Foreword

Real property is often the single most expensive asset of any organization when considering not only construction costs, but also maintenance, repair, services and utility costs. Proper management of facilities is important for mission functionality, quality of life and unit pride. The Facility Manager (FM) is the primary link between their unit and the Directorate of Public Works (DPW). They help ensure their facilities are properly maintained through protecting and optimizing assets assigned to the organization, following protocols for repairs and maintenance of facilities, actively promoting energy, water and waste reduction efforts and remaining vigilant to ensure facilities are safe. Facility Managers' support role in properly maintaining facilities is vital to saving dollars and to ensuring DPW services and resources are available to the Fort Carson community.

The Fort Carson DPW prepared the FM Standard Operating Procedure (SOP) as a resource for military units and civilian organizations in order to carry out FM responsibilities in their assigned buildings.

For more information about the FM SOP, contact the DPW Operations and Maintenance Division by calling 526-4320.

BRIAN K. WORTINGER
COL, AR
Garrison Commander
1. INTRODUCTION

a. REFERENCES:

(1) Army Regulation 200-1, Environmental Protection and Enhancement, 13 December 2007

(2) Army Regulation 420-1, Army Facilities Management, Rapid Action Revision 24 August 2012

(3) Army Regulation 735-5, Property Accountability Policies, 9 November 2016

(4) Fort Carson Regulation 200-1, Environmental Protection and Enhancement, 1 February 2013

(5) Executive Order 13834, Efficient Federal Operations, 17 May 2018

(6) Command Energy, Water and Waste Policy, FY20/FY21

(7) Fort Carson Installation Design Guide, 24 August 2015

b. PURPOSE: This SOP is designed as a tool to assist 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 facility needs and what resources and assistance the DPW provides.

c. APPLICABILITY: This SOP is applicable to all units, directorates and activities assigned to, attached to or under the operational control of Fort Carson, Colorado. All usages of the term "DPW" refer to the Fort Carson Directorate of Public Works.
d. **RESPONSIBILITIES:** The DPW is the proponent for the update and distribution of the FM SOP to Installation FMs and other individuals assigned to support facility management on Fort Carson.

e. **INTENT:** The FM Program is intended to provide a single POC on behalf of a unit or organization. The Facility Management Class offered by DPW equips authorized FM representatives with clear procedures regarding building maintenance and responsibilities for supporting 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 Carson. **Appendix A**, Fort Carson Facility Management Responsibilities Matrix, provides an outline of what responsibilities fall under the FM, the unit/activity and the DPW.

## 2. FACILITY MANAGER SELECTION

a. Brigade and tenant commanders will ensure there are assigned, trained FMs in their unit buildings. They will also ensure an S-4 FM is designated to serve as a higher headquarters level POC for the Directorate of Public Works (DPW) on critical issues relating to Brigade/Tenant facilities, such as required utility outages and access to barracks for DPW work completion.

b. Directors will assign FMs to provide oversight of their civilian facilities and serve as a liaison with the DPW on critical issues relating to their buildings.

c. All FMs must meet the following criteria:

   (1) Must be assigned in accordance with additional duty appointment orders by the unit commander or director.

   (2) Must be a SGT (or E-4 Promotable), civilian equivalent or above.

   (3) Must complete the DPW Facility Management Class training assigned through the Directorate of Plans, Training, Mobilization and Security (DPTMS) Individual Military Training. For information about attending the training, **see Appendix F**.

   (4) Facility Managers must attend the DPW Fort Carson Facility Manager Refresher Training annually. The training is held in the fall and spring every year.

d. Multi-occupant unit and civilian facilities: In facilities in which more than one unit or civilian organization resides, the FM will be assigned by the majority unit/tenant.

## 3. 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) Assist with facility data used for the Installation Status Report (ISR). The DPW inspection of a facility must be conducted by the FM and/or an ISR-trained individual.
(3) When required by the 4th Infantry Division Command, act as the POC for the unit Organizational Inspection Program (OIP), by providing records of their facility maintenance and energy, water and waste inspections and taking corrective actions noted during an OIP. (See Appendix D for the Facility Maintenance Checklist and see Appendix E for the Facility Energy Conservation Checklist.)

(4) Provide current FM information to the DPW Facility Management Program POC at 526-4320 to update the Fort Carson 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 (Appendix D) for conducting the inspections.

(2) Submit service orders for maintenance or repair beyond the capabilities of the unit-level personnel to the DPW operations and maintenance (O&M) contractor in a timely fashion to prevent major repairs being required later.

(3) Keep a log of all submitted service orders to confirm completion and identify trends.

(4) Submit requests for self-help repairs or project supplies through the process outlined in the Self-help Program section.

(5) Ensure facility assignments and terminations are processed correctly. For an overview of the facility assignments and terminations process, see Appendix G.

(6) Notify facility occupants of poor housekeeping and ensure corrective action is accomplished by using the Facility Maintenance Checklist, Appendix D. Brief facility users on their collective responsibility for care, custody and protection of facility.

(7) Ensure that facility users do not perform unauthorized work on, alter, move or remove: water, heating, lighting, ventilation, air conditioning, plumbing systems or fixtures or other real property installed equipment.

(8) 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.

(9) Obtain an approved work request, DA Form 4283 (Facilities Engineering Work Request), through the DPW Business Operation and Integration Division (BOID) Work Management Branch at 526-2900 before undertaking work to alter, remodel, expand or remove buildings and structures.

(10) 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 pipe freeze damage and vandalism. Damage or loss may result in financial liability investigation and assessment of liability against individuals or units/organizations.

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 Carson energy and water goals. (See Section 8 Energy and Water Conservation for specific responsibilities.)

(2) Ensure organization is complying with applicable Command Energy, Water and Waste Policy requirements and is taking a proactive approach to energy and water conservation. 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.

(3) Serve as the single point of contact for energy and water conservation matters for the organization. Communicate facility issues with the DPW and unit/civilian leadership.

(4) Conduct recommended energy inspections twice a month in occupied buildings and monthly in unoccupied buildings using the Fort Carson Facility Energy Conservation Checklist (see Appendix E). FMs should maintain their checklists for one year to keep a history of the building’s energy efficiency status and note corrective actions. Initiate and follow up on corrective actions to the facility, and initiate service orders by calling 526-5345.

d. The FM provides recycling oversight within their building footprint. The FM is responsible for the following recycling responsibilities:

   (1) Provide oversight of the building occupants meeting recycle objectives and taking a proactive approach to educating building occupants on how they will support the Fort Carson waste goal. (See Section 9 Recycling.)

   (2) Develop a unit-specific Recycling Program SOP tailored to their organization for the management of recyclable materials. The SOP will establish unit responsibilities to take recyclables from the facility recycling containers to the dumpsters. (See Section 9 Recycling as a reference for unit recycle SOP development.)

