6 FAH-4 H-200
MEET YOUR POST

(TL:FCLH-1; 06-16-1997)

6 FAH-4 H-201 GET ACQUAINTED WITH YOUR POST AS QUICKLY AS POSSIBLE

6 FAH-4 H-201.1 Why?

(TL:FCLH-1; 06-16-1997)

a. Because post facility maintenance and repair are the maintenance manager's responsibility.

b. Because each post is unique.

c. Because the systems and the equipment are expensive and must be preserved.

d. Because each post requires its own personalized facility maintenance management.

6 FAH-4 H-201.2 How To Begin

(TL:FCLH-1; 06-16-1997)

a. Meet the maintenance staff.

b. Make a general inspection tour (GIT) of post facilities:

- Start at one end.
  - Walk in and out of every room in every building.
  - Walk all around and through the grounds on which it is located.

c. During the GIT, look for the obvious—things that are:

- Broken
- Not working
- Eroding
- Defective

- Cracking
- Deteriorating
- Dirty

d. Look at the entire complex:

- Walls (Inside and out)
- Windows (Loose glazing, rotting sash)
- Floors (Loose boards/tiles)
- Ceilings (Signs of leaks)
- Light switches (on and off)
- Lights (Inside and out: on and off)
- Electrical receptacles (Do they work?)
- Exposed wires (Are they bare?)
- Each piece of equipment (Is it working?)
- Generators and electrical switchgear
- Doors (Sticking, loose hardware)
- Paint
- Toilets (Do they flush? Do they leak?)
- Faucets (Do they work—hot and cold? Do they leak?)
- Drains (Are they open, blocked, slow?)
- Heaters (Do they heat?)
- Air-conditioners (Do they cool?) (Installed correctly?)
- Exhaust fans (Do they work?) (Installed correctly?)
- Draft—Safety hazards
- Boilers (Have they been certified in the last year? (Were any deficiencies noted?)
- Heating, ventilation, and air-conditioning (HVAC)
- Environmental hazards (Asbestos?) (Oil or fuel leaks?)
- Drainage systems (Outside)
- Gutters and downspouts (Are they blocked, rusted, loose?)
- Foundations (Are they settling?)
- Roofs (Are there holes, leaks, tears, bubbles?)
- Sidewalks (Are they crumbling, cracked?)
- Pavements (Cracks, alligatoring, potholes, base failures?)
- Grounds (Are they neat and clean? Do they have sinkholes, ditches, bare spots?)
- Trees and shrubbery (Need trimming, fertilizing, watering?)

- Attics (Signs of leaks, dry rot, rodents)
- Basements (Deteriorated posts and beams, cracks, water)
- Anything else that catches your eye.

Repeat this inspection every 6 months during your tour.

e. When something is defective or improperly maintained, stop and write it down:

- What is it?
- What seems to be wrong with it?
- What could be done to correct it?
- Where is it located on the compound?

6 FAH-4 H-201.3 Don't Go Alone!

(TL:FCLH-1; 06-16-1997)

a. Take the local FSN/TCN maintenance supervisor or senior shop supervisors. They can provide valuable information on:

(1) Skill of maintenance staff;

(2) Post interest areas;

(3) Current or former problem areas;

(4) Historical facilities maintenance information;

(5) Facilities planning; and

(6) Shops (equipment, tools, layout).

b. During your tour, take notes and ask questions, including:

(1) Were they aware of the observed deficiencies? and

(2) What action (if any) is being taken to correct the problems?

c. Request ideas on the goals of the maintenance program, what they believe is working well, and what needs improving from the senior supervisors.

d. The tour should result in an appreciation of:

- Size and mission of the post;
- Current conditions of the facilities;

- Areas requiring immediate attention;
- Areas requiring future investigation; and
- Lack of management information

6 FAH-4 H-202 DEVELOP A FACILITY NOTEBOOK

6 FAH-4 H-202.1 WHAT IS A FACILITY NOTEBOOK?

(TL:FCLH-1; 06-16-1997)

A facility notebook is:

- A single source of summarized historical maintenance information.
- A basis of continuity during turnovers of post general services officers, facility managers, and facility supervisors.
- A tool for maintenance management of post facilities.

