

**13 MAY 1997**

**Civil Engineer**

**BUILDING MANAGERS HANDBOOK**



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Certified by: 95 CEG/CE (Felipe T. de la Garza)  
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This regulation has information to assist building managers in managing Air Force buildings; it identifies and explains procedures for handling various situations. The building manager is the key to effective building management; that is, fire protection, building security, repairs, maintenance, minor construction, space utilization, energy management, monitoring of custodial service contracts within the building, effective resource management and accounting. All of these combined responsibilities constitute proper on site care of the building, which is the ultimate responsibility delegated to building managers by the Air Force through their commanders.

**SUMMARY OF REVISION**

Updates security procedures for anti terrorism (para 3.4.3.). Adds Security detection devices (para. 3.4.4.2) Emphasizes Self-Help usage (para 3.5.4.). Updates telephone roster (atch 3).

**1. Terms Explained.**

1.1. Zonal Customer Service Unit (CSU). This section monitors all work requirements for the zone from time of receipt until completion or in a firm program for completion. The Zonal CSU provides a single point of contact to:

1.1.1. Receive, review, process, and control work requests.

1.1.1.1. Answer customer inquiries.

1.1.1.2. Help customers prepare work requests.

1.1.2. Facility/Building. For the purpose of this regulation, reference to facility/building includes care and custody of not only the specific building, but also the area surrounding the building, except when otherwise specified in Support Agreements or other documents which assign grounds maintenance responsibilities to other parties. As a general rule, a 50-foot radius (plus all sidewalks, parking areas and driveways supporting that facility) is defined as the area of responsibility.

ity. However, if a facility is 60 feet from the roadway, the area of responsibility extends to the roadway. If two facilities are closer than 50 feet, the distance is split between each facility.

1.1.3. Organizational Technical Operating Equipment (OTOE). That equipment reflected in the Equipment Authorization Inventory Data (EAID), and other technical operating equipment of the using organization; such as communication and electronic printing plants, technical, mechanical, commissary, aircraft installed, fixed laundry and dry cleaning, automatic data processing, rental equipment, etc. Typically, OTOE is used by the facility occupant to perform their specific function and would not generally be found in most buildings. OTOE is maintained, repaired, or replaced from the resources of the using organization.

1.1.4. Real Property Facilities. Those nonexpendable assets provided and maintained by the Civil Engineer to house and support Air Force operations and related functions as described in AFI 32-9002 and AFI 32-9003. Facilities can be buildings or other structures such as flag poles, tanks, fences, lights, etc.

1.1.5. Real Property Installed Equipment (RPIE). Those items of Government-owned or leased accessory equipment, apparatus and fixtures which aid in the function of the real property or facility and are permanently attached to, integrated into, built in or on government-owned or leased property. Examples are air conditioning systems, exhaust fans, water fountains and heating systems. Typically, RPIE consists of common and customary fixtures generally found in most buildings. The maintenance, repair, or replacement of RPIE is the responsibility of the Base Civil Engineer.

1.1.6. Real Property Officer (RPO). An individual designated on official orders by the installation commander to maintain real property accountable records for the installation. The RPO is responsible for administration of all real property facilities and the building manager program.

1.1.7. Functional Managers. All unit commanders (including tenants), and chiefs or directors of two-and three-letter divisions or directorates.

1.2. Real Estate Management. The Real Estate Management Flight (95 CEG/CERR) can and should be called upon to assist the building manager in carrying out assigned duties. The Real Estate Management Flight maintains all publications required in the performance of the building manager's duties. (The building manager keeps copies of all applicable local regulations or operating instructions.) The Real Estate Management Flight is the base office of primary responsibility (OPR) for acquisition, accounting, allocations, efficient utilization, disposition, destruction, disposal of all real property facilities, and for determining whether installed equipment is either RPIE or OTOE.

1.3. Building Managers. Building managers are key individuals who serve as the commander's point of contact on facility issues including safety, overall conditions, building security, fire protection, and facility maintenance repair and alteration. The building manager should be one of the commander's most responsible and capable individuals who will take the initiative to manage, protect, and improve the facility.