   (3) Coordinate and communicate with DPW Recycle Program staff at (719) 491-0218 to obtain recycling containers and establish collection points near their facilities based on specific needs. Contact the Recycle Program staff with questions and concerns.

   (4) Call the DPW Recycle Program staff if any outside container in the area requires immediate servicing. Ensure recycle containers are maintained and free of contamination within their area of responsibility.

4. BARRACKS MANAGEMENT

a. Under the Army Barracks Management Program (ABMP), military units are responsible for overseeing barracks. Barracks are some of the most important facilities as they are home to single Soldiers living on Fort Carson. For single Soldier quality of life, it is essential leaders assign and send a representative(s) to the DPW Facility Management Class (see Appendix F) so they can serve as barracks FMs for their unit. Larger units may want to send more representatives to training.

b. The Enterprise Military Housing (eMH) computer system provides reports for military leaders with real-time data about where their Soldiers live, where their barracks assets are, which rooms are vacant or occupied, maintenance requirements/history and a record of all inspections performed and by whom. First sergeants should find this eMH data base of great value. FMs will normally not be provided eMH access; however, if they require an eMH Building Managers Report, they can request one from their first sergeant or supply sergeant.
c. For general information about keys, see Page 19 of the [DPW Programs and Services](#) section.

d. A barracks furnishings and appliance exchange process was established to support Soldiers living in barracks. The exchange process is as follows:

   (1) Only personnel on the units/company signature card (usually the supply sergeant or barracks FM) are allowed to exchange and receive furnishings and appliances. Soldiers not on a signature card will not be able to exchange or receive items.

   (2) For furniture and appliance exchanges, go to building 308 to conduct a one-for-one exchange (for normal wear and tear). For items that have been misused or abused, the unit will need to complete a Financial Liability Investigation of Property Loss (FLIPL) or a statement of charges on the Soldier in order to exchange the property.

   (3) Broken or unserviceable washers and dryers in laundry rooms and/or furnishings and appliances in Soldier’s rooms are the responsibility of the owning unit to exchange.

   (4) Soldiers licensed to drive a Transportation Motor Pool (TMP) vehicle can sign for the stake bed truck and dolly at building 308 to conduct laundry room appliance exchanges. Soldiers are not authorized to use personal vehicles or Light Medium Tactical Vehicles (LMTVs) for appliance exchanges. LMTVs are too high to lift a washer and dryer and could cause injury.

   (5) Units should call ahead to make appointments to exchange furnishings and appliances since there is only one stake bed truck for the warehouse. The unit can also go to TMP to sign out a stake bed truck through their S4/unit representative.

      i. The POCs for barracks furnishings and appliances are the unit’s supply sergeant or barracks FM.

      ii. The POC for supply sergeants and barracks FM is the DPW Housing Division Furnishings Management Officer, John Kimmerly (john.d.kimmerly.civ@mail.mil), who is located in building 308 inside the north entrance.

      iii. Hours of operation of the warehouse are 7:30 a.m. to 3:30 p.m., Monday through Friday. The warehouse is closed on federal holidays and weekends.

   (6) If there are barracks maintenance issues, Soldiers can call the DPW O&M contractor at 526-5345. Mounted microwaves and convection ovens and mounted stovetops are considered part of the facility and handled by the DPW O&M contractor, not the furnishings warehouse.

e. Pipe freeze prevention is a critical issue during winter, especially in barracks. Prior to the start of block leave periods, leaders, barracks FM and Soldiers need to ensure barracks windows are closed and that thermostats remain “on” and set at 60 degrees to avoid pipes from bursting and causing costly water damage.

5. Service Orders

Service orders are used for maintenance and repair of existing real property such as heating, ventilation and air conditioning (HVAC), windows, plumbing and electrical systems, elevator maintenance, carpentry and grounds. Service orders can be submitted by the FM or any other individual familiar with the problem.
a. Service orders are processed by the DPW’s O&M contractor by calling 526-5345. The office is staffed 24 hours a day, seven days a week.

b. When submitting a service order, provide the following information:

   (1) The name and phone number of a person familiar with the needed repairs.

   (2) The building number, unit/organization assigned to the facility and a brief description of the problem.

   (3) The mission impact of the issue.

c. Every service order is given a unique ticket number for reference. Service order priorities are assigned by assessing the information and potential mission impacts provided by the caller. (See service order priority levels listed on the next page.) Post a note with the service order number and date called in near the area of the repair needed.

d. Units may call the service order desk at any time to get an update on their service order request.

e. The maintenance and repair of personal property or unit/organization equipment is not covered by the DPW and is excluded from the O&M contract. (See Acronyms and Definitions Section for real property definition.)

f. Service order priorities:

   (1) 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. If there is a true emergency, including events like gas leaks, fires or flooding, call 911 first and then call in a service order.

   (2) 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, building air conditioning system failures or inoperable 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.

   (3) Priority 3 – Routine: Routine service orders do not meet the categories of emergency or urgent and cover 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 (night or weekend) and Occupational Safety and Health Administration regulations.
g. Common service order-related issues

<table>
<thead>
<tr>
<th>The following is a list of issues (and explanations) the DPW commonly encountered in facilities:</th>
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<tbody>
<tr>
<td><strong>Operation of heating/cooling systems:</strong> Some buildings on Fort Carson 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.</td>
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</table>

| **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 O&M 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. |

| **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. |

| **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. |

| **Windows/doors open during cooling season:** Leaving a window or door open and operating a fan in the early morning or late evening hours is an effective way to cool a facility. However, if windows and doors 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 doors after early morning or late evening hours. |

| **Windows/doors open during heating season:** Leaving windows or doors open during heating season wastes energy and can lead to pipes freezing and bursting during extreme temperature drops. Ensure windows and doors are closed in winter. |

| **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. |

| **Use of low-flow toilets:** Solid materials, such as paper towels and rags, 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. |

| **Use of waterless urinals:** Do not put any chemicals in waterless urinals as it can ruin the sealing liquid. To clean, spray and wipe down. |

| **Command Energy, Water and Waste Policy Compliance:** FMs can assist in ensuring building occupants follow the Fort Carson’s Command Energy, Water and Waste Policy. The contractor is frequently asked to turn on and adjust systems to temperatures that are not in line with the policy’s temperature guidelines and not allowed. |
6. **Work Requests**

A Facilities Engineering Work Request, DA Form 4283 ([See Appendix B](#)), 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 C](#) 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 ([See Appendix C](#) for flowchart of approval process and work prioritization.):

         * Contract

         * Self-help work

      ii. Staffs all work requests to the appropriate Installation organizations.

      iii. Approves (with delegated authority from the Garrison Commander) work requests.