6 FAH-4 H-202.1-1 What Does the Facility Notebook Contain?

(TL:FCLH-1; 06-16-1997)

a. The facility notebook should contain:

- Assets (What is owned or under a long-term lease (LTL) by the U.S. Government?)
- Basic facility planning information
- Preventive maintenance inventory/checklist
- Control inspection inventory/checklist
- Requirements (What needs to be done?)
- Current annual inspection summary (AIS)
- Most recent control inspection reports
- Resource request log
- Resources (What is available to work with?)
- Current routine M&R and S&E Budget

- Plans and actions (What is planned to be done and what has been done in the past?)
- Scheduled maintenance service contract log
- Maintenance record log

b. Other information and policies:

- Summary of post maintenance policies and directives
- List of critical items of maintenance and repair
- Facility maintenance notes from previous managers
- Copy of utility contract(s)
- History of energy consumption
- Appointment and authorization letters for:
  COTR for facility support contracts
  Contract authority

b. Each former maintenance manager should update and or develop the facilities notebook while assigned to the post, but:

IF THERE IS NO FACILITY NOTEBOOK AT THE POST, MAKE ONE YOURSELF, USING THE ABOVE GENERAL GUIDELINES!

6 FAH-4 H-202.2 Determining Maintenance Requirements

(TL:FCLH-1; 06-16-1997)

a. To set up a good working maintenance program, the first step is to know precisely what needs to be maintained. Without an equipment and facility inventory, a logical plan of action is not possible. The inventory should include such data as:

(1) Building Data:

- Building number (1001, 2002, etc.);
- Building description (OBC, WHE, etc.);
- Location/address;

- Size (gross SF, NET SF, number of floors);
- Ownership (GO, LTL);
- Year constructed;
- Year programmed for disposal (if applicable).

(2) Major Building Systems Data (use the REMS format shown as 6 FAH-4 Exhibit H-202.2; see also 6 FAH-4 H-900 for a discussion of this system):

- System type;
- System description;
- Building number/name;
- System size/quantity;
- Date installed/constructed/last refurbished;
- Expected life;
- Expected replacement/refurbishment year.

(3) Component Equipment Data (use the REMS format shown as 6 FAH-4 H-202 Exhibit H-202.2 ; see also 6 FAH-4 H-900 for a discussion of this system):

- Equipment number/name;
- Manufacturer
- Model number;
- Serial number;
- Size or capacity;
- Date installed/last overhauled.

b. Some of the above data will have already been collected and will be available in the form of real property records or within maintenance office files. In other cases, a survey of post facilities will be required.

6 FAH-4 H-203 THROUGH H-299 UNASSIGNED

6 FAH-4 H-202 Exhibit H-202.2
PART A—EQUIPMENT INFORMATION FORMAT

(TL:FCLH-1; 06-16-1997)

Equipment: _____

Equipment ID: _____ / _____ / _____ / _____

Location: _____ **Quantity:** _____ **Status:** _____

Unit Indicator: _____ **Number:** _____

Model: _____ **Serial Number:** _____

Manufacturer: _____ **Phone:** _____

Address: _____ **Capacity:** _____

_____ **(Tons, Gal, BTU, KW, KVA., etc.)**

_____ **Motor Number:** _____

_____

Year Installed: _____ **CFM Rating:** _____

Volts AC: Input _____ **Output** _____ **GPM Rating:** _____

Amps: _____ **Hz** ___ **Ph** ___ **DC** ___ **Hp** ___ **Arrangement #:** _____

Fan Coil: _____ **D=Direct Expansion, S=Split System**

Remarks:

Instructions for Completing the Equipment Information Format

Equipment—type of equipment such as generator

Equipment ID * —

First space is two letter equipment identifier—GN-generator, AC-air conditioner, etc.

Second space is REMS Building Inventory building number—1001, etc.-

Third space (number entered by REMS) is number of type of equipment at the listed location—0001 generator, 0024 fan coil units, etc. REMS assigns this number.

Fourth space (number entered by REMS) is the identification number of the piece of equipment when there are several pieces of equipment at the same location—000002 generator, 000003 generator. REMS assigns this number.

Location *—within or near a building, office unit, residential unit, or ancillary structure.