1.4. Authority. Authorizations for the actions in this regulation are in the following publications:

- AFI 32-1031, Civil Engineer Operations Management
- AFI 32-9002, Use of Real Property Facilities
- AFI 32-9003, Granting Temporary Use of AF Real Property

- AFI 32-9005, Accountability and Reporting
- AFFTCR 92-1, Fire Prevention and Protection Program.
- OPLAN 125-37, Resource Protection Plan
- AFCESAPAM 18-1, Building Manager's Energy Handbook
- AFI 31-209, The AF Resource Protection Program
- AFI 31-210, AF Antiterrorism Program

## **2. Building Manager Assignment Procedures:**

2.1. Procedures. The squadron, group, or wing commander assigned will designate a primary and alternate building manager for each building assigned to their organization. The following information will assist you as building manager. The assignment procedures are:

2.1.1. Organizational commander will designate building managers/alternates in writing to the Real Estate Management Flight (95 CEG/CERR) and send a copy to the individuals concerned (see sample format of building manager appointment letter, attachment 1).

2.1.2. The individual designated as building manager will be an officer, NCO or DOD civilian whenever possible. Appointees will possess sufficient authority and ability to perform the responsibilities outlined in Chapter 3. Building managers will have sufficient retainability in the organization to avoid frequent reassignment of building manager duties and should be performing their primary duty assignment in the building for which they are manager.

2.1.3. When a building is occupied or used by more than one organization, the major user will appoint the primary building manager. This does not preclude the building manager from further delegating responsibility to the other users in their particular areas; however, overall responsibility will remain with the primary manager identified to 95 CEG/CERR. The alternate building manager will report all problems to the primary manager.

2.1.4. Organizational commander will prepare the appointment letter advising the Civil Engineer real property accountable officer of an initial assignment of a building manager as soon as possible. Procedures for changes of building managers is addressed in paragraph 2-2. Upon being assigned as a new building manager/alternate he/she will be scheduled by the Real Estate Management Flight for a mandatory orientation briefing.

2.1.5. Individuals designated as alternate managers will act on behalf of the primary building manager during their absence.

2.2. Building Manager Changes: When there is a change in building managers, submit the new name to 95 CEG/CERR within 10 days prior to the change becoming effective. At this time the incumbent building manager will inspect the facility with the new manager and give him/her the building manager notebook. The incumbent building manager is not cleared of responsibility until the successor signs for the building on the building manager's register. The building manager register log can be kept on a general purpose form.

## **3. Duties, Responsibilities, And Procedures:**

3.1. Responsibilities. The building managers, in cooperation with occupants and users of buildings, are charged with the responsibility for care, custody, and protection of the assigned real property facil-

ity. Every effort should be exercised to safeguard the property from damage or loss. The building manager serves in an administrative and advisory capacity and will:

3.1.1. Be responsible and account for all keys issued to the building. Keys lost through negligence or carelessness will be replaced at the user's expense. The building manager will arrange for reimbursement of keys or locks that need replacing. Key requests are made using an AF Form 332, BCE Work Request. The AF Form 332 must be signed by either the facility or building manager or his/her alternate, except where master keys are required. In that instance, the organizational commander must sign the work request. As keys are received/issued/turned in, they will be tracked utilizing a key control register. Safes are not considered real property. If you require a safe combination change, you can attend training through Acquisition Security.

3.1.2. Brief the occupants of the facility on their collective responsibility for care, custody, and protection of the property, including pecuniary liability for loss and damage in excess of normal wear and tear unless it is a result of acts beyond their control.

3.1.3. Accompany the grounds inspector when there is an inspection of the area surrounding the facility. Follow up on all discrepancies noted during the inspection to ensure the outside appearance of the facility is maintained.

3.1.4. Participate in surveys of the assigned building/facility.

3.1.5. Follow up on all discrepancies and irregularities that are noted during fire inspections and those safety write-ups that require submission of an AF Form 332, (sample at attachment 2), to Civil Engineer to ensure corrective action is taken.

3.1.6. Execute requests for maintenance and repair. Request routine maintenance and repairs on an AF Form 332. Submit this form to the Zonal Customer Service Unit (CSU), 95 CEG/CEZ. To ensure efficient processing of work requests and avoid duplication, a log should be maintained. If your facility is on a regular facility schedule, place your routine requirements on an AF Form 1219, BCE Multi-Craft Job Order, and present it to the team when they arrive for the facility inspection.