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 work request-related information with the assigned unit/directorate/tenant representative to process work requests to ensure facility needs are met.

   1. Call the BOID Work Management Branch if there are questions in reference to verification of authorized representatives or procedural processes at 526-2900. (Work requests will not be accepted unless signed by unit/directorate/tenant authorized requestor.)

   2. Common work request projects include: painting, carpeting, landscaping, partitions, SIPR/NIPR (communication needs, usually require Network Enterprise Center [NEC] support), satellite installation and signage.

7. **Self-help Program**

The Self-help Program purpose is to allow units, directorates and tenants to conduct minor facility work enabling them to show pride in their buildings and maintain their areas of responsibility. Allowed work includes painting, installing bulletin boards (except in new buildings for the first year), securing safes, installing TVs, etc. All repair-related work, including, but not limited to, replacing aerators, tightening door hinges, replacing lightbulbs* and switch plate covers*, unplugging minor drains, etc., are to be called in as service orders to the O&M contractor. (*Note: Can also be accomplished through self-help efforts.*)
a. Self-help is a mechanism to accomplish minor work faster than through a contract and include the work outlined below:

<table>
<thead>
<tr>
<th>Self-help work NOT requiring a DA Form 4283</th>
<th>Self-help requiring a DA Form 4283</th>
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<tbody>
<tr>
<td>• Painting (touch up painting only)</td>
<td>• Painting (whole building)</td>
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<tr>
<td>• Mounting bulletin boards*</td>
<td>• Landscaping (without plants)</td>
</tr>
<tr>
<td>• Installing TVs</td>
<td>• SIPR/NIPR (requires NEC support)</td>
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<tr>
<td>• Moving modular furniture systems</td>
<td>• Any electrical work due to moving</td>
</tr>
<tr>
<td>• Lightbulb replacement (up to 8 feet in</td>
<td>furniture</td>
</tr>
<tr>
<td>height)</td>
<td>systems or equipment (ex. projectors</td>
</tr>
<tr>
<td>• Replacing light switch and electrical</td>
<td>or screens) requires a DA Form</td>
</tr>
<tr>
<td>outlet covers</td>
<td>4283 for a contracted electrician.**</td>
</tr>
</tbody>
</table>

* Mounting large bulletin boards, key boxes, etc., to walls in new buildings under warranty for the first year require a DA Form 4283.

** For Permission Only (FPO): Self-help work using a contracted vendor requires a DA Form 4283. FPO projects are unit funded.

Materials for self-help projects will be acquired through the Supply Warehouse run by the DPW O&M contractor in building 214. FMs, or designated self-help personnel, must attend the DPW Facility Management Class in order to conduct self-help projects. A DPW self-help card is issued after completion of the class, which is required to request materials from Supply Warehouse, building 214.

b. Supply Warehouse, building 214:

1. Minor routine repairs such as changing light bulbs, spot painting, etc., can be performed by the unit using materials acquired from the Supply Warehouse, building 214. There is no DA Form 4283 required.

2. Unit’s DA Form 1687 (Signature Card) and Assumption of Command Orders must be updated annually.

3. Process to request large quantities of 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 214. 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 DA Form 2765-1: name, rank, local phone number and Department of Defense Activity Address Code (DODAAC) number.

iv. Take the DA Form 2765-1 to the Directorate of Resource Management (DRM), building 1220, for financial approval and to the DPW, building 1219, room 105, for justification of allowed projects.

v. 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. If requesting large supply quantities, a Facilities Engineering Work Request, DA Form 4283, must be submitted for the project.

vi. Supplies must be picked up from the warehouse in a government vehicle.
c. Guidance for waterless urinals:

(1) Don’t put cleaning solutions into urinals. (Use only warm soapy water to clean the waterless urinal surfaces.)

(2) Don’t put chewing tobacco into urinals.

(3) Don’t pour chemicals into urinals.

(4) Don’t put coffee or grounds into urinals.

(5) Call in a service order to replace the urinal cartridge when blue sealant appears in the urinal, when it smells or when the drain becomes slow by calling 526-5345.

8. ENERGY AND WATER CONSERVATION

Energy and water conservation are key strategies in achieving Fort Carson’s energy and water objectives. Energy resiliency means boosting the Installation’s efforts to produce as much energy on site as it uses through aggressive conservation and efficiency efforts, finding ways to capture and use “waste” energy and implementing renewable energy technologies. Operating as a post that is water resilient means Fort Carson must invigorate its water conservation ethic and develop strategies to make wiser water use choices, such as using non-potable water for irrigation.

a. Energy management requires support at the unit/directorate leadership level, DPW and FM level.

(1) Per Fort Carson’s Command Energy, Water and Waste Policy, each unit (brigade/battalion/company/directorate/tenant) will have an assigned FM with energy management responsibilities in every building. This requirement applies to 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 pipe 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.

b. The FM plays a crucial role in energy and water conservation for their building(s) and helping Fort Carson meet its energy and water goals. The following are some of the ways FMs can help conserve energy and water in their assigned buildings:

(1) The FMs communicate with the Installation Energy Manager (526-1739) and Facility Management Program POC (526-4320) to schedule courtesy 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, including supporting the following Command Energy, Water and Waste Policy guidance:

i. During heating season, barracks and offices space temperatures will be maintained between 68 and 72 degrees during occupied hours. Medical facilities will keep the temperature in their facilities at 72 degrees and CDC/Youth facilities no warmer than 74 degrees. Maintenance shops, bays, supply areas,
warehouses, gymnasiums and hangars should be set between 55 to 65 degrees. Space heaters are not authorized for use unless supervisor approved. Space heaters consume a great deal of energy and can be dangerous if not used properly. An approved space heater must contain a tip over switch to off, be Underwriters Laboratories (UL)-certified for safety and not be set on combustible materials. If the facility heating system is not adequate, contact the DPW’s O&M contractor by calling 526-5345 for repairs/modifications.

ii. During cooling season, areas with air conditioning will not be cooled to a temperature lower than 74 degrees. Medical facilities are authorized a cooling temperature no lower than 70 degrees. An approved work request (DA Form 4283, Facility Engineering Work Request) through the DPW BOID is required before installation of any window air conditioners. Air conditioning units that have thermostat controls must be operated to comply with the authorized cooling temperatures. Air conditioners will not be turned on when outside temperature is below 72 degrees. Air conditioners must be turned off at close of business each day unless the facility is occupied or has sensitive equipment needing the cooling (i.e. mainframes, servers).

iii. Regarding lighting, ensure exterior lights are off during the day. Turn off interior lights at night in unoccupied areas except when lights are essential for safety and security purposes. Turn off lights during the day in areas if daylight or task lighting is sufficient.

iv. Eliminate the possession and use of personal appliances, including refrigerators, microwaves and coffee warmers. They are not authorized for individual work areas unless supervisor approved. Refrigerators are approved for communal break areas, with the refrigerator size based on number of people supported. Use one cubic foot per person as an average to determine size and quantity of refrigerators that are appropriate. Exceptions are allowed for general officers and commanders who have conference room meeting requirements that justify the single use.

v. Turn off personal computers (PCs) at the end of the workday unless otherwise directed by the NEC for security scanning during specific time periods. When the PCs are turned on at the start of the day, they will be patched and rebooted automatically by the NEC. Turn off PC monitors when not needed for five minutes. Also, fully shut down scanners, copy machines, faxes, printers and other electronic equipment with sleep modes at the end of the duty day. Sleep mode still draws energy. The use of smart power strips may be used to support this requirement.

