, 3300, 3307, 3308, 3255, 24165, and the FBI Academy. Requests for service to these elevators should be submitted per chapter 3.

4018. EQUIPMENT PROCEDURES

1. The installation of Class III and IV plant equipment and organic (minor) property will be per MCO P11000.5.

2. Justification for new equipment that requires electricity, plumbing, construction, etc., will be approved in advance by the Head, Maintenance Branch, Facilities Division, by submitting NAVFAC Form 9-11014/20. The request will contain complete nomenclature, model, specifications to include amperage, voltage, size, weight, etc., and manufacturers of the item(s) being installed. Upon receipt of the request, the Planning and Estimating Unit will determine compatibility with power source and facility structure, and estimate the cost of installing the proposed equipment.

3. The estimated cost of equipment installation and any construction expense will be included as part of the budgeted cost for equipment. The Head, Maintenance Branch, Facilities Division, will install the equipment on a reimbursable basis subject to scheduling and resource constraints.

4019. EQUIPMENT MAINTENANCE. The Head, Maintenance Branch, Facilities Division, will maintain and repair equipment listed on plant account records or installed as a permanent part of the facility.

4020. FABRICATIONS/MANUFACTURING. The manufacture or fabrication of items such as picture frames, shelving racks, desk nameplates, plaques, furniture, picnic tables, and other items is not the responsibility of the Head, Maintenance Branch, Facilities Division. These items can be more readily obtained by following supply or purchasing and contracting procedures. Requests for such services will be returned without action.

4021. FENCING. Chain-link security fencing will be installed, removed, relocated, and repaired by personnel in the Maintenance Branch, Facilities Division or by contract. Requests for new fencing or modifications to existing chain-link fencing is classified as minor construction. All fencing and obstructions (less housing) desired for decorative purposes or for the protection of grassed areas and road shoulders must be approved by the Director, Facilities Division.

4022. FIRE ALARM SYSTEMS. The Head, Fire Protection/Prevention Branch, Security Battalion, reviews all fire alarm projects/maintenance contracts. Power supply, conduit, and lighting requirements for the installation of the fire alarms will be accomplished as equipment installation. Maintenance of the fire alarm systems is the responsibility of the Head, Fire Protection/Prevention Branch, Security Battalion. See paragraph 4016.

4023. GRASS SEED/FERTILIZER. Initial seeding of large lawn areas will be done by personnel in the Maintenance Branch, Facilities Division. Self-help grass seed and fertilizer may be requested for repair and reseeding of small lawn areas.

4024. FMF ENGINEER UNITS. Guidance contained in MCO P11000.5, and MCO 5312.13 permits the use of FMF units and Naval Construction Forces to accomplish facilities projects. Requests to use FMF engineer units to accomplish project(s) will be submitted to the Director, Facilities Division for approval.

4025. FURNITURE REPAIR. The repair of furniture or furnishings by personnel in the Maintenance Branch, Facilities Division is prohibited. Furniture repair is an organizational responsibility.

4026. GALLEY GREASE. Grease accumulation in messhall exhaust ducts creates a serious fire hazard. Each messhall manager is responsible for the cleaning of the range hoods and cleaning and/or replacement of the grease collection filters. Grease traps in messhall drain piping should also be periodically cleaned by messhall personnel.

4027. GRASS CUTTING. Refer to the procedures for lawn mowers in paragraph 4034. Responsibilities for grass cutting are detailed in MCBO 11104.1.

4028. HQMC FACILITIES PROJECTS PROGRAM. The HQMC Facilities Projects Program is a centrally-managed, interrelated program of developing, prioritizing, and funding major repair, minor construction, and equipment installation projects at Marine Corps activities.

1. Monetary Limitations

a. Construction Projects. Minor construction (R2) projects having a funded cost between \$100,001 and \$300,000.

b. Special Projects. Minor construction projects which are used for armory and ammunition storage, security, Chapel Life Extension Program, fire, environment, etc., having a funded cost between \$1 and \$200,000.

c. Repair Projects. Major repair (M2) projects have a total funded cost between \$300,001 and \$3,000,000.

2. Project Submission

a. Construction and Special Projects. Submit requests identifying requirements and justification to the Director, Facilities Division.

b. Repair projects. Submit requirements to the Head, Maintenance Branch, Facilities Division, per procedures outlined in chapter 3.

3. Project Validation. Projects are validated and assigned a numerical rating by a representative from HQMC during an annual site visit to this Base. Validation score determines funding based upon Marine Corps requirements.

4029. HEATING/COOLING SWITCHOVER. The switchover period for heating and air conditioning is normally October and May. Specific details and dates are issued by the CG MCB shortly before those periods.

4030. JANITORIAL SERVICES. The Head, Maintenance Branch, Facilities Division, provides limited janitorial support with available in-house forces. If increased service is desired, units can obtain janitorial services via a service contract using unit funds or by self-help.