3.1.7. Coordinate on all minor construction/project requests on an AF Form 332 for facilities assigned to them. The organizational commander must sign these requests. Forward this form (original and three copies) to your Zonal CSU. Valid and justified requests will be judged in light of the Wing's priorities, funds, and man hour availability. Upon civil engineering review, the person identified as the requester will then receive either a copy of the AF Form 332 with an assigned work order number or a letter stating why the request was denied.

3.1.8. Notify Civil Engineer in the most expeditious manner when emergencies occur, describing the problem and what action is being taken to minimize damage or loss of property.

3.1.9. Report unsatisfactory janitorial services work to the quality assurance evaluator, 72431, before 0830 each day. The statement of work, frequency of cleaning, and areas to be cleaned will be provided to each building manager by the base civil engineer. To ensure you receive the custodial services for which the government has contracted, the quality assurance evaluator will send out random evaluations. You must be thoroughly familiar with the contract requirement (specifications) to effectively inspect the custodial services provided by the base civil engineer.

3.1.10. Submit requests for changing current custodial services to 95 CEG/CEOES at least 30 days in advance of need date. All changes will commence the first day of the month. All requests for change in service will include:

3.1.10.1. Type of change (i.e., deletions, additions, change in frequency, new service, etc.).

3.1.10.2. Updated floor plan annotating the change.

3.1.10.3. A reimbursable JON, if applicable.

3.1.10.4. Approval by the organizational commander/director.

3.1.11. Ensure assigned space is used as approved by the installation Facilities Board (FB). Report all vacant space to the Real Estate Management Flight. Where possible, cut off or minimize lighting, heating, water and cooling for areas not occupied.

3.1.12. Notify the Real Estate Management Flight, 95 CEG/CERR, 10 working days before an organization vacates any building under your assigned responsibility. Real Property Management Flight personnel will make an inspection to determine the condition, state of cleanliness of the building, and will inventory the installed property. If the building is not in satisfactory condition due to other than normal wear and tear, the unit commander/director will be responsible for ensuring the building is restored to a satisfactory condition before being relieved of the responsibility for that building.

3.1.13. Attend the Building Managers Orientation and Instructional class. These will be required for all new building managers within 3 months of their initial assignment.

3.1.14. Request support from Civil Engineer to replace light bulbs in their facility that are above 10 feet. Normal replacement of fluorescent tubes in eight foot ceilings are the responsibility of the using organization.

3.1.15. Ensure that the Civil Engineer Job Order Service Quality Report is completed in a timely manner and returned to 95 CEG/CEZ. This evaluation is used to assess the quality of service and efficiency of work performed.

3.2. Energy Management. The building manager's primary responsibility is to help the Installation Base Civil Engineer (BCE) or Energy Coordinator/Energy Management Steering Group (EMSG) achieve the objective of an energy efficient installation without an adverse impact on the mission or quality of life. Building managers need to work with the BCE or Energy Coordinator to help focus efforts toward a common goal. A team effort will yield far more benefits than individual action. When initially appointed, the building manager should discuss duties with the appointing officer and the BCE or Energy Coordinator. This can be done either one on one or in team building meetings. Transferring ideas is a great way to find solutions to common problems. Building managers must be familiar with the building manager's energy handbook, (AFCESAPAM 18-1). Some of the building manager's responsibilities include:

3.2.1. Serving as your building's point of contact.

3.2.2. Calling in work orders for low cost maintenance and energy conservation opportunities (ECOs).

3.2.3. Monitoring the operation of your building.

3.2.4. Recommending energy saving changes to your building's operating procedures.

3.2.5. Meeting with your BCE or Energy Coordinator.

3.2.6. Reporting problems with the building's heating and cooling systems.

3.3. Fire Prevention. Building managers are responsible to the unit commanders for the firesafe condition of facilities under their jurisdiction. The building manager or alternate will accompany the fire inspector during the scheduled fire prevention inspection and initiate immediate corrective action of all fire hazards noted during the inspection. The fire department will initiate an AF Form 1487, Hazard/Deficiency Inspection Report, to document all fire hazards noted during the fire prevention inspection, the required corrective action to take, and suspense date for these actions. One copy of the AF Form 1487 will be provided to the building manager to aid in the correction of any/all hazards found, one copy will be forwarded to the organizational commander/director, and one copy will be placed in the fire department technical services section suspense file. When all indicated corrective actions are accomplished, the functional manager will be notified by the building manager. The commander/director will then fill out the back of his copy of the AF Form 1487, sign and return it to 95 CEG/CEFT by suspense date indicated in block 4. The Facility Manager is responsible for initiating corrective action within his/her authority and capability. Failure to correct all fire hazards, noncompliance and timely return of the Fire Prevention Visit Report within the suspense date indicated on the report, will be reported by the base fire chief in writing to the installation commander for failing to support the base Fire Prevention Program. Other responsibilities are:

3.3.1. Develop and post fire evacuation plans for buildings where required.

3.3.2. Assume responsibility for fire extinguishers located in their respective areas. Establish procedures to hold financially liable any person responsible for damage to the extinguisher or any part thereof through negligence, carelessness or willful acts.

3.3.3. Ensure that fire extinguishers are sealed and kept in serviceable condition and in readily accessible locations at all times. Ensure that this equipment is not moved, except when used, and that all personnel under their jurisdiction are familiar with its location and proper use.

3.3.4. Ensure no extinguishers are removed from buildings by the using organizations or other organization for any purpose other than firefighting or maintenance.

3.3.5. When fire extinguishers have been used to control a fire, accidentally discharged, seals broken, or have become inoperative for any reason, the using organization will bring the extinguisher to the Fire Department Technical Service Section, Bldg 3760. Seals on extinguishers must not be broken except for use in case of fire.

3.3.6. Brief occupants/users of the facility on their responsibility to maintain a firesafe condition, how to report a fire, and what actions to take should a fire occur. Coordinate a written operating instruction specifically addressing actions to take in an emergency with 95 CEG/CEFT.

3.3.7. In accordance with AFFTCR 92-1 paragraph 4d, ensure all personnel in their area of responsibility receive fire prevention training upon assignment and annually thereafter.

3.4. Security.

3.4.1. Nonsecured Facilities. The building manager will ensure that a plan is developed to secure the facility at the end of the day. If the facility is found nonsecured during non-duty hours, the building manager will be notified by the law enforcement desk sergeant to respond, check, and secure the facility. If another individual is responding to the call, provide the name and telephone

number of the individual to the law enforcement desk. The respondent will call the law enforcement desk back to verify receipt of notification. The individual will check for missing items, property damage, and signs of forced entry. After the walk-around is completed and everything is in order, the facility is secured and the individual can depart. If signs of forced entry are detected, or items appear to be missing, the individual may be required to remain at the facility until the investigation is completed.

3.4.2. Bomb Threats. The building manager should be notified if there is a bomb threat. Procedures are outlined in OPLAN 125-37. If instructed by the security police to evacuate a building because of a bomb threat, (either real or during an exercise), the building manager and/or alternate will immediately report to the on-scene commander or security police, identify themselves as the building manager, and await instructions. This will help the actions required of the response team.

3.4.3. Anti-Terrorism. The building manager should be familiar with the actions to be taken during each Threatcon and other related taskings on OPLAN 125-37. Building managers should actively plan and implement actions to protect all resources under their control and in accordance with their unit's written procedures and instructions to protect resources and facilities.

3.4.4. Physical Security. The building manager will conduct an initial walk-around inspection of each entrance and exit for deficiencies (i.e., broken lock mechanism, worn hinges, windows with broken handles, rotted or worn door frames, etc.) and ensure that repairs are made.

3.4.4.1. The building manager will see that facility and parking lot lights are checked on a monthly basis to ensure key areas are appropriately lit. All points of entry/exit (to include windows) should be secured and, if warranted, be equipped with security lighting, motion detectors or security alarms.

3.4.5. Alarm Activations. If the law enforcement desk notifies the building manager of an activation of the alarm, the building manager will ensure that a response is made, and procedures are followed as in paragraph 4a above, and the alarm is reset to protect resources.

3.4.5.1. Building manager will notify Alarm Maintenance, via CE work order desk, if there are two or more false alarms within a 24-hour period.

3.4.5.2. If the alarm will not reset, the building manager is responsible to ensure the names of personnel from the owner-user agency are posted on the facility for security until the alarm is fixed.