(3) Regarding water conservation, military vehicles are to be washed at the Central Vehicle Wash Facility (CVWF). Tactical Equipment Maintenance Facility wash racks are intended for maintenance cleaning only. Hoses used for washing vehicles must have a positive shutoff nozzle. Report wash rack hydrant leaks to the DPW O&M contractor at 526-5345.

(4) Submit service orders to repair leaking water fixtures to the DPW O&M contractor at 526-5345.

9. RECYCLING

Fort Carson has an active Recycle Program supported by the Installation’s leadership. Units, directorates and tenants are required to recycle commodities collected on the Installation. Recycling helps Fort Carson get closer to achieving its waste reduction goal and provides revenue for Soldier morale, welfare and recreation. Fort Carson works to divert all materials from the landfill by reducing, reusing and recycling all used materials.
a. Recycling requires support at the unit/directorate command, DPW and FM level. The FM serves as the DPW POC and recycle champion for their building(s). The following information outlines recycle processes at Fort Carson and serves as guidance for FMs to support Installation recycling efforts in their building(s).

b. All facility occupants:

1. Recycle all waste streams as applicable in their organizational facilities and operations.

2. Each workstation occupant services their own personal desk-side collection containers by placing recyclables in central locations inside buildings.

c. Garrison and civilian facilities:

1. Civilian organizations will perform source-separate recycling. They will separate recyclables as listed into individually labeled recycling containers.

2. DPW will provide clearly labeled containers and recycling stations to organizations for collection of accepted recyclable materials.

3. Recycle staff will service the source-separate collection containers and paper totes in civilian facilities.

4. DPW will also provide and service dumpsters and roll-offs that are clearly labeled for the appropriate recyclable materials at collection points to support individual or multiple facilities. Occupants may also place large amounts of recyclables directly into these dumpsters.

5. FMs can call the DPW Recycle and Refuse Manager at (719) 491-0218 to obtain additional recycling containers, establish collection points near their facilities based on their need and to request servicing of outside dumpsters.

6. DPW will notify organizations if dumpsters are contaminated with inappropriate recyclables or trash. DPW will not service contaminated dumpsters and will place Red Tags on the fouled containers. DPW will require the organization to perform corrective action on the Red Tagged dumpsters before servicing.

d. Military units:

1. Military units will perform single stream recycling for common office and barracks waste. They will combine recyclables (cardboard, mixed paper, aluminum and tin cans, glass bottles and plastics) as outlined in paragraphs e. (1)-(5) into clearly labeled single stream recycling containers.

2. Military units will also separate large cardboard items, scrap metal and untreated wood from their motorpool(s). Units will place these recyclables directly into dumpsters marked for each material. (See picture on Page 17.)

3. Military units will service all interior recycling containers and stations within their facilities by dumping them routinely into appropriate recycling dumpsters. Dumpsters will be located in each motorpool and in barracks areas.

4. DPW will provide clearly labeled containers and recycling stations to units for collection of accepted recyclable materials. (See picture on next page.)
(5) DPW will also provide and service dumpsters and roll-offs that are clearly labeled for the appropriate recyclable materials at collection points to support individual or multiple facilities. Occupants may also directly place large amounts of recyclables directly into these dumpsters.

Different types of containers provided by Fort Carson for indoor recycling.

(6) FMs can call the DPW Recycle and Refuse Manager at 526-1695 or (719) 491-0218 to obtain additional recycling containers, establish collection points near their facilities based on the facilities’ specific needs, and if any outside dumpsters need immediate servicing.

(7) DPW will notify units if dumpsters are contaminated with inappropriate recyclables or trash. DPW will not service contaminated dumpsters, and will place Red Tags on the fouled containers. DPW will require the organization to perform corrective action on the Red Tagged dumpsters before servicing.

e. Fort Carson recycles the following materials (specific exclusions are shown in italics below). See Section h. for commodities accepted at each recycle location.

(1) Cardboard*: to include all food boxes, shoeboxes and corrugated cardboard. Boxes must be flattened and free of food waste.

(2) Mixed paper*: to include newspaper, colored paper, office paper, mail, junk mail, shredded paper, magazines, telephone books, field and technical manuals. (*Note: Classified and sensitive materials must be handled per their security classification.)

(3) Aluminum and tin cans*: to include other small metal household items such as pots and pans, metal hangers, hinges, screws and nails.

(4) Glass*: to include jars and bottles of any color. Lids and caps must be removed and recycled in the metal or plastic bin as appropriate. (All other types of glass, such as windows, aquariums or automotive are not recyclable.)

(5) Plastics*: to include all plastic bottles and containers. (*Styrofoam*/foam packing material is not recyclable and must be thrown in the trash.)
*Indicates single stream recyclables commodities, which are collected together. Only add the acceptable recyclable materials, which are noted on the dumpsters and the totes. No food, liquid, clothes, Styrofoam® or plastic bags should be disposed of in the single stream totes and dumpsters.

(6) Electronics: includes any item with a cord or battery powered. Only commercial electronics are collected and no government electronics will be accepted.

(7) Mattresses (Box springs are not recyclable.)

(8) Porcelain: to include toilets and sinks.

(9) Untreated Wood: to include all unserviceable pallets, crates, lumber and tree branches. Any wood that has been treated, painted or varnished, to include railroad ties, furniture and doors, is NOT recyclable. If there is a large volume of these items, call the DPW Recycle and Refuse Manager at (719) 491-0218 to request a trash roll-off for proper disposal.

(10) Scrap Metal: to include small and bulk aluminum and steel items that do not fall into one of the categories listed below.

i. Turn-in of unserviceable equipment is the responsibility of the appropriate supply channel in accordance with current operating procedures (ref. Army Reg. 735-5).

ii. All Demilitarized (DeMil) required items CANNOT be placed in metal roll-off container for recycling. Contact the unit supply staff for further instructions for turn-in to Directorate of Logistics Agency Disposition Services (DLADS).

f. Special services: Paper shredding services are provided at the Fort Carson Recycling Center, building 400. Individuals are required to shred all Personally Identifiable Information (PII) documents themselves. The Recycle Center staff is only there to assist with the process. Call (719) 491-0218 to schedule a shredding appointment.

g. Outdoor collection centers: The Fort Carson Recycle Program staff will place and service recycling dumpsters and containers in the locations specified below.