4031. KEYS, COMBINATIONS, LOCKS, AND SAFES

1. For security, all locksmith work must be submitted in writing via work request and signed by the organizations authorized representative. In emergency situations, an on-site request may be telephonically approved. However, upon arrival of the locksmith, the requestor must provide an approved NAVFAC Form 9-11014/20.

2. Keys and locks that are broken or damaged due to normal or reasonable circumstances will be repaired or replaced by Maintenance Branch personnel. Lost keys, lock replacement, or other locksmith services that are determined to be the result of abuse, negligence, lack of security, or unsatisfactory care will be identified for reimbursement. Procurement of high security padlocks is a unit responsibility. High security padlocks and keys will be repaired/duplicated by Maintenance Branch personnel. Regular padlocks/keys, desk/cabinet keys, and automotive keys will not normally be provided by the Maintenance Branch. This service may be procured commercially using unit funds.

3. Master keys have restricted control. Barracks' master keys will be limited to two per building, regardless of organizational occupancy. Barracks' master keys that are broken or unserviceable will be replaced by Maintenance Branch personnel on a one-for-one exchange. Lost master keys will be replaced by Maintenance Branch personnel upon receipt of a letter from the battalion commander. Requests to re-key a building due to a lost master key will normally be satisfied on a reimbursable basis.

4. Combination safe repairs will be accomplished on a routine basis unless classified material or monies indicate an urgent response is required.

5. Changes to safe combinations will be accomplished by Maintenance Branch personnel only.

6. Locksmith services required after normal working hours, weekends and holidays will be requested by the respective Officer of the Day/Command Duty Officer.

4032. LANDFILL

1. The landfill, located on MCB-2, is open on regular workdays for dumping from 0800 to 1500. Dumping will only be permitted in the trenches and areas designated by the landfill personnel.

2. The Base landfill has a large amount of clean wood material available to Base personnel, free of charge, on a first-come, first-served basis. The material consists of wooden pallets, wood ammo boxes, cabinets, table/counter tops, other construction wastes such as boards (1x6, and 2x4, etc.) of various lengths, and mulch. Attendants at the landfill will direct you to the surplus material.

3. Blank ammunition, pyrotechnics, or other explosive-type material or devices will not be disposed of at the sanitary landfill at any time.

4033. LANDSCAPING. Requests for small area landscaping, tree planting, trimming or removal, or other grounds vegetation projects may be submitted to the Head, Maintenance Branch, Facilities Division, via NAVFAC Form 9-11014/20, with an attached sketch/drawing of the project. Self-help is encouraged on most landscaping projects.

4034. LAWNMOWERS AND WEEDEATERS. Organizations which require the use of power mowers are requested to submit a NAVFAC Form 9-11014/20 to the Head, Maintenance Branch, Facilities Division, by 15 March annually, stating the areas to be cut, the number and type of mowers required, and the days of the week mowing is required.

1. Mowers will be issued by memorandum receipt and returned to the Head, Maintenance and Repair Section, Maintenance Branch, Facilities Division, Bldg. 3252.

2. A schedule for training operators and issuing mowers will be published each spring by separate correspondence. Mower issue will be based upon availability and need.

4035. LEAVES. Each autumn the large number of fallen leaves in the mainside area requires organizational raking to permit healthy

lawns and safe sidewalks and streets. Excess leaves will be gathered by members of each organization for the areas adjacent to their facilities and delivered to the MCB landfill for disposal.

4036. LIGHT BULBS. Purchase and replacement of light bulbs is normally an organizational responsibility. The smallest wattage bulb consistent with safe illumination should be used for replacement.

4037. LIMITED TECHNICAL INSPECTION (LTI). LTI's for plant property will be requested by a NAVFAC Form 9-11014/20 and must include the plant account number, serial number and stock number (as applicable), and acquisition cost. Voltage and BTU information should be included for air conditioner LTI's. Upon completion of LTI's, the Head, Maintenance Branch, Facilities Division, will issue a serviceability code statement to be used with property turn-in.

4038. LOAD TESTING

1. Load testing of Marine Corps commercial and tactical load lifting equipment will be conducted by the Head, Maintenance Branch, Facilities Division. Organizations possessing equipment requiring load testing per MCO 11262.2, will submit a NAVFAC Form 9-11014/20, and follow guidance per MCBO 11262.1 with the following information:

- a. Nomenclature.
- b. Serial/ID number.
- c. Location.
- d. Date load test due.
- e. Lifting capacity of equipment.

2. Units are requested to provide an operator during the load test. Hydraulic jacks and jackstands do not require load testing, but must be permanently marked with the rated load capacity) Overhead industrial cranes/hoists in permanent facilities will be inspected per NAVFAC P-307 in conjunction with the annual facilities inspection program.

4039. MECHANICAL ROOMS. Mechanical rooms house the heating, plumbing, and electrical equipment required to support the building. These rooms are accessible only to Maintenance Branch personnel and will not be used for storage by building occupants. Unsecured mechanical rooms should be reported to the Operations Officer, Maintenance Branch, Facilities Division, at extension 2089.