3.5. Requests For Work And Services. The users of each building are most familiar with their buildings and should, as problems are identified, inform the building manager. Building managers serve as the point of contact for all users of a building to request civil engineering services. The building manager uses the following procedures in requesting work:

3.5.1. Emergency Condition. An emergency is defined as any work required to correct a condition that is detrimental to the mission or reduces operational effectiveness. It includes providing security to areas subject to compromise, eliminating hazards to health, or protecting high value property and equipment. An emergency includes, but is not limited to, the failure of any utility, fire protection, environmental control, security alarm system, stopped up sewer, or fire hazards. Toilet failures would be an emergency only if it is the only one available or the unit is overflowing. When such an emergency occurs, the building manager will call their Zonal CSU immediately, describe the problem, and what interim action is being taken, or is required, to minimize

damage or loss of real property. The customer service representative will give the building manager a control number which will be logged into the Civil Engineering Support Request Register.

3.5.2. Maintenance and Repair. Maintenance and repair requirements can be identified through periodic inspections of the facilities by the building manager and submitted on an AF Form 332, BCE Work Request. Particular attention should be paid to doors, windows, glass, lights, plumbing, heating, ventilation and air conditioning equipment to determine the condition of the property. When maintenance and repair items (of a non-emergency nature) are identified by the building manager, complete an AF Form 332 and forward to your Zonal Customer Service Unit (CSU). In preparing the AF Form 332, the requester thoroughly describes the work required, including location within the building, color, type, size, quantity, urgency, etc. Standards have been defined for architecture and materials used at Edwards AFB. The Engineering Division in CE will provide additional guidance and coordination. Attach sketches, plans, or diagrams to the request if they assist in locating or describing the work requirements. If work requirement is considered a safety issue, safety must coordinate on the request. The Zonal CSU will then return a copy with the control number to the requester. Attach a copy of any regulations that are being referenced in the request.

3.5.3. Work Requests. Use AF Form 332 to request construction, alterations and improvements, self-help work, and work required to repair damage where pecuniary liability may be involved. It is very important the request provide an explicit description of the work to be accomplished and a valid justification of the requirement. The justification must be clear, concise, and factual. Include a statement to indicate what the effect would be if the work is not accomplished and state the urgency of need. When requesting new work, attach sketches, plans, diagrams, etc., to the request. Work requests should be prepared by occupants or users of the building and forwarded to the building manager for review. After review, the building manager coordinates in block 12, obtains the signature approval of the organization commander or designated representative, obtains fire and safety coordination, and resource protection if required and submits the request to their Zonal Customer Service Unit. (Instructions for preparation of AF Form 332 are on the reverse side of the form.)

**Note:** Some organizations require these requests to be coordinated by their organization's "facility manager" prior to obtaining the appropriate signatures. If work is to support a test program, Block 10 should contain the test program's reimbursable Job Order Number (JON).

3.5.4. Self-Help. Self-Help offers building managers an expedient way to get minor building improvements made which will help to improve the work environment, overall quality of life, and morale of employees. Self-Help is a facility from which material, tools, and technical support, including training and assistance, are provided in a timely manner to CE customers who want to perform self-help work. It is manned and equipped to support the "one-stop service" concept for customers. Materials are provided to accomplish minor construction such as installation of paneling or fabric covered sheet rock, suspended ceilings, laying floor tiles, installing walls, and self-help landscape work. Self-Help stocks minor maintenance and repair items such as paint, electrical receptacle covers, commode seats, hasps, and caulking; power tools to loan, and an extensive library of "how to" manuals and videos. 95 CEG will provide project planning and material ordering, guidance, inspections, final connections and any other assistance needed for self-help projects.

3.5.4.1. The requester submits an approved AF Form 332, BCE Work Request to draw mate-

rials for this self-help work. Submit self-help requests on an AF Form 332. Self-Help projects are designed to expedite approval and authorization of routine minor work requests by allowing the requester to donate the labor and/or materials.

3.5.4.2. As in the process for normal work requests for CE accomplishment, include all pertinent information and sketches in the package sent to Self-Help and log it into the work request log. Obtain appropriate coordination and a signature of the unit commander or designated official. Any hazardous materials required for a given job will require a hazardous material license.