(1) Fort Carson maintains a full-service recycle drop-off location at the southeast corner of the Exchange on Sheridan Avenue (cardboard, mixed paper, aluminum and tin cans, glass, plastic, porcelain, electronics, mattresses, batteries and household hazardous waste). The Exchange recycle location is open Monday through Sunday from 8 a.m. to 4 p.m. The location is closed holidays and during inclement weather. An attendant is available to provide recycling assistance.

(2) Wolf Dining Facility Parking Lot (Location also accepts glass.)

(3) Commissary recycle collection point

(4) Directorates or other tenants may request specific recycling containers as required based on their mission.
h. Contaminated containers and Red Tag Program:

(1) Recycle staff will inspect all recycling containers. If containers have excessive contamination, they will be Red Tagged. Contamination would include any items that are not acceptable for that particular source-separate or single stream container. Examples of contamination include placing trash in recycling containers and mixing different types of source-separate recyclables in one container.

(2) The unit responsible for the Red Tagged container must contact the DPW Recycle and Refuse Manager at (719) 491-0218 to coordinate cleanup of the container.

(3) Recycle staff will support the cleanup by providing a separate refuse dumpster and emptying the contaminated container on a hardstand.

(4) The responsible unit will sort through the material and transfer all contaminants and non-recyclable material to the refuse dumpster and replace the recyclable material in appropriate containers.

i. Training and support: The DPW offers several recycling training opportunities outlined below.

(1) DPW Facility Management Class. For information about attending the training, see Appendix F.

(2) DPW Environmental Protection Officer’s (EPO) Course. Units must register through DPTMS Individual Military Training.

k. For more information about the recycle program or for assistance with unit/organization recycle operations, call the DPW Recycle and Refuse manager at (719) 491-0218.
10. DPW Programs and Services Information

a. **Central Vehicle Wash Facility (CVWF)** – Units are required to use the CVWF to wash vehicles rather than motor pool wash racks unless the CVWF is not operational or closed. Use of the CVWF saves the Installation an estimated 60 to 70 million gallons of water through filtration and reuse of water in the system. Only minor additions of water are needed to make up for evaporation. The use of tactical equipment maintenance facility wash racks is for maintenance cleaning only and requires hoses with a positive shutoff nozzle. Operating hours for the CVWF, located at the south end of the cantonment area off of Magrath Avenue, are Monday through Friday, 9 a.m. to 4:30 p.m., year round. Contact the CVWF in order to set up a time to wash vehicles, by calling 526-3820 or (719) 896-6237. *(Note: If a unit wash rack is leaking, call in a service order to 526-5345 for repair.)*

b. **Custodial contract** – For information about Installation custodial services, call the COR at 526-6670 or (719) 491-8603. *(Note: Units must purchase their own vacuums and buffers for cleaning their common areas.)*

c. **Environmental Compliance Assessment 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 Environmental Protection Officers 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 524-3534.

d. **Facilities assignments and terminations** – For information about facilities assignments and terminations, contact the DPW Master Planning Division at 526-1745.

e. **Key replacement** –

   (1) For lock or key failures, call in a service order to 526-5345 with building number, room number and a point of contact for the affected lock.

   (2) **Soldier living in barracks who has lost a key**: A memo signed by a Master Sergeant/1st Sergeant (or above) requesting duplication of keys. Memo to include: unit, building number, room number, key serial number, POC phone number, statement stating the unit has a key control program and the key control officer/NCO’s name and signature block. A completed statement of charges for lost or misplaced keys must also be included. Bring memo and statement of charges to T&H Services, Bldg. 1225, room 124, between 7 a.m. and 3 p.m.

   (3) **Units who have lost keys**: A memo signed by a Brigade Commander requesting duplication of keys brought to DPW POC Bill Smith (524-0786, Bldg. 1219), who will facilitate process to recoup key replacement costs from the unit. Memo to include: unit, building number, room number/s, key serial number/s, quantity required, POC phone number, statement stating the unit has a key control program and the key control officer/NCO’s name and signature block.

   (4) [See Appendix I], DD Form 139, Pay Adjustment Authorization for Key Replacement, for cost code details.

g. **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. For more information, call 526-9271.

h. **Mapping and floor plan services** – The DPW Engineering Division Installation Geospatial Information Systems (IGIS) Office provides Fort Carson mapping, utility mapping, facility floor plans and surveying services. These services include standard or custom Geographic Information System (GIS) mapping, Computer Aided Design (CAD) support or Global Positioning Systems (GPS). Customers are asked to allow three business days for the
Facility Manager SOP

completion of a mapping or floor plan request. For more information, call 526-9906, 524-1085 or 526-0641; visit building 1219, room 165; or email requests to: usarmy.carson.imcom-central.list.dpw-mapping-support@mail.mil.

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 Carson and at PCMS.
   iii. To place a service order for pest control services, call the DPW Pest Control contractor at 526-5141 and leave a detailed voice message, including point of contact information if follow-up is required. The pest contractor has five working days to respond.

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 Carson and at PCMS.
   iii. To place a service order for the cleanup of bird and rodent material, call 526-5345.

3. Wildlife Conservation Officer pest control covers:
   i. Snakes, deer, elk, foxes, coyotes, bears, mountain lions and bobcats.
   ii. If nuisance wildlife is encountered, call the Directorate of Emergency Services (DES) dispatch at 526-2333.

4. Fort Carson 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 Balfour Beatty Communities at (719) 579-1605.

5. Provost Marshal’s Office covers:
   i. Feral or stray dogs and cats.
   ii. For issues with stray animals, call the DES dispatch at 526-2333.

i. Portable latrines — The DPW manages the portable latrine contract, which supports military training and Directorate of Family and Morale, Welfare and Recreation functions by providing latrines at Fort Carson and down range. This contract does not pertain to Piñon Canyon Maneuver Site areas, grey water removal or hand washing stations. For more information about requesting portable latrines or access the portable latrine SharePoint site, email the contracting officer representative at aaron.m.greenwood2.civ@mail.mil or call (719) 491-8921 or 524-3100.
j. **Signage** – The O&M contractor handles all Installation facility signage requests including, building identification and building numbers, 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). For signage policy specifications, view the Installation Design Guide (IDG) located on the DPW website at: [http://www.carson.army.mil/organizations/dpw.html](http://www.carson.army.mil/organizations/dpw.html). To request repair or update of an existing unit/organization building sign, call 526-5345.