4040. OFFICE MACHINES AND REPRODUCTION EQUIPMENT. Repair support for office machines and reproduction equipment is not provided by the Head, Maintenance Branch, Facilities Division. Repairs can be requested by calling the Office Equipment Services Branch, Communication Electronics Division, extension 4-2569.

4041. OIL DISPOSAL. Contact the Head, Natural Resources and Environmental Affairs Branch, Facilities Division, extension 4-4030.

4042. OIL WATER SEPARATORS. Oil water separators will be cleaned on a routine basis. If a requirement arises that calls for an unscheduled cleaning, request via NAVFAC Form 9-11014/20.

4043. PARKING AREAS. Requests to pave unpaved parking areas, construct parking areas, or expand existing parking areas is classified as minor construction and will be submitted per chapter 3.

4044. PAINT. Building interiors and exteriors are painted as needed, and the frequency varies with building use. The Head, Maintenance Branch, Facilities Division, will routinely inspect buildings to determine when the interior and exterior should be repainted. Most buildings require interior and exterior repainting every 4 years, although some little used facilities will last longer. Tile, concrete floors, steps, and brick walls will not normally be painted. Even the best floor paints wear quickly under foot traffic. Special skid resistant coatings may be used for safety when other methods of safety protection are not practical. Skid resistant coatings will not normally be approved for self-help application.

4045. PEST CONTROL. Termites, wasps, rodents, roaches, and mosquitoes are some of the more common pests that are controlled for an improved health environment. Only certified pest controllers will apply pesticides. Pest control services are currently accomplished through commercial contract and services can be obtained by submitting a completed NAVFAC Form 9-11014/20 to the Head, Public Works Branch, Facilities Division, (Attn: Facilities Support Contracts).

4046. RECYCLING. MCBO 5090.3 establishes the Qualifying Recycling Program and provides guidelines, responsibilities, and procedures for recyclable material sales.

4047. REFRIGERATORS. Refrigerators are Base Property items and will not be repaired by Maintenance Branch personnel.

4048. REIMBURSABLE CUSTOMER WORK. Reimbursable activities will designate in writing, the person(s) authorized to commit funds on a reimbursable basis. Requests for work or cost estimates should be submitted via NAVFAC Form 9-11014/20. The Head, Maintenance Branch, Facilities Division, will provide cost estimates by return endorsement. Requests for reimbursable work/cost estimates signed by unauthorized personnel will be returned without action. Upon receipt of the chargeable reimbursable order number by the Head, Maintenance Branch, Facilities Division, a reimbursable financial information pointer will be established and the work scheduled for accomplishment.

4049. ROOFS. For safety and to prevent damages, access to roofs is restricted to personnel from Maintenance Branch, Facilities Division, and designated contractor personnel.

4050. SCREENS. Screens will be repaired/replaced by Maintenance Branch personnel for all facilities or spaces that are not air conditioned. The use of self-help in screen repair/replacement is encouraged.

4051. SECURITY AND FIRE ALARM SYSTEMS. The Provost Marshal's Office reviews all security alarm projects/maintenance contracts. Alarm systems classified as intrusion detection (IDS), also referred to as remote sensor systems or burglar/unauthorized access alarm systems are Class III plant property. Power supply, conduit, and lighting requirements for the installation of IDS systems will be accomplished as equipment installation. Maintenance for the IDS system is the responsibility of the Electronic Maintenance Branch, Communication Electronics Division.

4052. SEPTIC TANK CLEANING. Requests for cleaning of septic tanks will be submitted via NAVFAC Form 9-11014/20. For emergencies, contact the Operations Officer, Maintenance Branch, Facilities Division, extension 2089.

4053. SIGNS. Signs will be provided and installed per MCBO 5560.1.

4054. SMOKE DETECTORS. The Head, Fire Protection/Prevention Branch, Security Battalion, reviews all smoke detector projects. Hard-wired smoke detectors will be provided and installed by the Maintenance Branch, Facilities Division. Maintenance of hard-wired smoke detectors which are connected to the Master Alarm System is the responsibility of the Head, Electronic Maintenance Branch, Communications Electronics Division. Hard-wired smoke detectors not connected to the Master Alarm System are maintained by the Head, Maintenance Branch, Facilities Division. Battery-operated smoke

detectors are provided by the Head, Fire Protection/Prevention Branch, Security Battalion. The respective organization is responsible for the installation of the smoke detector. See paragraph 4016.

4055. SNOW REMOVAL. Responsibilities for snow removal are contained in MCBO P11210.1.

4056. STREET LIGHTS. Broken/burned-out street lights should be reported to the Maintenance Trouble Desk Operator at extension 4-2072.

4057. TRAINING RANGES. Inspection of training facilities, to include real property, structures, obstacle courses, confidence courses, repelling towers, dry net trainers, bleachers, towers, targets, heads, flagpoles, demolition beds, firing positions, roads, mess areas, lateral limit markers, boundary fencing, etc., will be jointly conducted by the Maintenance Branch, Facilities Division inspectors and representatives from Training Branch, Operations Division. NAVFAC Form 9-11014/20 for emergencies, safety deficiencies, and routine maintenance of training/range facilities will be submitted to the Head, Maintenance Branch, Facilities Division, by the Director, Operations Division.

