



# **THE RESPONSIBLE OFFICER'S HANDBOOK**

*A Guide to New Occupant  
Facility Management*

*Revision: 12 Apr 07*

MEMORANDUM FOR REAL PROPERTY ACCOUNTABILITY OFFICER, BUILDING 777  
PLEASANTON ROAD, FORT BLISS, TX 79916-6812

SUBJECT: Acknowledgment of Accountability for Real Property

1. The undersigned acknowledges receipt of the Responsible Officer's Handbook, Army Facilities Management Information Document on Mold Remediation Issues, and for accountability for the facilities assigned to UIC \_\_\_\_\_, Extension \_\_\_\_\_, Customer ID \_\_\_\_\_.

2. The undersigned acknowledges his/her obligation to obtain prior written approval from the Directorate of Public Works, Master Planning and Real Property, for any of the following actions pertaining to the real property covered by this assignment.

- a. Transfer of accountability within the same command/activity;
- b. Termination of occupancy, and return to Installation control;
- c. Change of utilization affecting facility category code(s), including conversions and diversions;
- d. Removal or transfer of installed equipment; and
- e. Construction of new facilities.

3. The undersigned also acknowledges his/her obligation to initiate action to be relieved of accountability for this real property in the event he/she changes duty assignment or departs the Installation. Failure to be relieved of accountability could result in a finding of pecuniary liability in accordance with AR 735-5 (Policies and Procedures for Property Accountability).

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
NAME/GRADE/ORGANIZATION

\_\_\_\_\_  
DUTY PHONE

\_\_\_\_\_  
OFF-DUTY PHONE

## **FOREWARD**

The purpose of this handbook is to provide uniform guidance on the responsibilities involved in obtaining, maintaining and returning real property facilities at Fort Bliss and Ranges. While it is not all inclusive, it does address primary subjects of interest. Concerns or clarifications on specific matters (e.g., spills, base services, etc.) should be addressed to the appropriate offices.

This handbook applies to all organizations, whether military, private or other agency residing in or using facilities at this installation. Under no circumstances should parties take possession of or initiate actions for Fort Bliss/Range facilities without official assignment of the space/facility through DPW Real Property.

**NOTE: Please submit recommended changes to Annita D. Mills, Realty Specialist, DPW Master Planning & Real Property, Room 215, Building 777 Pleasonton Road, Fort Bliss, TX 79916-6812.**

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## **FACILITY REQUIREMENTS**

Facility/space requirements are determined on the basis of the Real Property Planning and Analysis System (RPLANS), the Facilities Planning System (FPS), assignment guidelines of AR 405-70 (Utilization of Real Property), the Army Criteria Tracking System (ACTS) or verified demands. The primary drivers are the Table of Organization and Equipment (TOE), Table of Distribution and Allowances (TDA), personnel strength, mission requirements, and Department of the Army standards. The organization shall submit its requests for facilities to the Base Transformation Office, IMSW-BLS-BTO, 1 Pershing Road, Fort Bliss, Texas, 79916-6812. Requests should be submitted a minimum of 90 workdays prior to the required occupancy/use date. The request shall identify:

- ◆ Organization Data (name, organization type and structure, unit identification code, etc.)
- ◆ Identification of Fort bliss entities being supported or command assignment
- ◆ Organization Mission and/or Function
- ◆ Personnel and Equipment Allowances (type, grade/rank, etc.)(copy of the MTOE/TDA)
- ◆ Type of request (initial request, additional facility, relocation, etc.)
- ◆ Type of space (e.g., administrative, storage, etc.) and amount required
- ◆ Justification for space requirement
- ◆ Special Features Required (including justification)
- ◆ Required Occupancy/Use Date
- ◆ Anticipated Duration of Assignment (if facility is available)
- ◆ Impact Statement

NOTE: Furnish a courtesy copy of the request to the Directorate of Public Works, Master Planning and Real Property, ATTN IMSW-BLS-PM, Building 777 Pleasonton Road, Fort Bliss, TX, 79916-6812.

Private organizations, State/local Government agencies, and other military departments will require a grant instrument executed IAW AR 405-80 (Management of Title and Granting Use of Real Property). Additionally, requests for installation support services must be submitted to the U.S. Garrison Command, Business Management Office, ATTN IMSW-BLS-RMM, 1 Pershing Road, Fort Bliss, TX, 79916-6812 for actions required to establish an agreement. This instrument will address responsibilities of parties involved in the agreement, common support categories and funding liabilities for the same.

Changes in Fort Bliss missions and/or priorities may require relocation of entities or withdrawal of facility/assignments. Real Property will make every effort to handle such changes as trouble-free as possible. The Fort Bliss Garrison Commander is ultimately responsible for approval of space or facility assignments through the Space Management Board process and/or local provisions.

## **ESTABLISHING A RESPONSIBLE OFFICER**

The Commander or Director of the organization shall designate, in writing, one Responsible Officer to manage each facility and maintain hand-receipt accountability for the duration of facility/space assignment. As a minimum, the designation order shall include:

Name and Rank of Responsible Officer  
Name of Organization/Unit  
Unit Identification Code (One will be created for entities not captured in the Army Stationing and Installation Plan (ASIP))  
Effective Date of Designation  
Phone Numbers (On-duty and Off-duty)  
Commander's/Director's Signature

Should it become necessary to change the Responsible Officer, a new designation order shall be submitted to the DPW Real Property Officer.

## **FACILITY INSPECTION FOR INITIAL ASSIGNMENT**

After determination of facility requirements and designation of a Responsible Officer, the designated individual shall participate in a joint inspection with the Real Property Representative. This walk-through is very similar to that conducted prior to accepting a rental property or newly constructed real estate. Parties will jointly inspect each facility/space, inventory and inspect all installed equipment accompanying the facility, verify functionality of keys and locks, identify deficiencies, and address concerns at the time of inspection. To reduce inspection time, it is recommended that the Responsible Officer provide personnel to verify the accountability and usability of all keys and cipher lock combinations (if applicable), and all property book items (if inventoried concurrently with the Installation Property Book Officer (IPBO)). For barracks space, a representative from the Furnishings Management Office may participate during the joint inspection to verify the furnishings inventory. Findings and concerns related to facility and installed equipment will be documented and signed by the Responsible Officer and the Real Property Representative. The Responsible Officer shall sign for all keys identified on DA Form 5513-R (Key Control Register and Inventory), with exception of mechanical room and any control keys, on DA Form 2062 (Hand Receipt). Facilities shall be signed for on FB Form 247 (Building Occupancy Record), and a 2- to 3-digit customer identification code will be assigned for use in submitting work/service orders. Upon expiration of need or use of the assigned facility/space, it shall be returned to Real Property in the same or better condition than received.