k. **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 is available at the Supply Warehouse, building 214, for occupants to use at building entrances and on sidewalks. The following are the snow and ice removal contacts:

1. O&M contractor snow control center – 526-5568 and 526-5389. Call for information about snow removal operations during a storm or to report snow and ice problem areas. The phone line is only active during snow and ice events.


l. **Utilities** – (Utility locates, dig permits, electric power outages, sewer-related issues, gas and water use/hydrants) The DPW O&M contractor provides required dig permits supporting all construction, to include utility outages, utility locates and traffic diversions. The dig permit office is located at building 8010, can be reached at (719) 302-0157. 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, a Work Request (DA Form 4283) must be completed through the DPW BOID Work Management Branch (See Section 5 Work Request). For more information about utilities issues, call the DPW at 526-9243. Permits for construction water and fire hydrant use can be obtained in building 1219, room 208, or by calling 526-2927.

m. **Weed control** – The DPW manages weed control, in coordination with the O&M contractor and the Weed Control Self-help Program. Service orders for weed control can be called in to the contractor at 526-5345. 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, rocked areas, parking islands, firing ranges and motorpools ONLY.

3. Individuals participating in this program must be trained in the use and handling of the herbicide and equipment and receive proof of training. To schedule a time for Self-help Weed Control Training or to request application equipment, call the O&M contractor at 526-5345.
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.

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 work requests. In addition, BOID has oversight for the development and maintenance of DPW’s AWP.

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 labor). 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; 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 Assessment Team (ECAT) – The DPW Environmental Division ECAT provides support to units, Garrison directorates and tenants for matters related to environmental compliance and management.

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

For Permission Only (FPO) – Self-help work using a contracted vendor requires a DA Form 4283. FPO projects are unit funded.

Housing Division – The DPW Housing Division is responsible for Family housing/Residential Communities Initiative (RCI) oversight and off-post housing referral support for Soldiers and Families.

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.carson.army.mil/organizations/dpw.html. 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 and 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.
Operations and Maintenance (O&M) Division – The DPW O&M Division is responsible for the routine repair, maintenance and preventive maintenance of facilities and municipal services 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, hail storms, wind storms, 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 for 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:

1. The name and phone number of person familiar with the needed repairs.
2. A building or facility number, unit or activity assigned the facility and a brief description of the problem.
3. The mission impact of the issue.

Single Stream Recycling – Single stream recycling refers to combining 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.

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.
## APPENDIX A: FORT CARSON FACILITY MANAGEMENT RESPONSIBILITIES MATRIX

<table>
<thead>
<tr>
<th>DPW Facility Management Class</th>
<th>Facility Manager (FM) Responsibilities</th>
<th>Unit/Directorate/Tenant Responsibilities</th>
<th>DPW Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Required to take the Facility Management Class. <a href="#">See Appendix F</a> of the Facility Manager SOP for information about enrolling in the class.</td>
<td>Registers assigned building FMs to take the Facility Management Class. <a href="#">See Appendix F</a> of the Facility Manager SOP for information.</td>
<td>Provides the Facility Management Class.</td>
</tr>
<tr>
<td>Service Orders</td>
<td>Submits service orders, uses a tracking log to ensure completion of service orders, identifies trends and briefs their leadership on issues.</td>
<td>Ensures the FM stays abreast of all facility issues requiring maintenance or repair.</td>
<td>O&amp;M contractor responds and completes service orders.</td>
</tr>
<tr>
<td>Work Requests</td>
<td>Military FMs work with their unit representative to verify work and complete appropriate paperwork such as the DA Form 4283, statements of work and estimates.</td>
<td>For military, a brigade-level representative screens work requests for necessity and prioritizes unit requests. The representative formally submits DA Form 4283s to DPW and coordinates unit funding if necessary.</td>
<td>Processes, staffs and approves work requests.</td>
</tr>
<tr>
<td>Installation Status Report (ISR)</td>
<td>Gathers facility data through inspection of the facility. FM assists DPW with this inspection or delegates the responsibility to an individual who has attended the DPW ISR training.</td>
<td>Ensures FM, or designated ISR-trained individual, has properly completed the ISR inspection sheet. Gathers the complete package of inspections for all facilities occupied by the organization and ensures timely submittal to the DPW.</td>
<td>Collects all ISR inspection sheets and adds data into the ISR database in a timely fashion.</td>
</tr>
<tr>
<td>Energy &amp; Water Conservation</td>
<td>Ensures energy and water conservation policy requirements are met through education and outreach to facility occupants.</td>
<td>Supports and assists with enforcement of energy and water conservation policy requirements in buildings.</td>
<td>Provides training to FMs during Facility Management Class and supports them through educational materials, scheduling recurring training and other assistance.</td>
</tr>
<tr>
<td>Facility/Responsibility</td>
<td>Facility Manager (FM) Responsibilities</td>
<td>Unit/Directorate/Tenant Responsibilities</td>
<td>DPW Responsibilities</td>
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<tr>
<td>Recycling &amp; Refuse</td>
<td>Supports refuse and recycling efforts. Military FMs encourage Soldiers to participate in recycling, and provide spot checks to ensure unit compliance with recycle policy.</td>
<td>Supports and assists FMs with enforcement of recycling in buildings.</td>
<td>Fort Carson Recycle Program supports the units and activities with their recycling needs by adjusting pick-up schedules and providing recycle containers.</td>
</tr>
<tr>
<td>Pest &amp; Weed Control</td>
<td>Understands pest and weed control areas of responsibility, submits related service orders and schedules Weed Self-help training if needed.</td>
<td>Ensures the FM stays abreast of all pest-and weed-related issues and uses the mechanisms in place to address them.</td>
<td>Provides pest and weed control services for the Installation. Provides Weed Control Self-help training upon request.</td>
</tr>
<tr>
<td>Snow Removal</td>
<td>Understands the areas that DPW will clear and not clear and organizes efforts to clear areas that are the unit's/directorate's/tenant's responsibility.</td>
<td>Ensures FM or designated individual is aware of snow removal protocols.</td>
<td>O&amp;M contractor provides snow removal services for select roadways, parking lots and sidewalks on Fort Carson.</td>
</tr>
<tr>
<td>Facility Inspections</td>
<td>Conducts facility inspections (see Appendix D) on a regular basis and records findings and corrective actions.</td>
<td>Ensures FM completes the facility inspections on a regular basis, and takes corrective actions on deficiencies.</td>
<td>Inspects unit facility records during the Unit's OIP (when included). DPW will respond accordingly to requested corrective actions.</td>
</tr>
<tr>
<td>Supply Warehouse, Building 214 (self-help supplies)</td>
<td>Checks out supplies and materials for self-help repair projects from the Supply Warehouse, building 214.</td>
<td>Ensures FM has taken the DPW Facility Management Class to become familiar with Supply Warehouse protocols. See Appendix F of the Facility Manager SOP for information. Also, ensures Signature Card and Assumption of Command Orders, which are renewed annually, are current.</td>
<td>O&amp;M contractor maintains a Supply Warehouse, building 214, for access to construction materials and repair products for self-help projects. The Supply Warehouse also provides ice melt and snow removal items to facility occupants.</td>
</tr>
<tr>
<td>Source of Funding</td>
<td>Approval Action</td>
<td>Approval Authority Signature</td>
<td>Date</td>
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<tr>
<td>Direct Pressing Code</td>
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<td>Equipment Replacement</td>
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<td>Auxiliary Replacement</td>
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<thead>
<tr>
<th>Requested Work Class</th>
<th>Work to Be Performed</th>
<th>Work Requested Project Code</th>
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<th>Work Class Description and Location of Work Required</th>
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<th>Building/Location Numbers</th>
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<tr>
<th>Short Job Description</th>
<th>Location</th>
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<th>Document</th>
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*Facility Manager SOP*