4058. TRASH AND GARBAGE

1. Requests for emptying of overflowing trash and garbage dumpster containers should be telephoned to the Maintenance Branch Dispatcher at 784-2229.

2. Requests for relocation of containers or additional dumpsters should be submitted via NAVFAC Form 9-11014/20.

4059. UTILITY METERS. Meters are maintained by the Head, Maintenance Branch, Facilities Division. Established Interservice Support Agreements normally require reimbursable customers to have meters installed by the Head, Maintenance Branch, Facilities Division.

4060. UTILITY COSTS. Utility rates are established annually based upon recommendations made by the Utilities Conservation and Appraisal Board. Rates are published per MCBO 11300.1.

4061. VENETIAN BLINDS. The Head, Maintenance Branch, Facilities Division, will repair or replace Venetian blinds within resource constraints. Requests for repair or replacement should be forwarded via NAVFAC Form 9-11014/20.

4062. WASHING MACHINES AND DRYERS. A commercial contractor services the clothes washing machines and dryers in bachelor enlisted quarters and bachelor officer quarters throughout the Base. Requests for repairs should be telephoned to the Property Control Officer, Material Branch, Logistics Division, extension 4-2846/7.

4063. WINDOW WASHING. Exterior and interior window washing is a normal housekeeping responsibility of building occupants.

FACILITIES MAINTENANCE MANUAL

CHAPTER 5

SELF-HELP PROGRAM

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CHAPTER 5

SELF-HELP PROGRAM

5000. GENERAL INFORMATION

1. Objective. A viable, effective self-help program helps accomplish minor maintenance, repair, equipment installation, and minor construction work that would otherwise not be accomplished due to higher priority work or funding limitations.

2. Implementation. Organizational/tenant commanders are encouraged to conduct self-help programs as a means of reducing maintenance and utility costs and enhancing the appearance of facilities and grounds. Self-help also enables commanders to better respond to quality of life deficiencies.

3. Self-Help Tasks

a. Self-help tasks are limited to those types of tasks requiring minimum craft skills and simple handtools. Tasks to be performed should be similar to those which a prudent homeowner might accomplish. Examples of self-help tasks are:

(1) Adjusting or replacing building hardware such as light fixtures, screens, light globes and covers, door hardware, glass repair, ceiling tile replacement, and light switch and socket covers.

(2) Freeing minor plumbing stoppages, replacing shower heads, and repairing minor leaks.

(3) Painting and sanding of interior walls.

(4) Patching of drywalls.

(5) Grounds maintenance such as grass cutting, snow removal, bush pruning, fertilizing, tree trimming, and shrub replacement.

(6) Weather stripping of doors and windows.

b. Self-help tasks should be conducted to the extent that it will neither adversely affect military duty assignments nor curtail or otherwise unfavorably affect regularly assigned maintenance.

5001. POLICY. MCO P11000.7 establishes Marine Corps policy and procedures for the self-help program.

1. The self-help program will augment the work traditionally performed by military, civil service, and contractor personnel.

2. Troop training projects approved for accomplishment by either FMF Engineer Units or Naval Construction Forces are not included under the self-help program.

5002. PROCEDURES

1. Instructions. Implementation of the self-help program is the responsibility of organizational commanders. Internal procedures developed should require coordination with the Head, Maintenance Branch, Facilities Division, to periodically inspect barracks and workplaces for maintenance discrepancies. From this inspection, and from other reported discrepancies, a listing of tasks appropriate for self-help accomplishment should be identified.

2. Self-Help Requests. Requests for self-help projects will be submitted on a NAVFAC Form 9-11014/20, Work Request (Maintenance Management). The requestor should be as explicit as possible about the requirement. A project supervisor/coordinator should be identified on the request with work phone numbers. The NAVFAC Form 9-11014/20 will be reviewed by the Operations Officer, Maintenance Branch, Facilities Division, or Maintenance Liaison NCO and if approved, materials issued. After receipt of materials, the organization will notify the Maintenance Liaison NCO, extension 4-2089, that work has started. Final inspection will be accomplished by the Maintenance Liaison NCO upon project completion.

3. Materials for small self-help jobs (usually work requiring less than 16 man-hours) are issued immediately whenever possible.

4. Materials for large (more than 16 man-hours) will be ordered by specific job order. Materials are issued as soon as they become available. For efficiency and material control, self-help jobs should be completed 30 days after receipt of materials.