Should it become necessary for the designated Responsible Officer to be relieved of his/her duty as facility custodian, his/her incoming replacement shall be identified by submitting new orders to the Directorate of Public Works, Master Planning & Real Property. The incoming and outgoing Responsible Officers shall jointly conduct a physical inspection of the facility,

Installed equipment, arms room (if applicable), furnishings and key control records, and review outstanding work orders and service orders. All hand-receipt items shall be transferred to the successor by joint inventory per AR 710-2 (Supply Policy below the National Level). Upon satisfaction of internal accountability and hand-receipt transfers, the newly assigned Responsible Officer shall contact the Real Property Representative and arrange to sign for each facility/space on FB Form 247, and the equipment that accompanied the facility. Commanders or Responsible Officers shall not transfer assigned space or equipment to other entities or organizations.

Should circumstances require facility transfer to another organization without the necessity of removing hand-receipted furnishings, the Real Property Representative shall facilitate coordination between the Furnishings Management Office, IPBO or Unit PBO and the designated Responsible Officers for each organization prior to transfer of the facilities. After the new Responsible Officer has met all pre-assignment conditions and is satisfied with internal accountability transfers from the losing organization, including a copy of open work orders/service orders, he/she may sign for the facilities.

### **FURNISHINGS AND EQUIPMENT-IN-PLACE**

Furniture, appliances, electronics or any other equipment-in-place that accompanies each facility is typically not removed from the facility unless it is turned in as excess or unserviceable. These items are accounted for through the Furnishings Management Office (FMO) and/or appropriate Property Book Office (PBO) and accounted for on a hand-receipt. They are not managed by DPW Real Property. Room-by-room inventory and hand-receipt transfers may be accomplished during or prior to initial inspection and acceptance of each facility. The Installation PBO Officer can be reached at 568-7505. For newly constructed facilities, equipment is initially transferred to PBO using DA Form 3161 (Request for Issue or Turn-in). The Furnishings Management Officer can be reached at 568-1447/4290. Damaged furnishings should be turned in to FMO for replacement. The Responsible Officer shall ensure that facilities are secured to prevent loss, theft or destruction of these items by others.

### **INSTALLED EQUIPMENT**

Some facilities have installed building equipment (built-in or affixed) that is provided as an integral part of the real property. During the initial walk-through, and prior to acceptance of facilities, the Responsible Officer shall participate in a joint inspection and inventory of such equipment. Findings (identifying individual item(s), condition and location) shall be included in the documentation to be signed by the Responsible Officer and Real Property Representative. During use, should equipment become inoperable or require repair, the Responsible Officer shall ensure a repair request is timely submitted to the Customer Services Branch, DPW. Should the equipment be unserviceable, the Responsible Officer shall notify DPW Real Property and submit DA 4283 (Facilities Engineering Work Request) for replacement. The Responsible Officer shall be accountable for proper care and use of installed equipment for the duration of the facility/space assignment.

## **COMMUNICATION LINES AND LAN DROPS**

The availability of communication lines (including cable services) and LAN drops vary in each facility. Unoccupied facilities generally have phone lines and LAN drops deactivated; cable services are deactivated by the user. Organizations requiring computer/phone equipment and/or activation shall contact the Directorate of Information Management (DOIM), building 56 at 568-4207 and submit a Local Service Request (DA Form 3938) with fund cite. Requests must be approved by the Unit Telephone Control Officer prior to submission to DOIM. Routine work requests typically take 30 days to complete, but mission critical requests may be expedited. The use of electronic systems require prior approval of the Installation Assurance Manager, DOIM. **The addition of new cable service drops must be cleared through DOIM (Building 58, Rm 131) to ensure requested cable lines do not interfere with military lines. Authorization to drill new holes for cable must be obtained from Real Property after written DOIM approval has been obtained.**

## **VENDING MACHINES**

Vending machines are the responsibility of the occupant, and are not managed by DPW Real Property. Occupants shall coordinate requests for delivery and turn-in of snack and soda machines by contacting AAFES at 562-9552, Extension 104.

## **ARMS ROOMS**

Organizations having authorization for arms rooms shall ensure that such facilities are in compliance with physical security requirements. Should the existing arms room certification be expired, the Responsible Officer shall ensure that a work request (DA 4283) is submitted to DPW Customer Services, Building 777 to obtain a current arms room certification IAW AR 190-11 (Physical Security of Arms, Ammunition, and Explosives). Once certification is determined current, the Alarm Administrator at Physical Security (568-4871) can provide a pin code and schedule re-activation of the alarm. Specific guidelines can be obtained from the Physical Security Office at 568-5151.

## **KEY CONTROL & LOCKS**

At the time of initial inspection of facilities, each door lock should contain 4 keys (minimum of 2 keys for barracks closets that are not keyed to open the room door). After acceptance of the facility, the Responsible Officer must take diligence in ensuring designation of a Key Control Officer, security and proper distribution of all keys, and maintenance of an up-to-date key control register. As a minimum, the key control register shall contain the serial number, quantity, and location for each lock and a record of distribution/retrieval of keys. Key boxes and key control activities shall be IAW AR 190-51 (Security of Army Property at Unit and Installation Level). For clarification of requirements or special situations, contact the Physical Security Office at 568-5151.

Proper measures shall be taken for lost, stolen, or damaged keys. The Key Control Officer shall submit service order requests for re-keying locks or copying keys to DPW Customer Services, Building 777, in person or by calling 568-1107. Service orders may be used for re-keying up to 5 doors or obtaining up to 30 duplicate keys. Greater requirements should be submitted on a work order (DA Form 4283). All keys must be accountable prior to turn-in of the facility. Units/Organizations are not permitted to contact locksmiths unless DPW has no locksmith contract(s) in place for these services. For additional information, contact the Public Works Division at 568-6778.

Occupants are not permitted to re-key mechanical, which are strictly maintained by the Public Works Division, DPW and keyed to the Engineer lock. Keys for electrical and/or communication rooms shall be maintained by the unit's Information Management Officer. Master keys are not authorized for use on Fort Bliss property, including the ranges. Chaining, bolting or padlocking any exit door of an occupied facility is prohibited.

Requests for non-standard locking mechanisms (e.g., dead-bolts, non-locking door knobs for barracks rooms or offices, etc.) per facility/space type shall be submitted in writing, and have prior approval from the Fort Bliss Fire Prevention and Protection Division and/or the Physical Security Office. Requests that impact the security of Installation Property Book items and real property may also require approval by the Garrison Commander.

### **UTILITIES AND ENERGY CONSERVATION**

The DPW Energy Office is responsible for the management of utilities services at Fort Bliss. Questions or concerns related to water, sewage, electricity and gas services should be addressed to the DPW Energy Manager at 568-2823.