**APPENDIX B: WORK REQUEST FORM**
APPENDIX C: WORK REQUEST PROCESS

DPW Work Request (DA Form 4283) Process

Customer submits Work Request

Screen Request(s) (BOID)

Pre-Construction Planning (BOID)
  • Initial Recon
  • Initial Scope
  • Initial Estimate

Review Board

Concur

Non-concur

Funding
  • Unit funds
  • DPW funds
  • Special funds

Unfunded

Cancelled

Stays in Database

Notify customer

Staffing: DPW, NEPA, Security, Safety, PMO, Fire Department, etc.

Execution Method
  • For Permission Only
  • Contract
  • Customer Funded
  • Troop Construction
  • Self-help Project

Completed work file

To contact the DPW BOID Work Management Branch, call 526-2900.

As of December 2019

*DPW Work Request Priorities

All new and existing work is prioritized by the Work Management Branch of the DPW’s Business Operations and Integration Division (BOID).

The justification in the work request will be used to determine the priority. Work requests without sufficient justification provided will be considered Priority 3 until the customer provides adequate justification. The customer must detail the mission impacts if the work is not completed in the current fiscal year.

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

Priority 1: Must Fund – The work request has a direct mission impact on the requesting organization and failure to complete the work request may result in mission failure. The work request has command interest or support.

Priority 2: Should Fund – Work request projects necessary to keep facilities in good working order. Failure to complete the work request could result in some loss of mission.

Priority 3: Nice to Have – The work request has no or inadequate justification or is considered nice to have.

Once reviewed by the Work Management Branch, the work requests are added to the project database and the priority assigned.

Priority 1 work requests and customer-funded work requests are given a cost estimate and the DPW determines when and how to execute the work.

Priority 2 work requests are given a cost estimate and the DPW determines whether they can be done in the current fiscal year or the next.

Priority 3 work requests are placed on hold (no staffing or estimates are done). The customer is notified that the work request is on hold and asked if they wish to cancel. If the work request is to remain open, it will be held until enough work is identified in the facility to warrant a facility renovation, the customer provides sufficient justification to raise it to a higher priority or the customer provides funding to accomplish the work.
<table>
<thead>
<tr>
<th>Location and Comments</th>
<th>Assessment Area</th>
<th>Yes</th>
<th>No</th>
<th>BLDG#</th>
<th>PHONE</th>
<th>INITIAL</th>
<th>FACILITY MANAGER</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A. Fire Extinguishers are properly stored and unobstructed.</td>
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<td>2. A. Exit signs are visible and legible.</td>
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<td>3. A. Emergency lighting is working properly.</td>
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<td>4. A. Smoke detectors are installed and working.</td>
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<tr>
<td>5. A. CO detectors are installed and working.</td>
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<td>6. A. Sprinkler systems are properly installed and functioning.</td>
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<td>7. A. Security cameras are properly installed and functioning.</td>
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<td>8. A. Emergency generators are properly installed and functioning.</td>
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<td>9. A. Fire suppression systems are properly installed and functioning.</td>
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<td>10. A. Fire protection systems are properly installed and functioning.</td>
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<td>11. A. Fire doors are properly installed and functioning.</td>
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<td>12. A. Fire plugs are properly installed and functioning.</td>
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<td>13. A. Fire hoses are properly installed and functioning.</td>
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<td>14. A. Fire extinguishers are properly stored and unobstructed.</td>
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<td>15. A. Exit signs are visible and legible.</td>
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<td>16. A. Emergency lighting is working properly.</td>
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<td>17. A. Smoke detectors are installed and working.</td>
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<td>18. A. CO detectors are installed and working.</td>
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<td>19. A. Sprinkler systems are properly installed and functioning.</td>
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<td>20. A. Security cameras are properly installed and functioning.</td>
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<td>22. A. Fire suppression systems are properly installed and functioning.</td>
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<td>26. A. Fire hoses are properly installed and functioning.</td>
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## Facility Energy Conservation Checklist

### Lighting
- Ensure that all lights are turned off when not in use.
- Use energy-efficient light bulbs.
- Install motion sensors to control lights.
- Replace old fixtures with LED options.

### Building
- Close windows and doors when the weather is mild.
- Use thermostats to maintain temperature settings.
- Install weather stripping around doors and windows.
- Seal gaps under doors.

### Heating and Cooling
- Check filters regularly and clean or replace as needed.
- Ensure all ducts are sealed and insulated.
- Use programmable thermostats to save energy.

| Assessment Area | Location and Comments | Yes | No | NA | Comment
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**Fort Carson Facility Energy Conservation Checklist**
APPENDIX F: FACILITY MANAGEMENT CLASS

The DPW offers a two-day Facility Management Class once a month to help military units, directorates and tenant organizations understand their roles and responsibilities in maintaining assigned facilities. The class curriculum is designed to provide an understanding of how to meet facility needs using internal resources and through DPW support.

Class instruction includes all aspects of facility management, including service orders, work requests, self-help repairs, energy conservation, recycling and DPW policies regarding parking and signage.

The training is required for military and civilian facility managers and beneficial to unit S4 staff. Barracks facility managers are highly encouraged to attend the class.

All classes are Tuesday through Wednesday, 9:30 a.m. to 3 p.m., in building 1219. Registration begins at 9:15 a.m. on Tuesday of the class. The following is the class schedule:

Tuesday:
- Introduction
- Facility Manager Program overview
- Service orders
- Supply Warehouse & self-help supplies
- Pest control
- Weed control
- Work requests (DA Form 4283)
- Facility inspections
- Self-help repairs
- Barracks equipment repairs
- Signage
- Service Contracts
- Check on Learning Quiz

Wednesday:
- Hazardous waste awareness training
- Energy and water conservation
- Recycle and refuse
- Fire prevention safety
- Check on Learning Quiz

Contact your unit/organization’s training POC in order to register with Individual Military Training/Troop Schools, POC: John O’Brien, 526-5436, john.p.obrien50.civ@mail.mil.