5003. SELF-HELP GUIDELINES

1. Structural Work

a. Screens. Screen repairs are encouraged to be accomplished self-help. Wood frame screen doors and screens may be repaired by replacement, retacking loose screen wire, securing fasteners, tightening hinges, or adjusting or replacing springs. Do not remove screens from windows unless it is absolutely necessary. Never secure screens by driving nails through wooden or metal frames.

b. Doors. Door repairs are limited to tightening of hinges and hardware and light lubrication of hinges and locks. If required, a small bit of wood as filler in enlarged holes will help obtain a sound fastening when the screw is replaced.

c. Glass and Glazing. Self-help glass replacement is encouraged for warehouse and low visibility storage/general purpose facilities. Pre-cut glass and glazing compound will be provided as required. Requests for pre-cut glass panes will include exact measurements. Installation instructions can be received from the Maintenance Liaison NCO at extension 4-2089.

d. Spackling, Plaster, and Sheetrock. Minor spackling, plaster, and sheetrock repairs to walls and ceilings may be approved for self-help work. Contact the Maintenance Liaison NCO to inspect the area prior to requesting approval of materials.

e. Painting

(1) The Head, Maintenance Branch, Facilities Division, will issue paint on a self-help basis. All self-help work requests will include the approximate area square footage to be painted.

(2) Camouflage and other tactical paints are not issued through the self-help program. Brushes, rollers, trays, paint thinner, tape, dropcloths, and other materials required for painting are provided by the unit.

(3) Prior to self-help painting; dust, wash, or degrease the surface with a common household detergent solution. Use only a dampening application and clean small areas at a time. Results may indicate that painting is not required. Damage to the surface such as holes, punctures, or splits must be corrected prior to painting. Repairs to large areas to be painted should be coordinated with the Head, Maintenance Branch, Facilities Division, in advance of self-help. Apply paint to dry surfaces only and ensure the surface remains dry for at least 4 hours after application. Self-help paint projects will be coordinated and inspected by the Maintenance Liaison NCO.

(4) Concrete surfaces on steps, slabs, buildings, curbs, etc., should not to be painted. Sign posts are constructed of treated lumber and will NOT be painted.

2. Electrical/Mechanical Work

a. Electrical. Electrical maintenance is limited to relamping standard bulb fixtures and fluorescent tubes and cleaning/replacing globes and reflectors. All other electrical system repairs and replacements will be made by Maintenance Branch personnel. Incandescent lamps (up to and including 200 watt and spotlights) and fluorescent tubes should be purchased by the organization. The largest size lamp that can be safely used in standard sockets is 200 watts. Do not use a size larger than specified on the socket base. Under no circumstances should lamps be used which are too large to permit easy replacement of the globe. Do not handle globes more often than necessary. Avoid cleaning hot globes, shades, and

reflectors with damp cloths. When replacing globes, turn off light until cool. Resetting circuit breakers and replacing fuses may be accomplished by self-help. Repeated tripping of breakers or blowing of fuses indicates an electrical problem that requires Maintenance Branch personnel. DO NOT BYPASS CIRCUIT PROTECTION WITH "JUMPERS" OR METAL CONNECTORS OR SECURE CIRCUIT BREAKERS IN THE CLOSED POSITION. Extension cords and multiple connector male plugs may be hazardous and should never be left unattended. Extension/spliced cords will not be fabricated by Maintenance Branch personnel. Organizations will ensure that cleared areas are maintained in front of all electrical panels to provide accessibility and eliminate fire/safety hazards. Electrical conduit will not be used to support hanging decorations, clothing, or other material. Installations, modifications, alterations, or additions to any electrical system will be accomplished ONLY by the Head, Maintenance Branch, Facilities Division. Base Safety or Fire Department inspections that identify electrical problems will be reported by the organization to the Head, Maintenance Branch, Facilities Division, for corrective action. The NAVFAC Form 9-11014/20 will include a copy of the applicable inspection report.

b. Heating. Organizations are responsible for the care and cleaning of space heaters. Maintenance on steam, hot water, forced air and gas heating systems will be accomplished by Maintenance Branch personnel.

c. Plumbing. Self-help plumbing is encouraged for removal of stoppages in toilet bowls, removal of stoppages in lavatories (excluding removing traps), and cleaning, adjusting, and replacing shower heads.

3. Roads and Grounds. Each organizational commander is responsible for the general care and police of assigned facilities. Area commanders are responsible for exterior police per MCBO 11104.1. Vehicles and equipment will be operated in such a manner as to preclude damage to roads, road shoulders, grass areas, drainage systems, sewer mains, water mains, communication cables, and overhead electrical and telephone lines. Should damage occur to the above systems, the Head, Maintenance Branch, Facilities Division, will be notified immediately at extension 4-2072/2073. Prior to digging or driving posts or pilings in any inhabited or improved area or along any road, a request to locate utilities will be submitted to the Head, Maintenance Branch, Facilities Division per chapter 3. Landscaping and beautification projects accomplished by self-help will be properly maintained by the organization, i.e., watering new shrubs, plants, flowers, trees, etc.; weeding; mulching; trimming bushes and trees up to 10 feet; and fertilizing.

5004. SELF-HELP LIMITATIONS. The following tasks will not normally be approved for self-help projects:

1. Structural

- a. Painting of concrete facilities.
- b. Painting of shower floors.
- c. Painting the exterior of facilities.
- d. Painting of information on buildings.
- e. Replacement of windows and doors.
- f. Installation of window air conditioners.
- g. Minor construction, e.g., the installation of walls, partitions, fencing, doors, etc.