The Responsible Officer shall ensure that occupants comply with the provisions of USAADACENFB Regulation 11-27, Energy Conservation and Utility Management Program, and established policies. Indoor/outdoor lighting shall not remain in use at night unless required for mission, safety or security purposes. Burned out light bulbs should be timely replaced. Replacement of bulbs at unsafe heights, and repair of electrical wiring or outlets, should be handled by submitting a service order request to DPW Customer Services. Faucets, toilets and urinals shall not be permitted to run continuously, drip or leak. Heating and cooling units shall be operated IAW local Installation policies and guidelines. Problems with mechanical equipment should be handled via submission of a work/service order as appropriate.

In addition, reimbursable customers shall comply with the provisions of their support agreement(s) and obtain a separate Utility Sales Contract through the DPW Energy Office, Building 777 Pleasonton Road. Reimbursable customers requiring meter installation at facilities they occupy 100% shall notify the DPW Utilities Manager at 568-2823.

## **CUSTODIAL AND REFUSE SERVICES**

The DPW Contract Management and Services Branch is responsible for the management of custodial and refuse services at Fort Bliss. Questions or concerns related to cleaning of restrooms and administrative areas, collection of trash, and requirements for disposal containers should be addressed to the DPW Inspector, Building 777, Room 318, at 568-3294. Recycle containers should be requested of the Directorate of Environment at 568-6384.

The Responsible Officer shall ensure that the interior/exterior of facilities is kept free of debris, and that conditions do not pose a fire, health or safety hazard. Careful containment and timely disposal of waste and debris discourages infestation of rodents, insects and other pests. Should entomology services be required, the Responsible Officer shall ensure that a service order is submitted to PWD (568-1107) in a timely manner. Occupants are asked to only dump trash/debris in containers provided for their designated facilities.

Custodial and/or refuse services required above the standard level shall be coordinated with the DPW Inspector, and provided on a reimbursable basis. Customers having support agreements shall comply with the provisions of said agreement.

## **ENVIRONMENTAL PROTECTION**

Some facilities may contain lead-based paint or asbestos materials used during the time of initial construction, particularly in historical or older facilities. These materials should not be disturbed prior to clearance by the Directorate of Environment (DOE) and approval of work requests that must be submitted to DPW Customer Services. Additionally, any work requested to historical facilities must be requested on DA Form 4283 (Facilities Engineering Work Request) and coordinated through DOE for authorization and special instructions. Where rain waters and moisture result in mold growth, occupants are required to take appropriate measures to eliminate existing mold and prevent further growth. In the initial stages of mold growth, the primary approach is to wash areas daily with bleach. For guidance, refer to the enclosed TG 2277 (Army Facilities Management Information Document on Mold Remediation Issues) and/or contact the Industrial Hygiene Technician at 569-4083.

The Responsible Officer will ensure that the following items requiring removal from the site are transported to the landfill: damaged wood (e.g., splintered, chopped or broken 2x4's, tree branches, crates, wood boxes) and broken wood furniture (e.g., desks, chairs, shelves and cabinets). To remove all reuseable/recyclable items, including serviceable scrap metal, arrangements should be made by contacting DOE (569-6393 or 526-2003) for Curbside Pickup Services.

## **GROUNDS MAINTENANCE**

DPW Public Works Division (PWD) is responsible for the management of grounds maintenance services at Fort Bliss IAW USAADACENFB Regulation 420-1, Grounds Maintenance. Should contracting be the method occupants elect for mowing grassy areas, the Responsible Officer should contact PWD at 568-6885 for guidance on submitting and funding requests for such services.

The Responsible Officer must ensure that facility occupants maintain grounds inside fence lines (if existing) and up to 50 feet from all sides of the facility. This includes, but is not limited to removal of weeds and trash, cutting grassy areas, and ensuring that rock landscaping does not create safety or tripping hazards. Maintenance tools or equipment may be obtained from the Self-Help Section at building 1276 (568-5931/3313). Any work involving excavation (e.g., planting trees or shrubs, trenching, etc.) will require a digging permit from Master Planning and Real Property, Building 777, basement (568-2763).

## **FIRE PROTECTION**

The Fort Bliss Fire Prevention and Protection Division (FPPD) is responsible for the management of fire and rescue services at Fort Bliss. Various methods are available in facilities for fire protection. Facilities may have automatic fire sprinkler systems, fire suppression systems, fire alarm systems that are/are not tied into FPPD, and standpipe systems. As a minimum, all facilities require fire extinguisher(s). Each organization is responsible for purchasing and maintaining its own fire extinguishers. To obtain current fire extinguisher requirements for each type of facility/space, contact FPPD at 568-8194. The Responsible Officer must also ensure that required signage and fire plans are posted, and that exit doors and fire hydrants remain free of obstructions. Incoming occupants may request a fire inspection.

## **PROPERTY DAMAGE**

When real property is damaged or destroyed as a result of negligence or willful misconduct of the occupant, the Responsible Officer shall ensure that a DD Form 200 (Financial Liability Investigation of Property Loss) is processed IAW AR 735-5 (Policies and Procedures for Property Accountability). A copy of the approved DD Form 200 (with exhibits) shall be provided to DPW Real Property for assignment of a voucher number. DA Form 4283 (Facilities Engineering Work Request) shall be submitted to obtain a cost estimate for restoration, and the cost of repair borne by the occupant/organization IAW with final liability determination. Actions for facilities requiring complete disposal shall be IAW AR 405-90 (Disposal of Real Property).

## MAINTENANCE AND REPAIR

The Responsible Officer must ensure that property is not allowed to degrade or reach a state of disrepair. While not required, it is highly recommended that units develop a Repair and Utility (R&U) Team to handle minor repairs that can be accomplished on a self-help basis. A generic list of self-help type work is provided at Appendix D. Troop labor may also be used on some projects, provided proprietary approval is authorized on DA Form 4283 by DPW. Interested parties should obtain a DA Form 1687 (Notice of Delegation of Authority – Receipt for Supplies) signed by the unit/activity director and participate in an R&U Briefing offered the first and third Thursday of each month at building 1276. R&U work is not permitted on gas components, roofing, electrical wiring, or any work requirements covered under an existing DPW contract. It is also imperative that the project scope of work proposed for R&U Team accomplishment is reviewed to ensure it is within permissible parameters.

Upon discovering minor facility deficiencies that are not within the parameters of self-help work, the Responsible Officer shall ensure the timely submission of a service order. Major deficiencies or repair requirements shall be submitted to DPW Customer Services on DA Form 4283, and accompanied by supporting documentation and justification for work. Projects of this magnitude typically require construction or facility alterations of some type. Work that would result in permanent conversion or temporary diversion (3 years) of facility space must first be authorized IAW the procedures and provisions of AR 405-70, paragraph 3. Alteration of facility configuration also requires approval from the Fire Prevention and Protection Division. Under no circumstances should space be diverted or converted prior to Garrison Commander or DA Headquarters approval. Doing so could result in a directive to restore facilities to the design use within 72 hours, at the user's expense. **The occupant is responsible for tracking the status of each work/service order in a log (or other record) from initiation to completion of work, obtaining approvals prior to facility design changes, and providing funds for work to be accomplished on a reimbursable basis.**

NOTE: Any facility repairs or alterations requiring a change in square footage or design use, or upgrade that extends the life or use of the facility shall be reported to DPW Real Property. Documentation is required to update the Real Property records and database.