Quantity—number of equipment using this record

Status—A=active. Deletion reasons are: B=abandon in place- D=Input Error; M=Remove; R=Relocate. This field should be left blank.

Unit Indicator—valid values are ANC-ancillary Structure, Off—Office, RES—Residential

This data is entered through the Building Inventory Module.

Number (search field if unit indicator is entered)—this is the ANC, OFF, or RES number entered in the Building Inventory Module.

Number must fill the field, e.g., residential unit number 1 = 0001.

Model—manufacturer's model number

Serial Number—the serial number of the equipment

Manufacturer—self explanatory

Phone—the manufacturer's telephone number

Address—self explanatory

Capacity—capacity of the equipment e.g., generator, 500 KVA, chiller, 300 tons, etc.

Motor Number—if the equipment has a component motor, enter the motor number here.

Year installed—date installed in the current location.

Volts AC—Input—voltage required to run the equipment. Output—voltage put out by the equipment.

CFM Ratings—cubic feet per minute, associated with fans

GPM Rating—gallons per minute rating, associated with pumps

AMPS—amperes needed by the equipment

Hz—hertz required

Ph—phases of power required

DC—direct current used by the equipment

BP—horsepower produced by the equipment.

Arrangement #—this number is for Caterpillar generators only. This number reflects the accessories associated with the generator. It is needed to order parts.

FAN Coil—enter D or S depending on the type of equipment.

* indicates fields that are required

List of Equipment Codes: GN = Generator
AH = Air Handler

NOTE: These are required codes, needed to access the proper inventory record.

PART B—COMPONENT INFORMATION FORMAT

Equipment ID: _____ / _____ / _____ / _____

Component: _____ **Status:** _____

Location: _____

Model: _____ **Serial Number:** _____

Manufacturer: _____ **Phone:** _____

Address: _____ **Capacity:** _____

_____ **(Tons, Gal, BTU, KW, KVA., etc.)**

_____ **Motor Number:** _____

_____

Template #1 General Use

Volts AC: Input_____ **Output**_____ **CFM Rating:** _____

Amps: _____ **Hz** ___ **Ph** ___ **DC** ___ **Hp** ___ **GPM Rating:** _____

Template #2 Cooling Tower

Controls: _____ **P=Pnuematic, S=Static Pressure**

Template #3 Generators, Main Fuel Tank

Tank Wall: _____ **S=Steel, F=Fiberglass**

Template #4 Generators, Engine

Governors: _____ **M=Mechanical, H=Hydraulic, E=Electronic**

Battery Data: Type_____ **No.**_____ **Rating:** _____

Template #5 Generators, Cooling System

Radiator: _ **E=Engine Mounted, H=Heat Exchanger, R=Remote**

Template #6 Air Handlers, Filters

Type: _____ **No.:** _____ **Size:** _____

Type: _____ **No.:** _____ **Size:** _____

Remarks

Instructions for Completing Component Information

Equipment ID-. added by REMS based on Equipment Information

Component—search this field for entries. Component type must be listed Component Table Maintenance. After component is added, this is a nonchangable field.

Status—No entry required for this field. When component is deleted or status is changed, REMS will add an entry in this field. Status are- A = active- D = deleted

Location—Added by REMS from the Equipment Information record

*Model—model type of component

*Serial Number—serial number of the component. If none, leave blank

*Manufacturer—manufacturers of component

*Phone—phone number of manufacturer of component

*Address—address of manufacturer of component

*Capacity—list the capacity in the term usually applied to the type of component

*Motor Number—list number of component motor. Leave blank if no motor.

*CFM Rating—Cubic Feet per Minute of fans

*GPM Rating—Gallons Per Minute of the pump

*Volts AC—Input—number of volts to operate the component.
Output—number of volts output from component. Usually used for UPS only.
Amps—number of amps needed to operate component
Hz—number of hertz required by component
Ph—number of phases of component
DC—amount of DC power required
BP—horsepower of component

*Controls—enter type of controls for component

*Tank Wall—enter type of tank wall of component

*Governors—enter type of governor

*Battery Data—Type of battery, number, and power rating

*Radiator—enter type of cooling system for component

*Filters—Type: type of filter e.g., filter number
No.—number of filters needed by component
Size—dimensions of filter
*=changeable fields