2. Electrical/Mechanical

- a. Rewiring or installation of electrical fixtures.
- b. Installation of receptacles, light fixtures, or toggle switches.
- c. Repair to electrical systems.
- d. Replacement of commodes, valves, or urinals.
- e. Installation or removal of plumbing fixtures.

3. Roads and Grounds

- a. Cutting of trees.
- b. Altering existing ground contours.
- c. Removing soil next to sidewalks, curbing, etc., as a method of edging. (This practice creates a tripping hazard and promotes erosion and eventually will cause the sidewalk to fail structurally.)

FACILITIES MAINTENANCE MANUAL

APPENDIX A

DEFINITIONS

1. BACKLOG OF MAINTENANCE AND REPAIR. End of fiscal year measurement of maintenance and repair work remaining as a firm requirement of the annual plan but which lack of resources prohibit accomplishment in that fiscal year.
2. CONSTRUCTION (NEW WORK). The erection, installation, or assembly of a new facility; the addition, improvement, alteration, expansion, or extension of an existing facility; the conversion or replacement of an existing facility; the relocation of a facility from one location to another, including equipment installed in and made a part thereof; and related site preparation, excavation, filling, and landscaping, or land improvements.
3. CONTROL 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 inspections generally pertain to electrical, mechanical, and structural features.
4. CRISIS. A sudden and unforeseeable occurrence or condition, either as to its onset or as to its extent, of such disastrous severity or magnitude that Base intervention beyond normal activities, State and local governments in assisting this Base, or in the event assistance is required from this Base. Also see paragraph 4007.
5. CRISIS MANAGEMENT. The planned response of this Base to contain a crisis situation and minimize the loss of life and property and to provide crisis recovery assistance and limit residual effects of a crisis situation. Also see paragraph 4007.
6. 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.
7. CYCLIC MAINTENANCE. A recurring minor structural, electrical, or mechanical repair to high-use structures; e.g., barracks, administrative buildings, etc. The work is authorized by a standing job order which specifies work center tasks by type and optimum *time* variables within a 30-minute maximum range per task. The work scope is limited to that which can be accomplished with simple hand tools. Examples are tightening hinges, replacing faucet washers and shower heads, and repairing electrical switches.
- a. EMERGENCY WORK. Work requiring immediate action to correct or prevent loss or damage to government property, restore disrupted essential services, or eliminate hazards to personnel or property.

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9. EQUIPMENT INSTALLATION. The installation of equipment that is engineered and built into or affixed as a part of the facility and is an integral part of the facility. Excluded from this category is portable or easily detachable equipment such as plug-in equipment, furniture, etc. That type of equipment is classified as organizational personal property.

10. ESTIMATE. The informed analysis of all known and probable elements of a proposed job and the forecast of personnel, materials, and related items needed to perform the job.

11. FACILITY. A separate, individual building, structure, or other item of real property improvement which is subject to reporting under DOD real property inventory.

12. INSTALLED EQUIPMENT. (Not to be confused with "Equipment Installation.") Items of equipment that are attached to or an integral part of a facility. Sometimes called "built-in equipment," these are accessory equipment and furnishings designed into, affixed to, and required for the operation of the facility. Equipment of this category are considered part of the real property.

a. Typical Examples Are:

- (1) Venetian blinds and shades.
- (2) Elevators.
- (3) Fire and intrusion alarm systems.
- (4) Heating, ventilating, and air conditioning installations.
- (5) Electric generators, water coolers, and auxiliary gear.
- (6) Hoods and vents.
- (7) Walk-in refrigerators.
- (8) Chapel pews, pulpits, theater seats.

b. Some Exclusions Are:

- (1) Loose furniture, furnishings, and rugs.
- (2) Filing cabinets and portable safes.
- (3) Portable office machines.
- (4) Portable food preparation and serving equipment, including appliances.
- (5) Training aids and equipment, including simulators.

FACILITIES MAINTENANCE MANUAL

(6) Shop and Automated Data Processing (ADP) equipment.

(7) Any operational equipment for which installation, mounting, and connections are provided in building design and which are detachable without damage to the building or equipment.

13. JOB ORDER. A document issued to authorize and specify work to be accomplished under a coded numbering system. It is used to identify the various segments of an allotment or order and related accounting classifications in order to collect costs for the work authorized. Job planning and estimating in the document should be detailed and complete.

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

15. MILITARY CONSTRUCTION (MILCON). New construction projects estimated to cost in excess of \$300,000. Such projects are submitted by this Base to the CMC for approval and appropriate funding. There is a normal leadtime of 3 to 5 years between submission and funding of MILCON Projects, even for projects previously incorporated in the Base Master Plan.

16. 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 such work authorized to be accomplished with operations and maintenance funds.