## NEW CONSTRUCTION

The Responsible Officer shall ensure that DPW Real Property is notified of all new construction for which approval has been granted and funding provided. The Project Manager shall ensure that a DD Form 1354 (Transfer and Acceptance of Military Real Property) is submitted IAW instructions presented in Unified Facilities Criteria (UFC) 1-300-08, and accompanied by required documentation outlined therein. A draft DD 1354 is required to obtain a facility number and digging permit, prior to construction, and must be accompanied by site plan and construction drawings where appropriate. Upon completion and acceptance of all work, a final DD 1354 shall be provided to ensure actual project costs, design use(s), units of measures, etc. are captured for capitalization and/or creation of Real Property records. A list of equipment-

in-place shall be provided for use in transferring items to the Installation Property Book Office. In addition, a list of installed equipment and warranty information shall be provided to ensure proper equipment maintenance. This requirement also applies to construction projects utilizing troop labor. The occupant shall bear the full cost of actions necessary for DPW to procure final as-built drawings should they not be provided prior to or upon acceptance of the new construction.

### **REAL PROPERTY INVENTORY/SPACE UTILIZATION**

Installation real property inventory and space utilization data is submitted quarterly to the Installation Management Agency. This data is the basis for obtaining Installation funds for cyclical maintenance and repair work (e.g., roofing, servicing installed equipment, reinforcing exterior walls, upgrading electrical systems, etc.) on real property and infrastructure at Fort Bliss. It also helps Real Property to ensure maximum possible utilization of installation space. The Responsible Officer shall ensure DPW Real Property, or designated contractor personnel, are given full support and access required to conduct surveys necessary to obtain required data.

### **INSTALLATION STATUS REPORT FACILITY INSPECTIONS**

The Installation Status Report (Infrastructure) is a recurring, annual requirement to assess and report each facility condition per AR 210-14 (The Army Installation Status Report Program). The Garrison Commander is ultimately responsible for the reporting and assurance of data. Each organization is responsible for designating a sufficient number of personnel to inspect assigned facilities that are captured in the ISR program. These individuals must attend mandatory annual training, inspect facilities using the ISR standards booklets and worksheets, obtain Commander's/Director's approval signature on each inspection record, and submit findings to the DPW ISR Manager (568-6113) in a timely manner. Major changes to facility components that impact the ratings submitted for the current fiscal year (e.g., roof changed from amber to red due to storm damage) shall be reported to ensure that the live database reflects the most current condition status.

### **BARRACKS UTILIZATION**

The Responsible Officer shall ensure that unaccompanied personnel housing (UPH) is only utilized by authorized personnel, and IAW AR 210-50 (Housing Management). In addition, a Primary and Alternate POC (name and phone number) shall be provided DPW Real Property to ensure accessibility for utilization surveys, Census Bureau surveys, etc, and be posted in a location visible from the exterior of the building. Recipients of barracks facilities must also provide weekly barracks utilization data to DPW Real Property NLT 1300 hours each Monday for the previous week's data, unless otherwise directed. Certificates of Non-Availability (CNAs) will not be issued where 1+1 UPH facilities have a greater capacity or post-wide occupancy exceeds 85%. The Responsible Office shall ensure that a scaled map of each room, per floor, per UPH facility is provided DPW Real Property (443-6501), identifying the use for each room. Appropriate conversion/diversion approval is required for UPH space, which has an excepted category code for such actions. Changes made without such approvals shall be restored to its initial design use within 72 hours of notice, or as directed.

## APPENDIX A

### FORMS

TAB A: Facility Inspection Checklist

TAB B: DA Form 1687, Notice of Delegation of Authority – Receipt for Supplies

TAB C: DA Form 2062, Hand Receipt

TAB D: DA Form 3161, Request for Issue or Turn-in

TAB E: DA Form 4283, Facilities Engineering Work Request

TAB F: DA Form 5513-R, Key Control Register and Inventory

TAB G: DD Form 200, Financial Liability Investigation of Property Loss

TAB H: DD Form 1354, Transfer and Acceptance of Military Real Property

TAB I: FB Form 247, Building Occupancy Record

**NOTE: Only the front page of the above listed forms are reflected at the tabs. Customers are expected to use the most current form available.**

# TAB A REAL PROPERTY FACILITY INSPECTION CHECKLIST

## Real Property Facility Inspection Checklist

BLDG # \_\_\_\_\_

DATE: \_\_\_\_\_

Unit: \_\_\_\_\_ Hand Receipt Holder \_\_\_\_\_

GENERAL APPEARANCE		DISCREPANCIES	
Y	N	Internal doors left open	
Y	N	Floor Clean -swept, mopped, carpet if applicable vacuumed	
Y	N	Walls - free of holes	
Y	N	Ceiling - free of mildew, cracked or hanging sheetrock	
Y	N	Ceiling fans - dusted off	
Y	N	Light Fixtures - are serviceable	
Y	N	Refrigerator & microwave - wiped out	
Y	N	Window clean & window sills wiped off	
Y	N	Bathroom - is toilet cleaned, sink, shower/tub	
Y	N	Closets, shelves, drawers and cabinets open, empty & cleaned	
Y	N	Unit installed shelves must be removed	
Y	N	Unit equipment removed prior to inspection	
Y	N	Stairwells clean and free of debris	
Y	N	Basement rooms and hallway clean and free of debris	
Y	N	Main Entrance secured	
Y	N	Exterior areas policed	
Y	N	Clear all trash and debris in and around perimeter of facility	
Y	N	Trash - disposed properly IAW Env guidelines	
Y	N	Storage/outbuilding cleaned and free of equipment and debris	
Y	N	Padlocks removed	
Y	N	Room doors & locks serviceable	
Y	N	Organize all keys on Key ring	
Y	N	Service orders submitted: #	
		#	
		#	

RESULTS: **PASSED** **FAILED**

--	--

REINSPECTION **DATE**

--	--

**TIME**

--

INSPECTED BY: \_\_\_\_\_

TURNED IN KEYS

YES
-----

NO
----

TAB B  
DA FORM 1687

<b>NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES</b>		DATE
For use of this form, see DA PAM 710-2-1; the proponent agency is DCS, G-4.		
<b>AUTHORIZED REPRESENTATIVE(S)</b>		
ORGANIZATION RECEIVING SUPPLIES		LOCATION
LAST NAME-FIRST NAME-MIDDLE INITIAL	SOCIAL SECURITY NUMBER	SIGNATURE AND INITIALS
	AUTHORITY REQ. REC.	
<b>AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER</b>		
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE.		
THE AUTHORITY TO:		
REMARKS		
<b>I ASSUME FULL RESPONSIBILITY</b>		
UNIT IDENTIFICATION CODE		DODAAC/ACCOUNT NUMBER
LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	EXPIRATION DATE
	TELEPHONE NUMBER	SIGNATURE

DA FORM 1687, JAN 82

EDITION OF DEC 57 IS OBSOLETE.

