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Civil Engineering

REAL PROPERTY BUILDING MANAGERS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 32-90, *Real Property Management*. It establishes requirements, responsibilities, and procedures for Real Property Building Managers. It applies to all Real Property Building Managers and includes instructions for their assignment, relief from, periodic orientation, energy conservation and other items as deem necessary. For the purpose of this instruction, Real Property Building Managers are referred to as Building Managers throughout.

SUMMARY OF REVISIONS

This revision incorporates procedures formerly in 439 AWR 87-2, *Real Property Building Managers*; eliminates the requirement for a letter to be sent to the Fire Department for non-government owned appliances (paragraph 3c(2)); and includes the use of 439 AW Form 10, **Appointment of Building Manager/Alternate**, for their appointment (paragraph 2.2 and 4). A (I) indicates revision from the previous edition.

1. Real Property Officer. The Real Property Officer is the focal point and administers the Building Manager Program. They also assign all buildings and facilities to using organizations as approved by the Facilities Board.

2. Assignment:

2.1. The organizational commander designates a primary and alternate Building Manager for each facility assigned to the organization. In multi-purpose buildings, the major user is assigned as the primary manager. The other users are assigned as alternates. The alternates report problems within their area to the primary manager.

2.2. The Real Property Officer receives a 439 AW Form 10 for each facility and annotates changes as they occur. All changes must be made within 10 working days before desired change date. Building Managers clear through the Real Property Office prior to departing from the installation.

3. Responsibilities. Building Managers serve in an administrative and advisory capacity with the following responsibilities and duties:

3.1. Building Care.

3.1.1. Ensures the building users do not alter, adjust, repair, or replace installed real property equipment such as air conditioning, heating, ventilation systems, lighting, plumbing, etc. If there is intentional damage and/or theft to a building or real property equipment, the Security Police and Real Property Officer are notified and complete DD Form 200, **Report of Survey**.

3.1.2. Inspects custodial services and reports unsatisfactory work to the Civil Engineering Quality Assurance Evaluator.

3.1.3. Accompanies Civil Engineering personnel during facility inspections. The purpose of this inspection is to check the condition of the utilities, floors, support structure or various areas of the building.

3.2. Facilities Utilization Requirements. Any proposed change in the use of the building space by an organization is initiated by the organization commander, coordinated through Real Property, and approved by the Base Facilities Board before the actual change can be made in the use of space.

3.3. Facility Maintenance:

3.3.1. Reports emergency or urgent work to Civil Engineer Service call section immediately. An emergency condition is detrimental to the overall mission and always includes, but is not limited to, failure of any utility, fire protection, environmental control or security alarm system.

3.3.2. AF Form 332, **Base Civil Engineer Work Request**, is used to request routine maintenance and repair work to preserve or restore an existing facility such as repainting, replacing floor tile, or light fixtures, etc., or to request new construction work including building and entire new building, or modifying, addition to, or otherwise altering the existing facility. All self-help projects identified on AF Form 332 must be approved prior to accomplishing the work.

3.3.3. Ensures Civil Engineering work force has access to areas that are required to have work performed during normal duty hours. This is a required coordination between the Building Manager and Civil Engineer. Also ensure access to areas required to have custodial service.

3.3.4. Maintains a record of all work requested through Civil Engineering on a Building Manager's Log to monitor the work and follow-ups. AF Form 3131, **General Purpose**, may be used for this purpose as shown in Attachment 1. Records must be maintained to ensure Civil Engineering has a chronological history of the facility. They provide trends in maintenance and repair requirements and identify potential problem areas so that Civil Engineering can correct them before they become major problems.

3.4. Utilities Management. Building Managers are responsible for energy management and conservation within their facility.

3.5. Fire Protection. Building Managers are responsible for the fire safe condition of the facility. Accompanies the Fire Inspector during scheduled fire prevention inspections.

3.6. Building Security. Establishes standard procedures to ensure the facility is secure from illegal entry at all times. Double checks all doors and windows during the closing procedures and ensures all

locking devices are in good working order. Rules for opening and closing a facility are established and posted.

3.7. Building Manager Meetings. All Building Managers must attend a Building Manager meeting when called by the Real Property Officer.

| 4. Forms Prescribed. 439 AW Form 10.

JAMES P. CZEKANSKI, Colonel, USAFR
Commander

Attachment 1

SAMPLE OF BUILDING MANAGER LOG

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000 1034-121		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO.
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION 439 AIRLIFT WING/FMF WESTOVER ARB MA 01022-1770			DATE VOUCHER PREPARED DATE		SCHEDULE NO.	
PAYEE'S NAME AND ADDRESS AMERICAN EXPRESS GOVERNMENT SERVICES ATTN: TMS 3783-904743-01008 SUITE 0005 CHICAGO IL 60279-0005			CONTRACT NUMBER AND DATE Govt Travel Account No.		PAID BY	
			REQUISITION NUMBER AND DATE			
			DATE INVOICE RECEIVED		Date below is stamped on invoice receipt in your office.	
			DISCOUNT TERMS Net			
SHIPPED FROM TO WEIGHT			PAYEE'S ACCOUNT NUMBER 3783-904743-01008		GOVERNMENT B/L NUMBER N/A	
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</i>	QUAN-TITY	UNIT PRICE		AMOUNT (1)
				COST	PER	
Ticket No. from American Express Invoice	Taken from Charge Slip	Payment of Government Travel Account per attached invoice Quantity & Cost is N/A. Amount is taken from Invoice/Statement. Total and Amount Verified are the same as Amount.				
(Use continuation sheets) if necessary (Payee must NOT use the space below) TOTAL						
PAYMENT: <input type="checkbox"/> PROVISIONAL <input checked="" type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR Amt Verified = \$	EXCHANGE RATE = \$1.00	DIFFERENCES		
		BY 2 Signed by OG/CC or OSS/CC	Amount verified: correct for			
		TITLE	(Signature or initials)			
		Signature of preparer				
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.						
(Date)		(Authorized Certifying Officer) 2		(Title)		
ACCOUNTING CLASSIFICATION						
PAID BY	CHECK NUMBER	ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER	ON (Name of bank)	
	CASH	DATE		PAYEE 3		
1 When stated in foreign currency, insert name of currency.			PER			
2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.			TITLE			
3 When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.						

Previous edition usable.

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.