For information about the Facility Management Class or upcoming class dates, call 526-4320.
APPENDIX G: FACILITY ASSIGNMENTS AND TERMINATIONS

The following information provides a brief overview of the facility assignments and terminations process at Fort Carson. Call the DPW Master Planning Division at 526-1745 for more detailed information.

Facility assignments process:

A commander, unit accountable officer or a DoD civilian employee on orders must sign for facilities. Units, organizations or activities not assigned to Fort Carson must meet the following requirements to receive facilities and property at the Installation level.

1. Once a facility is assigned, it cannot be transferred between organizations without prior coordination with and approval by the DPW Master Planning Division.

2. At the time of assignment, DPW personnel and the officer will conduct an inventory and record the facility’s condition. A joint inventory of all assigned keys will also be conducted.

3. Once a facility is accepted by a unit, the responsibility for minor maintenance, interior/exterior cleanliness, grounds maintenance, snow removal and ice control, rests with the responsible officer of the assigned organization.

Facility terminations process:

Notify the DPW at least 15 working days prior to the date desired to vacate an assigned building and request an appointment for a pre and final clearance inspection. The DPW will provide a clearance checklist and any other required information.

Ensure that the space or facility is in clean condition, with no outstanding major maintenance deficiencies. If major deficiencies, damages or losses exist, the responsible officer will provide documented proof that a work request identifying the deficiencies has been submitted to the DPW for repairs.

Submit a loss/damage statement in the event a final clearance inspection indicates missing and/or damaged property. The DPW will furnish an estimate for repair or replacement to support a DD Form 362 (Statement of Charges), DD Form 200 (Financial Liability Investigation of Property Loss) or Military Interdepartmental Purchase Request prior to the final clearance.

Ensure facilities are transferred properly during their tenure. This includes all requests, assignments, transfers and terminations and that they are processed in accordance with current requirements and through the DPW Master Planning Division. Responsible officers, who signed for property from the DPW, will not receive Installation clearance when outprocessing until all requirements are met.


Submit a work request (DA Form 4283) for any projects needed through the DPW Business Operation and Integration Division at 526-2900 (at unit cost).

Buildings must be returned to pre-assignment condition, including:

1. Painting over murals.
(2) Removing exterior unit emblems and fixtures.

(3) Removing bulletin boards.

(4) Removing unauthorized parking signs.

(5) Painting over curb parking paint.

(6) Turning in signed for keys. (Turn in five exterior keys and three interior keys per door.)

(7) Leaving only original furnishings.

All buildings require a DPW Environmental Division ECAT inspection prior to clearing the building. To schedule an appointment with the ECAT, call 524-3534.
APPENDIX H: SAMPLE FACILITY MANAGER ADDITIONAL DUTY APPOINTMENT MEMORANDUM

MEMORANDUM FOR RECORD

SUBJECT: Additional Duty Appointment – Facility Manager

1. Effective immediately, the following individual is appointed the additional duty of Facility Manager for building xxxxx.

   Last Name, First Name, Rank/Grade


3. Purpose. To perform duties as outlined in the governing directives.

4. Special Instructions. Facility Manager must attend the DPW Facility Management Class offered through DPTMS Individual Military Training.

5. Period. Until rescinded or superseded.

6. Point of contact for this memorandum is the undersigned at xxx-xxxx.

// SIGNED//
NAME
Unit/Organization

DISTRIBUTION:
1 – Each Individual
1– File Copy
## APPENDIX I: DD FORM 139, PAY ADJUSTMENT AUTHORIZATION FOR KEY REPLACEMENT

### PAY ADJUSTMENT AUTHORIZATION

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<th>MEMBER (Last name)</th>
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<th>SSN</th>
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### EXPLANATION AND/OR REASON FOR ADJUSTMENT

The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.

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<td>First Sergeants Barracks Program 2020 (FSBP) Fort Carson, CO 80913</td>
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I CERTIFY that the adjustment indicated above has been entered on the above-named member’s Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D.O.’s signature and symbol number.)

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DD FORM 139, MAY 53

Edition of this form not having SSN is obsolete after 30 Jun 69.
APPENDIX J: DPW ORG CHART AND ROSTER OF IMPORTANT NUMBERS

Central Vehicle Wash Facility (CVWF) *(Operations and Maintenance Division contractor):* 526-3820 or (719) 896-6237

**Custodial** *(Operations and Maintenance Division):* 526-6670 or (719) 491-8603

**Dig Permits** *(Operations and Maintenance Division contractor):* (719) 302-0157

**Energy Manager** *(Operations and Maintenance Division):* 526-1739

**Environmental Compliance Assessment Team (ECAT)** *(Environmental Division):* 524-3534

**Facility Assignments and Terminations** *(Master Planning Division):* 526-1745

**Facility Management Program** *(Operations and Maintenance Division):* 526-4320

**Furnishings Management Officer — Barracks Furnishings Only** *(Housing Division):* 526-3513 or (719) 323-9440

**Grounds Maintenance** *(Operations and Maintenance Division):* 526-9271

**Hazardous Waste Storage Facility, off of Butts Road** *(Environmental Division):* 526-0980

**Installation Status Report (ISR)** *(Business Operations and Integration Division):* 526-2900

**Key Replacement/Lock Failures** *(Operations and Maintenance Division contractor):* 526-5345

**Mapping, floor plan services and GPS** *(Engineering Division):* 526-9906, 524-1085 or 526-0641

**Pest Control** *(Operations and Maintenance Division):* 526-5141

**Portable Latrines** *(Operations and Maintenance Division):* (719) 491-8921 or 524-3100

**Recycle** *(Operations and Maintenance Division):* (719) 491-0218

**Refuse** *(Operations and Maintenance Division):* (719) 491-0218

**Service Orders** *(Operations and Maintenance Division contractor):* 526-5345

**Signage** *(Operations and Maintenance Division contractor):* 526-5345 (To request a new sign, call the T&H Services sign POC at 524-2924.)

**Sludge Removal** *(Operations and Maintenance Division):* 526-6206

**Snow and Ice Melt** *(Operations and Maintenance Division contractor):* 526-3987

**Supply Warehouse** *(Operations and Maintenance Division contractor):* 526-3987

**Utilities** *(Operations and Maintenance Division):* 526-9243

**Weed Control** *(Operations and Maintenance Division contractor):* 526-5345

**Work Requests** *(Business Operations and Integration Division):* 526-2900