APD V3.02









TAB G  
DD FORM 200

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS					
PRIVACY ACT STATEMENT					
<b>AUTHORITY:</b> 10 USC 2775; DoD Directive 7200.11; EO 9397.			<b>ROUTINE USE(S):</b> None.		
<b>PRINCIPAL PURPOSE(S):</b> To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.			<b>DISCLOSURE:</b> Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.		
1. DATE INITIATED (YYYYMMDD)		2. INQUIRY/INVESTIGATION NUMBER		3. DATE LOSS DISCOVERED (YYYYMMDD)	
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION		6. QUANTITY	7. UNIT COST	8. TOTAL COST 0.00
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)			<input type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)					
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10					
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		b. TYPED NAME (Last, First, Middle Initial)		c. DSN NUMBER	
		d. SIGNATURE		e. DATE SIGNED	
12. (X one)					
a. NEGLIGENCE OR ABUSE EVIDENT/SUSPECTED (X one)		b. COMMENTS/RECOMMENDATIONS		REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)	
<input type="checkbox"/> YES <input type="checkbox"/> NO					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		d. TYPED NAME (Last, First, Middle Initial)		e. DSN NUMBER	
		f. SIGNATURE		g. DATE SIGNED	
13. APPOINTING AUTHORITY					
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one)	
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE				<input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	
14. APPROVING AUTHORITY					
a. RECOMMENDATION (X one)		b. COMMENTS/RATIONALE		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one)	
<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE				<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)		e. TYPED NAME (Last, First, Middle Initial)		f. DSN NUMBER	
		g. SIGNATURE		h. DATE SIGNED	

DD FORM 200, OCT 1999

PREVIOUS EDITION IS OBSOLETE.

TAB H  
DD FORM 1354

TRANSFER AND ACCEPTANCE OF MILITARY REAL PROPERTY										Form Approved OMB No. 0704-0188									
										PAGE	OF	PAGES							
<p>The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Service, Directorate for Information Operations and Reports (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p><b>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.</b></p>										1. FROM (Installation/Activity/District and ZIP Code)		2. DATE PREPARED (YYYYMMDD)		3. PROJECT/JOB NUMBER		4. SERIAL NUMBER		9. TRANSACTION DETAILS	
5. TO (Installation/Activity/Service, ZIP Code & INSNO)										6. SITE/INSNO/NAME		7. CONTRACT NUMBER(S)		8. DRAWING NUMBER(S)		a. NEW CONST. <input type="checkbox"/> EXISTING FAC. <input type="checkbox"/> CAPITAL IMP. <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> b. PHYS. COM. AVAIL. <input type="checkbox"/> BEN/O <input type="checkbox"/> PARTIAL BOB <input type="checkbox"/> FINANCIAL COM. <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> c. DRAFT <input type="checkbox"/> FINAL <input type="checkbox"/> INTERIM <input type="checkbox"/> d. EFFECTIVE DATE (YYYYMMDD)			
10. ITEM NO.	11. FACILITY NO.	12. CATEGORY CODE	13. CATCODE DESCRIPTION	14. TYPE	15. UNIT OF MEAS 1	16. TOTAL QUANTITY UN 1	17. UNIT OF MEAS 2	18. TOTAL QUANTITY UN 2	19. COST	20. FUND SOURCE	21. FUND ORG	22. INTER-EST CODE	23. ITEM REMARKS						
24. STATEMENT OF COMPLETION. The facilities listed hereon are in accordance with maps, drawings, and specifications and change orders approved by the authorized representative of the using agency except for the deficiencies listed on the reverse side.										25.a. ACCEPTED BY (Typed Name and Signature)		b. DATE SIGNED (YYYYMMDD)							
a. TRANSFERRED BY (Typed Name and Signature)										b. DATE SIGNED (YYYYMMDD)		26. PROPERTY VOUCHER NUMBER							
c. TITLE (Area Engr./Base Engr./DPW)										c. TITLE (DPW/PPAC)									

PREVIOUS EDITION IS OBSOLETE.

DD FORM 1354, MAR 2004



## APPENDIX B

### **REFERENCE PUBLICATIONS**

AR 190-11, Physical Security of Arms, Ammunition, and Explosives

AR 190-51, Security of Army Property at Unit and Installation Level

AR 210-50, Housing Management

AR 210-14, The Army Installation Status Report Program

AR 405-70, Utilization of Real Property

AR 405-80, Management of Title and Granting Use of Real Property

AR 405-90, Disposal of Real Property

AR 420-70, Buildings and Structures

AR 710-2, Supply Policy below the National Level

AR 735-5, Policies and Procedures for Property Accountability

TG 277, Army Facilities Management Information Document on Mold Remediation Issues

## APPENDIX C

### IMPORTANT PHONE NUMBERS

AAFES	(915) 562-9552, EXT 104
BASE TRANSFORMATION OFFICE	(915) 568-3047/5609
DIRECTORATE OF ENVIRONMENT	(915) 568-7041
DIRECTORATE OF INFORMATION MANAGEMENT	(915) 568-4207
DIRECTORATE OF PUBLIC WORKS	(915) 568-6200
CHIEF, CONTRACT MANAGEMENT & SERVICES	(915) 568-6514
CUSTODIAL & REFUSE SERVICES	(915) 568-3301
CHIEF, MASTER PLANNING & REAL PROPERTY	(915) 568-5933
BARRACKS UTILIZATION & ASSIGNMENT	(915) 443-6501
DIGGING PERMITS	(915) 568-2763
INSTALLATION STATUS REPORT	(915) 568-6113
REAL PROPERTY INVENTORY	(915) 568-6113
REAL ESTATE	(915) 568-3393
SPACE UTILIZATION & ASSIGNMENT	(915) 568-5933
CHIEF, PUBLIC WORKS DIVISION	(915) 568-5201
CUSTOMER SERVICES (SERVICE ORDERS)	(915) 568-1107
CUSTOMER SERVICES (WORK ORDERS)	(915) 568-6284
GROUNDS MAINTENANCE	(915) 568-6885
SELF-HELP (BLDG 1276)	(915) 568-5931/3313
FURNISHINGS MANAGEMENT OFFICE	(915) 568-1447/4290
FORT BLISS FIRE PREVENTION & PROTECTION	(915) 568-8194
INDUSTRIAL HYGIENE	(915) 569-4083/1254
INSTALLATION PROPERTY BOOK	(915) 568-7505
PHYSICAL SECURITY	(915) 568-5151
ARMS ROOM ALARM ACTIVATION/DEACTIVATION	(915) 568-4871

## APPENDIX D

### **SELF-HELP TASK LIST**

Below is a list of the more common items of repair AUTHORIZED under the Self-Help Program. This list is not all inclusive and sometimes an item of repair may be questionable. Please contact the Self-Help Center for guidance if necessary.