3.5.4.3. Building managers will ensure that no self-help work is accomplished without prior civil engineering approval.

3.5.4.4. Minor maintenance and repair items may be purchased over the counter (without AF Form 332) with a limit of \$200 per day.

3.5.4.5. People authorized to purchase materials are: organizational commanders/directors, first sergeants, building managers or alternates and persons with letter of authorization signed by their commanders and on file in the Self-Help Store.

RICHARD L. ENGEL, Major General, USAF  
Commander

**Attachment 1**

**SAMPLE LETTER; ASSIGNMENT OF PRIMARY AND ALTERNATE BUILDING MANAGERS**

MEMORANDUM FOR 95 CEG/CERR

FROM:

SUBJECT: Assignment of Primary and Alternate Building Managers

1. The following named individuals are delegated the responsibility and consonant authority as building manager and alternate respectively for the facility indicated.

PRIMARY

ALTERNATE

- a. Building:
- b. Names:
- c. Rank:
- d. Organization/Office Symbol:
- e. Duty Phone:
- f. Home Phone:

2. This information will be covered by the following privacy act statement:

- a. **AUTHORITY:** 44 USC 3101, Records Management By Agency Heads, General Duties.
- b. **PRINCIPLE PURPOSE:** Maintain current listing of building managers for administrative purposes.
- c. **ROUTINE USES:** Used to maintain listings of all building managers. Home phone numbers will only be released to the Security Police and Fire Department for the purpose of contacting building managers after duty hours in case of emergencies.
- d. **DISCLOSURE IS MANDATORY:** Failure to provide requested data would delay in notifying the building manager with possible resultant security compromise and hindrance in handling the Building Manager Program on Edwards AFB.

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Commander's/Director's Signature Block

I accept the keys and the responsibility for the above listed building.

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(Primary Bldg Mgr's Signature)

In the absence of the manager, I will act on his/her behalf

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(Alternate Bldg Mgr's Signature)

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\*(Facility Manager's Signature)

\*Some organizations require this coordination - check with your individual organization prior to sending.

Attachment 2

SAMPLE AF FORM 332

BASE CIVIL ENGINEER WORK REQUEST <i>(See Reverse for Instructions)</i>				Form Approved OMB No. 0704-0188	
<small>Public reporting burden for this collection of information is estimated to average .3 hours 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 the Department of Defense, Washington Headquarters Service, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302; and to the Office of Management and Budget, Paperwork Reduction Project 0704-0188, Washington DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to HQ AFESC/DEMG.</small>					
<b>SECTION I - TO BE COMPLETED BY REQUESTER</b>					
1. FROM (Organization)		2. OFFICE SYMBOL	3. DATE OF REQUEST		4. WORK REQUEST NO. (For BCE Use)
			28 Nov 95		
5. NAME AND PHONE NO. OF REQUESTER WHO IS DOING THE WORK?			6. REQUIRED COMPLETION DATE	7. BUILDING, FACILITY OR STREET ADDRESS WHERE WORK IS TO BE ACCOMPLISHED	
8. DESCRIPTION OF WORK TO BE ACCOMPLISHED <i>(Include Sketch or Plan, when appropriate)</i>					
GIVE A GOOD DESCRIPTION OF WHAT YOU WANT TO DO					
WE WILL ALSO NEED A GOOD FIRE EVACUATION PLAN FOR YOUR BUILDING					
9. BRIEF JUSTIFICATION FOR WORK TO BE ACCOMPLISHED <i>(Not required for maintenance and repair)</i>					
EXPLAIN WHY YOU NEED THIS					
10. DONATED RESOURCES					
ARE YOU GOING TO DONATE ANY OF THE FOLLOWING?					
FUNDS	LABOR	MATERIAL	CONTRACT BY REQUESTER	NONE	
11. NAME OF REQUESTER YOUR COMMANDER'S NAME		12. GRADE OF REQUESTER	13. SIGNATURE OF REQUESTER <i>(See Reverse of Form)</i>		
14. COORDINATION					
FIRE DEPARTMENT	SAFETY?	CE ZONE FOREMAN	EM? Asbestos or lead?	95 SPS/SPAR?	
<b>SECTION II - FOR BASE CIVIL ENGINEER USE</b>					
15. WORK ORDER <i>(Place an "X" in the appropriate box.)</i>					
IN-SERVICE	SELF-HELP	CONTRACT	SABER		
16. DIRECT SCHEDULED WORK <i>(Place an "X" in the appropriate box.)</i>					
EMERGENCY	URGENT	ROUTINE	SELF-HELP	M/C	
17. SELF-HELP <i>(Place an "X" in the appropriate box.)</i>					
BRIEFING REQUIRED		ADEQUATE COORDINATION		INSPECTION REQUIRED	
<b>SECTION III - COMPLETE ONLY IF WORK IS TO BE ACCOMPLISHED BY WORK ORDER</b>					
18. WORK CLASS	19. PRIORITY	20. ESTIMATED HOURS	21. ESTIMATED FUNDED COST	22. ESTIMATED TOTAL COST	
23. THERE IS NO NEED FOR AN ENVIRONMENTAL ASSESSMENT (AFR 19-2)		24. A WRITTEN ASSESSMENT IS BEING/HAS BEEN PROCESSED	25. APPROVED	26. DISAPPROVED	
27. REMARKS					
<b>SECTION IV - APPROVING AUTHORITY</b>					
28. NAME AND GRADE <i>(Please Type or Print)</i>			29. SIGNATURE		30. DATE