17. REAL PROPERTY MAINTENANCE ACTIVITIES. The various functions for the 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. This specifically includes maintenance and repair of all buildings, grounds, paved surfaces, utilities including utilities purchases; and other engineering support services, such as maintenance and public works administration and engineering, custodial, entomology, refuse collection and disposal, fire protection, and environmental control. The term "activity" in this context refers to a function or operation rather than the general Marine Corps inference of an organizational entity.

18. RECYCLABLE MATERIALS. Materials normally discarded (i.e., scrap and waste) which may be reused after physical or chemical reprocessing. Recyclable materials do not include precious metal bearing scrap or items which may be used again for their original purposes/functions without special processing; e.g., used vehicles, vehicle/machine parts, bottles (not scrap glass), electrical components, and unopened containers of unused oil/solvent. Recyclable materials also do not include ships, planes, weapons, or any discarded material which must undergo demilitarization prior to sale.

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19. REIMBURSABLE WORK. Work performed for tenant activities and for customers funded by other than Operations and Maintenance, Marine Corps is considered reimbursable work. For example, the work may be performed for family housing; other military services; Morale, Welfare and Recreation activities; and private parties including concessionaires, contractors, and tenants of rental housing.

20. REPAIR. The restoration of a facility to such a condition that it may be effectively used for its designated purposes 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.

21. REPLACEMENT. A complete reconstruction of a real property facility destroyed or damaged beyond the point at which it may be economically repaired. Prefabricated structures may be utilized in lieu of reconstruction when cost-effective.

22. SELF-HELP. Maintenance, repair, and minor construction work of a limited nature performed by tenant personnel. Such work is limited to that which a homeowner might accomplish to their own dwelling. The types of tasks are those which require minimum craft skills and simple handtools.

23. SERVICE WORK. Work which is relatively minor in scope, not emergency work by nature, normally estimated to require 40 hours or less to accomplish. Service work is authorized by an emergency or service work authorization on a locally prescribed form.

24. SPECIFIC JOB ORDER. A specific job order will be issued to authorize each single undertaking for which a starting and ending date can be determined and for which separate cost data are required. The scope of the job must exceed the limitations of emergency/ticket work described in paragraph 3002.

25. STANDING JOB ORDER. A work authorization issued to provide the performance of work of a highly repetitive nature and for which accumulated costs for a specified period, usually 1 fiscal year, are desired.

26. TROOP TRAINING. Troop training is described as the accomplishment of maintenance, repair, or new work by a military troop unit. Troop training projects may be authorized when either or both of the following conditions exist:

a. Training. The project will clearly contribute to the training of the military unit for performing its wartime mission. For approval, the scope of work must be within the capability of the military unit to be utilized. Qualified civilian workers and supervisors may be minimally utilized to assist in approved projects.

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b. Security. The project is restricted by security so that the accomplishment by civilian maintenance forces or contractors is not practical or within time constraints.

27. WORK CENTER. A component of the Maintenance Branch Organization identified by trade or type of work performed.

28. WORK REQUEST. NAVFAC Form 9-11014/20 (Maintenance Management) used to request the Head, Maintenance Branch, Facilities Division, to perform work or to prepare a cost estimate for specified work.

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APPENDIX B

ACTIVITY HEADS AUTHORIZED TO SUBMIT WORK REQUESTS

<u>UNIT CODE</u>	<u>UNIT NAME</u>	<u>BLDG#</u>	<u>PHONE#</u>
AD	AUDIT SERVICE	3099	2016
AF	MARINE CORPS AIR FACILITY	2100	2550
BH	BACHELOR HOUSING	3078	3149
BN	SUPPORT BATTALION, THE BASIC SCHOOL	24115	5200
BS	THE BASIC SCHOOL	24164	5317
CD	MARINE CORPS COMPUTER AND TELECOMMUNICATIONS ACTIVITY	3255	2580
CG	MARATHON	3035	2720
CH	BASE CHAPLAIN	3098	2131
CM	COMMISSARY	3400	2476
CP	COMPTROLLER DIVISION	3250	3285
cs	COALITION AND SPECIAL WARFARE DIVISION	3094	4775
cu	MCB FEDERAL CREDIT UNION	2015	7181
CV	CIVILIAN HUMAN RESOURCES OFFICE - QUANTICO	2004	2368
cw	CIVILIAN RECREATION AND WELFARE ASSOCIATION (CRWA)	3252	2088
DI	COMMUNICATION ELECTRONICS DIVISION	3095	2010
DN	DENTAL CLINIC	2004	2801
DP	DEFENSE PROPERTY	27005	5397
DQ	MORALE, WELFARE AND RECREATION DIVISION	3044	3800
DS	QUANTICO DEPENDENTS SCHOOL SYSTEM	3307	2319
ED	TRAINING AND EDUCATION DIVISION	2008	4240
FB	FBI ACADEMY	1	6131
FD	MCB FIRE DEPARTMENT	2045	2636
FH	FAMILY HOUSING BRANCH	3049	2739
FP	DEFENSE PRINTING SERVICE DETACHMENT OFFICE	1001	2207
FS	FOOD SERVICE BRANCH	2011	3497
HB	HEADQUARTERS AND SERVICE BATTALION	2006	4447
MA	MARINE CORPS ASSOCIATION	715	6161
MC	MARINE CORPS SYSTEMS COMMAND	2033	2034
MG	MARINE SECURITY GUARD BATTALION	2007	3165
ML	MATERIEL BRANCH	2010	2734
MM	MARINE CORPS AIR-GROUND MUSEUM	2014	2606
MP	MANPOWER DIVISION	3250	2181
MT	MARINE CORPS OPERATIONAL TEST AND EVALUATION ACTIVITY	3035	3141
MU	MARINE CORPS UNIVERSITY	2076	4029
Mw	MORALE, WELFARE AND RECREATION SUPPORT ACTIVITY	2112	2454
NH	NAVAL MEDICAL CLINIC	2200	2524
NR	NATURAL RESOURCES AND ENVIRONMENTAL AFFAIRS BRANCH	3040	4030