#### **CARPENTRY:**

- Reset nails protruding from woodwork or other surfaces.
- Minor repair of wood steps, handrails, platforms and wood fencing.
- Patch nail holes, small holes and narrow cracks in walls using appropriate patching medium.
- Touch-up and spot paint the interior of a building. (NOTE: The Self-Help Center will only issue 2 gallons of paint per Unit per building per 6-month period. This is not cumulative. Requirements exceeding 2 gallons of paint must be requested on DA Form 4283. Units must procure brushes, rollers, paint trays, drop cloths, thinner, and ladders.)
- Replace damaged or missing floor tiles, ceiling tiles, or acoustical tiles. (Non-asbestos.)
- Refasten/tighten coat hooks, or replace damaged coat hooks.
- Remount loose shelf brackets and loose hanging rods in closets.
- Tighten and lubricate hinges and door hardware. (Do not use oil in door locks.)
- Install/replace bracing on screen doors to correct sagging.
- Replace defective screen door latches, closers, springs, screen wire.
- Install/replace door stops.
- Lubricate key-type door locks. (Use graphite; do not use oil.)
- Patch/repair window screens. Screens that cannot be repaired by R&U personnel may be repaired by Unit credit card. The card allows the unit to deal directly with commercial vendors to repair/fabricate screens and, in some cases, venetian blinds. You may contact the Self-Help Center for vendor information.
- Re-secure screens to buildings.
- Re-putty loose window panes using glazing putty.
- Replace window locking devices and window cranks.
- Install/replace/repair curtain rods or traverse rods.

## Self-Help Task List (continued)

### **PLUMBING**

- Replace faucet washers, faucet handles, o-rings, packing, aerators and complete faucet stems direct exchange (DX) if necessary.
- Secure loose hardware, mirrors, soap dishes, toilet seats, paper holders, towel racks, towel dispensers and shower rods.
- Replace defective toilet seats, soap dishes, toilet paper holders, shower rods, towel racks and shower heads. (All DX items).
- Replace flush tank valves and parts. (Those available at SHIP only.)
- Replace/install sink stoppers and retaining chains.
- Unstop toilets, sinks, urinals and other drains. (Call Service Order Desk if Self-Help methods fail.)
- Replace caulking on latrine fixtures, shower walls, bathtubs and sinks.
- Secure floor drain covers, p-traps or continuous drains on sinks.

### **ELECTRICAL**

- Clean/replace light fixture globes, diffusers, fluorescent tubes, starters and light bulbs.
- Replace damaged switch and outlet covers.
- Reset circuit breakers.
- Replace fuses up to 20 amps. (Not circuit breakers)
- Replace explosion-proof globes and guards on light fixtures.

### **MISCELLANEOUS**

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

Self-Help Task List (continued)

**UNAUTHORIZED WORK:** (Contact the Self-Help Center for clarification in doubtful situations.)

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

**AUTHORIZED WORK ONLY WITH DPW APPROVAL ON DA 4283**

- Installing TV or radio antennas.
- Constructing walls, patios and fencing.
- Painting an entire building or office areas.
- Applying herbicides.
- Applying insecticides.



# **THE RESPONSIBLE OFFICER'S HANDBOOK**

*A Guide to Facility Turn-In*

*REVISION: 12 APR 07*

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## **RETURNING FACILITIES AND/OR SPACE**

The Responsible Officer shall notify DPW Real Property of plans to return assigned facilities a minimum of 30 days (60 days preferred) prior to terminating occupancy. DPW Real Property may provide a courtesy inspection of random areas in the facility to ensure the customer understands what is expected prior to clearing. Where more than one facility is involved, the customer shall identify the facility for which it desires the random check. The facility inspection checklist (Appendix B) shall be the source document used to conduct the final inspection of facilities, which should be scheduled for the week prior to the departure date (or earlier if occupant is ready for final inspection). Facilities must be returned in a clean, swept/mopped condition, regardless of the actions (e.g., demolition, renovation, etc.) that **may or may not** occur following turn-in of the facility. Work requests and service orders required to ensure the facility is functional and maintained in good repair should be submitted throughout tenancy. Should deficiencies be noted during inspection resulting from lack of compliance or readiness, the inspection shall be stopped. Failed inspections will be reported to the Brigade Commander or Director, and must be resolved within 5 workdays. A follow-up inspection **must be requested** by the unit/organization. The clearance record at Appendix A may be used to ensure all required clearances are obtained prior to requesting an inspection from DPW Real Property.

**FURNISHINGS AND EQUIPMENT-IN-PLACE:** **Departing Commanders and Unit Hand-receipt Holders** should contact the Furnishings Management Officer (568-1447/4290, **building 1103**) and Installation Property Book Office (568-7505) to arrange for room-by-room inventory and proper disposition of items captured on hand-receipts. All personal items (e.g., furnishings not on a hand receipt, paraphernalia in cabinets/lockers or on shelves) and items related to the Unit Property Book Office should be removed from the facility. Items that are not property book related but will remain in the building for the new tenant must be identified on an inventory list (by room) and provided Real Property at the time of turnover.

**INSTALLED EQUIPMENT:** Installed equipment will be discussed during the inspection with DPW Real Property. Be prepared to provide a copy of any open work orders that were submitted to request repair or replacement of inoperable equipment.

**COMMUNICATION LINES AND LAN DROPS:** Contact all service providers (cable, telephone, etc.) to discontinue all services. Be prepared to provide the DOIM job order number for requests to discontinue services for departing tenant.

**VENDING MACHINES:** Contact AAFES at 562-9552, Extension 104, to ensure turn-in of snack and soda machines, etc. AAFES typically requires a 3-week advanced notice.

**ARMS ROOMS:** An arms room certification should be posted on the wall. Should the certificate be expired because the room doesn't meet requirements, the occupant shall provide a copy of the DA Form 4283 submitted to request that the room be made compliant. If the certification period has simply expired, the incoming occupant will be responsible for obtaining a current certificate. The exiting unit shall contact the Alarm Administrator, Physical Security (568-4871) to arrange for deactivation of the alarm. Be prepared to provide DPW Real Property a copy of the memo evidencing deactivation of the alarm.