INSTRUCTIONS FOR COMPLETING AF FORM 332

1. *The AF Form 332 set consists of a Master File Copy, a Suspense Copy, a Status Copy, and a Customer's Copy. Retain the Status Copy for your organizational files.*
2. *All requirements for a single facility may be included on the same AF Form 332.*
3. *The requester completes the following items on the AF Form 332. If there is any question, contact the Civil Engineering Customer Service Unit or the Self-Help Center for assistance:*

*Item*

1. *Enter the organization assignment of requester.*
  2. *Enter the organization office symbol of requester.*
  3. *Self-explanatory.*
  4. *For internal BCE use only.*
  5. *Self-explanatory.*
  6. *Enter the date that requested work should be completed. If the proposed work is new work, modification or minor construction, the required completion date should also be explained in item 9.*
  7. *Enter the number of the building or facility on which the work is requested.*
  8. *Enter a clear and concise description of the desired work, supported by sketches, plans, diagrams, specifications, photographs, and any other data or information that provide a complete description of the location and scope of work requested.*
  9. *Complete only if the work requested is new work, modification, or minor construction. The justification should be factual and indicate the urgency of the request. List any related projects and impact if delayed (item 6). It should be written so reviewers and approving authorities can understand it though they may not have access to any referenced documents/directives.*
  10. *Indicate the resources that the requester/requesting organization proposes to donate/furnish. Include any details known (amount, quantities, contract/contractor, etc.) on the resources in item 8.*
  11. *If the requested work is new work, modification, or minor construction, the organization's commander should sign the request. Otherwise, the signature of the building manager or requester suffices. This*
  13. *signature indicates the work is essential and not prohibited by any directives the requester is aware of.*
  14. *When coordination of another agency/section is needed (medical, safety, security, fire protection, etc.), the requester can expedite processing of this form by obtaining the coordination prior to its submittal. If the requester/requesting organization is a contractor or proposes to donate contract resources, this form requires the coordination of the appropriate base contracting office. This coordination indicates that proposed work to be done is within the provisions of the existing contract, or the proposed contracting is appropriate. If the work is to be accomplished by self-help, the form is then routed to the Self-Help Center after coordination is complete.*
  15. *For Base Civil Engineer Use.*
- thru  
30.*

**Attachment 3****CE KEY TELEPHONE NUMBERS****CIVIL ENGINEER**

After Duty Hours Emergency Desk	73330
Zone 1/Controller, CEZFA	79543/9544
Zone 2/Controller, CEZFB	72421/8771
Zone 3/Philips Lab Flight, CEZP	55501
Zone 4/Controller, CEZFD	73331/4411
Real Estate Management Flight, Cerr	73415
Refuse Collection (when dumpsters are full)	72431
Contract Management (Janitorial Services)	72431
Energy Programs Section, CEOM	73428
Disaster Preparedness, CEX	74433
Self Help Store, CEZFS	78457
Facility Maintenance Flight, CEZF	74491

**FIRE DEPARTMENT**

Routine Calls	73643
Emergency (From Base Lines)	911
Emergency (From AL)	911
Technical Service, CEFT	73643-3124