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OC	OFFICER CANDIDATES SCHOOL	2189	2935
PW	PUBLIC WORKS BRANCH	2004	2020
RA	RESERVE AFFAIRS DIVISION	3035	2127
RD	REQUIREMENTS DIVISION	2042	2283
RO	OPERATIONS DIVISION	3250	2860
SB	SECURITY BATTALION	2043	3191
SD	STUDIES AND ANALYSIS DIVISION	3093	3546
SP	SUPPORT BRANCH	2013	2900
TR	TRAFFIC MANAGEMENT OFFICE	2043	2257
TS	TRAINING SUPPORT	2009	2381
UN	AFGE (UNION)	1002	7217
VN	VETERINARY	PP1	2770
WC	FOURTH LIGHT ARMORED RECONNAISSANCE BATTALION	26102	2798
WT	WEAPONS TRAINING BATTALION	27212	5248

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APPENDIX C

LISTING OF AUXILIARY GENERATORS

<u>LOCATION</u>	<u>BLDG</u>	<u>KW</u>	<u>FUEL CAP</u>	<u>FUEL HOUR</u>	<u>REFUEL</u>	<u>FUEL TYPE</u>
CONSTRUCTION EQUIPMENT REPAIR	27054	100	100	16	12	DIESEL
RIFLE RANGE SEWAGE	27229	125	550	80	24	"
RIFLE RANGE BUTT	27207	30	275	40	24	"
UPSHUR SEWAGE	2666	100	1000	80	24	"
BARRETT WATER WORKS	24150	100	275	40	24	"
UPSHUR WATER WORKS	2637	60	275	40	24	"
BARRETT HEAT PLANT	24162	100	275	40	24	"
TBS DENTAL CLINIC	24008	180	1000	80	24	"
GUAD MAINTENANCE	27001	25	250	8	24	"
FUEL FARM	27263	200	275	40	24	"
FIRE STATION	27400	30	550	80	24	"
PROVOST MARSHALL OFFICE	2043	30	275	40	24	"
LYMAN PARK	3950	150	100	24	12	"
THOMASON PARK	2995	100	275	40	24	"
LIVERSEDGE HALL	15	75	275	40	24	"
CHAMBERLAIN VILLAGE	3201	100	100	16	12	"
SUGAR LOAF HILL	2117	25	275	40	24	"
MAINTENANCE DIVISION	3252	100	275	40	24	"
MARINE CORPS EXCHANGE	3500	17.5	275	40	24	"
CINDER CITY	2038	150	275	40	24	"
OLD COMMISSARY	2819	50	275	40	24	"
WATER TREATMENT PLANT	660	300	1000	80	24	"
POST WATER WORKS	1303	300	275	40	24	"
CENTRAL HEAT PLANT	2012	300	275	40	24	"
LEJEUNE HALL	3250	100	275	40	24	"
HOCHMUTH HALL	2033	300	275	40	24	"
NEW AWT	659	100	1000	80	24	"
NEW POST WATER WORKS	1304	65	125	24	12	"
MCAF SEWAGE	2818	155	275	40	24	"
MCAF CRASHBOAT	2172	45	275	40	24	"
BROWN FIELD	5121	90	275	40	24	"
MCAF HEAT PLANT	2113	100	275	40	24	"
BRIG	3247	350	1000	80	24	"
LARSON GYM	2112	30	150	40	24	"
MCAF TOWER	5109	200	500	40	24	"
RADAR SITE		60				"
CRASH CREW	5156	30	275	40	24	"
USNH SEWAGE	2218	15	275	40	24	"
LUCAS HALL	3104	30	275	40	24	"
U.S. NAVAL HOSPITAL HEAT PLANT	2201	150	275	40	24	"
USNHICU ROOM	2200	100	1000	80	24	"
USNH OPERATION	2200	350	1000	80	24	"
MANN HALL	2004	100	275	40	24	"

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STANBYMEP 006	3252	60	80	16	12	DIESEL
OLD MORGUE	2204	75	150	40	24	"
USNH GATE	2047	150	275	40	24	"
TBS HEYWOOD HALL	24164	15			24	PROPANE GAS