**KEY CONTROL & LOCKS** Ensure accurate key control accountability, and provide the register (DA Form 5513-R) and all keys at the time of inspection with DPW Real Property. The location of all key control boxes and cipher locks shall be identified. All interior doors shall be open, with one of the set (4 ea) of tagged keys inserted in each lock. Each key tag shall be properly labeled with the item number on the register. Quantities on-hand shall match the data reflected on the key inventory. Should replacement keys be required, a service order request may be initiated to re-key up to 5 doors or cut up to 30 duplicate keys. Requirements exceeding this should be submitted on a work order (DA Form 4283). All keys and cipher lock combinations must be accountable prior to turn-in of the facility. As a standard, the use of mortise-type locking devices are highly discouraged. Units/Organizations are not permitted to contact locksmiths unless DPW has no locksmith contract(s) in place for these services. For additional information, contact the Public Works Division (568-6778). Occupants are not permitted to re-key mechanical rooms, which are strictly maintained by DPW and keyed to the Engineer lock. Master keys are not authorized for use on Fort Bliss property, including the ranges. All exterior doors must be securable and all facility keys must be submitted at the time of facility turn-in and acceptance.

**UTILITIES AND ENERGY CONSERVATION** Ensure that all thermostats are set at 60 degrees (during heating season) or 80 degrees (during cooling season). All indoor/outdoor lighting should be operational, with working bulbs. For light poles, ensure a service order is submitted to PWD Customer Services for replacement of bulbs. Prior to departing, all exterior and interior facility lights should be in the "off" position unless necessary for safety or security. All mechanical equipment using water should be operational and without leaks. Problems with mechanical equipment should be handled via submission of a work order; any service order issues should be resolved prior to release of the facility. DPW Energy Office will participate in the final inspection with Real Property, to ensure final meter readings or utility service usage is captured. (NOTE: If the final readings are not captured, the occupant's account may be subject to charges for continued utility services.)

**CUSTODIAL AND REFUSE SERVICES** Notify DPW Contract Management and Services Branch (568-3294) to discontinue services for your unit/organization as appropriate. Contact the Directorate of Environment (568-6384) for pickup of recycle containers. Ensure that all trash and debris is removed by proper means.

**ENVIRONMENTAL PROTECTION** To obtain an Environmental Clearance, the Responsible Officer will contact DOE (568-7041/6993) not later than thirty (30) days before evacuation date. Requirements for historical facilities must be requested on DA Form 4283 and coordinated through DOE for authorization and special instructions. DOE will perform lead paint and asbestos surveys, pumping and cleaning of oil water separators, deactivation of waste accumulation points, and removal of all POL products. See checklist at Appendix C.

The Responsible Officer will ensure that the following items are transported to the landfill: damaged wood, such as splintered, chopped or broken 2x4's, tree branches, crates, wood boxes, and broken wood furniture, such as desks, chairs, shelves and cabinets. For removal of all reusable and recyclable items, including serviceable scrap metal, contact DOE's Curbside Pickup Service (569-6393 or 526-2003) to arrange for pickup. Occupants must ensure that all items are removed prior to release from facility responsibility.

**GROUNDS MAINTENANCE** The Responsible Officer must ensure that grounds are policed and maintained within the fence (if existing) and up to 50 feet from all sides of the facility (including organizational parking and storage yards). This maintenance includes, but is not limited to removal of weeds and trash, cutting grassy areas, and ensuring that rock landscaping is not creating a safety or tripping hazard. Maintenance tools or equipment may be obtained from the Self-Help Section at building 1276 (568-5931/3313).

**FIRE PROTECTION** The Responsible Officer shall ensure that all fire extinguishers are in place and are in the green zone. Fire extinguishers (fully charged) shall remain with the facility. Contact the Fire Prevention and Protection Division to obtain documentation evidencing that fire inspections (including alarms) are current.

**PROPERTY DAMAGE** All actions requiring property damage shall be resolved (or under liability determination) prior to release from the facility. The Responsible Officer shall ensure that Real Property has been given a copy to voucher, that necessary work requests have been submitted to restore the facility (if determined appropriate), and that the current investigation status is provided to Real Property.

**MAINTENANCE AND REPAIR** The Responsible Officer shall refer to the organization's log book (or other record used for tracking) to ensure proper completion, closure or disposition of all open work orders and service orders. The user should contact DPW Customer Services regarding outstanding service order work so that it may be completed prior to releasing the building, and should cancel service orders no longer needed. The same action shall be taken on outstanding work orders. Should work still be required for the facility, and work would be funded by DPW, a copy of the work order and backup documentation shall be provided prior to release from facility responsibility. Units are responsible for ensuring the replacement of all missing window screens, toothbrush holders, sink stoppers, smoke detectors, etc. Should assigned space have been converted/diverted without the required Garrison Commander or DA Headquarters approval, the Responsible Officer shall seek such approval and may be directed to

restore facilities (or provide funding to do so). Occupants shall ensure that floor drains and plumbing are not clogged; commodes properly flush; doors are properly mounted on hinges; panic hardware is operational; stair treads and handrails are properly secured; etc.

**SELF-HELP REPAIRS** All minor repairs that can be accomplished using items in the Self-Help Program (e.g., repairing metal screen doors, window screens, Venetian blinds and hangers, bathroom accessories and showerheads, cabinet door knobs and hinges; replacing outlet covers, light bulbs, light covers, damaged ceiling tiles, HVAC registers, etc.) shall be completed prior to requesting a facility condition inspection.

**MAILBOXES** All mail services shall be discontinued. All mailboxes shall remain complete and intact, and keys maintained in the key box. Should mailbox cores and keys be removed from the facility, the departing unit shall be responsible for restoring them at its own expense.

DRAFT

APPENDIX A

FACILITY CLEARANCE CHECKLIST

**AAFES** (562-9552, Ext 104)

\_\_\_\_\_ VENDING MACHINES REMOVED (if applicable)

**DIRECTORATE OF ENVIRONMENT** (Stanley Green, 568-7041)

\_\_\_\_\_ OIL/WATER SEPARATOR                      \_\_\_\_\_ WASTE ACCUMULATION POINT  
\_\_\_\_\_ SCRAP METAL/CARDBOARD                \_\_\_\_\_ USED OIL/ANTI-FREEZE TANKS  
\_\_\_\_\_ LEAD/ASBESTOS/MOLD                    \_\_\_\_\_ HISTORICAL ISSUES  
\_\_\_\_\_ FUEL TANKER BERMS                        \_\_\_\_\_ PARTS WASHER

**UTILITIES/CUSTODIAL/REFUSE SERVICES**

\_\_\_\_\_ NOTIFIED DPW UTILITIES MANAGER (Juan Morales, 568-2823)  
\_\_\_\_\_ NOTIFIED CUSTODIAL/REFUSE INSPECTOR (Oscar Perales, 568-3301)

