

**23 January 1998**

**Civil Engineering**

**BUILDING CUSTODIAN PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 32-10, *Installations and Facilities*. Provides procedures and responsibilities for the 926 FW Building Custodian Program. It applies to all personnel designated as building custodians.

**SUMMARY OF REVISIONS**

This revision corrects the series number and updates the text, language, and format in the publication. A (I) indicates revisions from the previous edition.

**1. Responsibilities** . This program has five areas of responsibility: building maintenance coordination with Navy Public Works, fire prevention, monitoring of janitorial performance, energy conservation, and building security.

**2. Maintenance Representative** . The 926 FW designates Building Custodians, one Primary Representative and one Alternate for each major building in accordance with NAS NOLA INST 11014.1E. These representatives are authorized to originate service and emergency calls and to maintain contact with the Maintenance Engineering Division of Navy Public Works Department. Building custodians:

- 2.1. Periodically inspect their buildings to determine the need for repairs, maintenance or alterations.
- 2.2. Receive requests for repairs, maintenance or alterations from sections within their buildings.
- 2.3. Make service and emergency calls to Navy Public Works. Send complete work requests to the 926 FW Civil Engineer on AF Form 332 with necessary attachments. This includes self-help projects.
  - 2.3.1. Service and Emergency Calls. These calls are used for work that is estimated to need less than 16 man hours and less than \$1000.00 in material costs, and for emergencies. They are made by telephone call direct to the Navy Public Works trouble desk. The trouble desk requires the

building number, room number, a brief explanation of the work required, and your name and telephone number. Maintain a service call log. The log should list, as a minimum, the date trouble was reported, a description of the trouble reported, and the date the work was completed. Service calls are left in a tape answer machine at 8-3529. Emergency calls are handled in person 8-3276.

2.3.2. Work Request. The work request is used for work that is estimated to take more than 16 man hours or more than \$1000.00 in material costs to accomplished. They are made by sending a completed AF Form 332 to the 926 FW Civil Engineer who will send NAVFAC 9-11-14/20 (Work Request) to the Navy Public Works for a cost estimate or performance of work. A work request with a cost estimate exceeding 926 FW funding approval is sent to AFRES/CE for approval or approval and funding using DD Form 1391, Military Construction Project Data.

2.4. Maintenance will process work requests through the 926 FW Maintenance Squadron (MXS)/ Plans and Mobility Flight (LGLX) Office.

**3. Fire Warden .** The 926 FW is responsible for and must ensure sound fire prevention procedures are established and used in each building under our jurisdiction, as required by AFI 32-2001, *Fire Protection Operations and Fire Prevention Program*, and NAS NOLA INST 11320.3D. To ensure this program is effective each assigned Building Custodian:

3.1. Makes periodic inspections of their building to ensure work areas are free of fire hazards. Take necessary action to correct deficiencies using our own resources where possible.

3.2. Advises the Navy Fire Department of any fire hazards, which cannot be corrected by our personnel.

3.3. Informs the 926 FW/SEG of any fire extinguishers discharged, damaged, or overdue an inspection, or of an installed fire protection system that may have been damaged by contact or otherwise.

3.4. Ensures personnel in their building know how to report a fire, set off the fire alarm, evacuate the building, safeguard classified information, administer first aid, and perform fire fighting through use of fire hoses and fire extinguishers.

3.5. Accompanies the Navy Fire Inspector on scheduled fire prevention inspections and takes immediate corrective action on any fire hazards. Arranges access for the Fire Inspector into secured areas.

3.6. Attends fire prevention classes conducted by the Navy Fire Department and schedules briefings for all personnel in their building by the Navy Fire Department semiannually.

3.7. For additional guidance refer to AFI 32-2001, *Fire Protection Operations and Fire Prevention Program* and NAS NOLA INST 11320.3D, *Station Fire Regulation*.

**4. Janitorial Monitor .** Monitor this service to ensure satisfactory performance. Building Custodians:

4.1. Must be familiar with the maintenance worker's responsibilities and scheduled janitorial duties.

4.2. Monitor maintenance worker's performance in regard to proper procedures and frequencies.

4.3. Notify the Operations Supervisor of any unsatisfactory work.

4.4. Determine the requirements for janitorial supplies such as soap, toilet paper, towels, etc. available from Base Supply, and ensure the building has sufficient stock on hand for use and issue by the maintenance workers.

**5. Direct Contact** . Building custodians are authorized to make direct contact with Navy Public Works, Navy Fire Department, and the Operations Supervisor. The 926 FW Civil Engineer may be contacted for any Navy Public Works problem, and when not available, contact may be made through the 926 CES Assistant. 926 MXS personnel should request all maintenance work requests through 926 MXS/LGLX. These procedures ensure accurate record keeping of maintenance requests to the Navy Public Works Department.

**6. Energy Conservation** . Building Custodians serve as the point of contact for energy conservation programs and information. They ensure all agencies within the building are aware of the latest conservation programs and adhere to all conservation plans.

**7. Building Security** . Building Custodians should refer to 926 TFG OPLAN 125-37 for their duties and responsibilities concerning building security.

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