**DIR OF INFORMATION MANAGEMENT** (Mr. Duenez, 568-4207)

\_\_\_\_\_ LAN/TELEPHONE LINES  
\_\_\_\_\_ COMMUNICATIONS EQUIPMENT

**FURNISHINGS MANAGEMENT** (Ron Coleman, 568-1447)

\_\_\_\_\_ UNSERVICEABLE ITEMS REPLACED  
\_\_\_\_\_ SERVICEABLE ITEMS TURNED IN FOR RESTOCK  
\_\_\_\_\_ HAND-RECEIPT CLEARED

**INSTALLATION PROPERTY BOOK** (Vernon Green, Bldg 2527, 568-7505)

\_\_\_\_\_ HAND-RECEIPT CLEARED

**PHYSICAL SECURITY** (Bob Arnold, 568-3624)

\_\_\_\_\_ ARMS ROOM ALARM TESTED  
\_\_\_\_\_ CERTIFICATION DATA POSTED  
\_\_\_\_\_ ARMS ROOM DEACTIVATED (Provide copy of memo)

**FIRE PREVENTION & PROTECTION DIVISION** (568-8194)

\_\_\_\_\_ FIRE INSPECTION CURRENT  
\_\_\_\_\_ FIRE ALARM TESTED

**MAINTENANCE & REPAIR**

\_\_\_\_\_ SELF-HELP ITEMS ARE COMPLETED  
\_\_\_\_\_ LIST OF OUTSTANDING WORK ORDERS IS SCRUBBED W/PWD  
\_\_\_\_\_ ALL SERVICE ORDERS ARE COMPLETED

\_\_\_\_\_  
**PRINTED NAME & CUSTOMER SIGNATURE**

\_\_\_\_\_  
**DATE SIGNED**

(NOTE: Signature denotes that above actions have been taken where required)

# APPENDIX B FACILITY INSPECTION CHECKLIST

## Real Property Facility Inspection Checklist

BLDG # \_\_\_\_\_

DATE: \_\_\_\_\_

Unit: \_\_\_\_\_ Hand Receipt Holder \_\_\_\_\_

GENERAL APPEARANCE				DISCREPANCIES
Y	N	Internal doors left open		
Y	N	Floor Clean -swept, mopped, carpet if applicable vacuumed		
Y	N	Walls - free of holes		
Y	N	Ceiling - free of mildew, cracked or hanging sheetrock		
Y	N	Ceiling fans - dusted off		
Y	N	Light Fixtures - are serviceable		
Y	N	Refrigerator & microwave - wiped out		
Y	N	Window clean & window sills wiped off		
Y	N	Bathroom - is toilet cleaned, sink, shower/tub		
Y	N	Closets, shelves, drawers and cabinets open, empty & cleaned		
Y	N	Unit installed shelves must be removed		
Y	N	Unit equipment removed prior to inspection		
Y	N	Stairwells clean and free of debris		
Y	N	Basement rooms and hallway clean and free of debris		
Y	N	Main Entrance secured		
Y	N	Exterior areas policed		
Y	N	Clear all trash and debris in and around perimeter of facility		
Y	N	Trash - disposed properly IAW Env guidelines		
Y	N	Storage/outbuilding cleaned and free of equipment and debris		
Y	N	Padlocks removed		
Y	N	Room doors & locks serviceable		
Y	N	Organize all keys on Key ring		
Y	N	Service orders submitted:	#	
			#	
			#	

RESULTS: PASSED FAILED

--	--

REINSPECTION

--

DATE

--

TIME

--

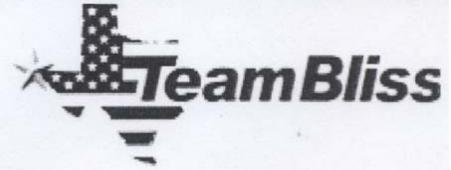
INSPECTED BY: \_\_\_\_\_

TURNED IN KEYS

YES
-----

NO
----

APPENDIX C



**DIRECTORATE OF ENVIRONMENT**

FACILITY ENVIRONMENTAL CLEARANCE CHECKLIST		DATE
UNIT ID _____	FACILITY # _____	
UNIT POC _____	UNIT PHONE _____	DOE REP _____
	<b>MAINTENANCE FACILITY / BARRACKS/ OFFICE SPACE</b>	<b>DATE/TIME COMPLETED</b>
	<b>Schedule a pre walk thru inspection of this facility with DOE? 568-7041 Date / Time _____</b>	
1	Call DOE to have the oil water separator serviced and cleaned. 568-7041 / 568-0558	
2	Have the waste accumulation point deactivated or removed. 526-2003 / 526-6720	
3	Have the used antifreeze and used oil tanks drained. 526-2003/526-6720	
4	Turn in to DOE the parts washer, solvent tanks and brake washer units. 526-6720	
5	Turn in all used and unused petroleum products in excess. Curbside pickup 526-2003	
6	Clear all scrap metal and cardboard from the facility. Curbside pickup 526-6720	
7	Have the facility cleared of all lead, asbestos and mold issues thru DOE and Industrial Hygiene. 568-7041	
8	Does the unit's facility have any historical concerns?	
9	Take all broken furniture and scrap wood to the Fort Bliss land fill.	
10	Clear all excess furniture and metal shelving from barracks and office facilities. Curbside pickup 526-6720 / 526-2003	
11	Clear all floors of barracks and office space of all cleaners, aerosols, paints ect; curbside pickup 526-6720	
12	Have all recycle containers / cardboard dumpsters returned back to the recycle center. 494-0068	
13	Turn in all environmental records concerning maintenance, inspections and reports to DOE.	

APPENDIX D

**IMPORTANT PHONE NUMBERS**

AAFES	(915) 562-9552, EXT 104
BASE TRANSFORMATION OFFICE	(915) 568-3047/5609
DIRECTORATE OF ENVIRONMENT	(915) 568-7041
DIRECTORATE OF INFORMATION MANAGEMENT	(915) 568-4207
DIRECTORATE OF PUBLIC WORKS	(915) 568-6200
CHIEF, CONTRACT MANAGEMENT & SERVICES	(915) 568-6514
CUSTODIAL & REFUSE SERVICES	(915) 568-3301
CHIEF, MASTER PLANNING & REAL PROPERTY	(915) 568-5933
CHIEF, PUBLIC WORKS DIVISION	(915) 568-5201
CUSTOMER SERVICES (SERVICE ORDERS)	(915) 568-1107
CUSTOMER SERVICES (WORK ORDERS)	(915) 568-6284
GROUNDS MAINTENANCE	(915) 568-6885
SELF-HELP (BLDG 1276)	(915) 568-5931/3313
FURNISHINGS MANAGEMENT OFFICE	(915) 568-1447/4290
FORT BLISS FIRE PREVENTION & PROTECTION	(915) 568-8194
INDUSTRIAL HYGIENE	(915) 569-4083/1254
INSTALLATION PROPERTY BOOK	(915) 568-7505
PHYSICAL SECURITY	(915) 568-5151
ARMS ROOM ALARM ACTIVATION/DEACTIVATION	(915) 568-4871