ARMED FORCES

RETIREMENT HOME

FACILITIES MANAGEMENT MANUAL

March 2020

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INTRODUCTION

This Manual should be read in conjunction with the basic Directive – AFRH Agency Directive 10-7 dated March 20, 2020 (or most current version).

The AFRH Facilities Management Program Manual contains policy and guidance on the many facets of AFRH facilities management. Contents of the Manual include an extensive list of references which contain specific guidance and information on individual facilities management subject areas. As additional reference materials are added, the AFRH Corporate Facilities Manager (CFM) will issue additional/updated guidance via AFRH Notices, or revisions to the Manual.

Definitions pertaining to facilities management are contained throughout the AFRH Facilities Management Program Manual. To facilitate ease of reading, definitions for specific subject areas are collocated with specific subject matter areas.

Any questions regarding the contents of this Manual should be addressed to the AFRH CFM.

1. Resource List

a. Relevant Property Management Regulations or Executive Orders (Newly Enacted Laws or Revisions shall supersede listed versions below.)

i. ADA Regulations; 28 CFR Part 35 & 36
ii. AFRH's Compliance with the National Environmental Policy Act; 38 C.F.R.- Chapter 2
iii. Department of Transportation Traffic Regulations 23 C.F.R. Part 655, Subpart F
iv. Executive Order 12411, Government Work Space Management Reforms
v. Executive Order 12893, Principles of Infrastructure Investments
vi. Executive Order 12902, Energy Efficiency and Water Conservation at Federal Facilities
vii. Executive Order 13221, Energy Efficient Standby Power Devices
viii. Executive Order 13287, Preserve America
ix. Executive Order 13327, Federal Real Property Asset Management
x. Executive Order 13423, Strengthening, Federal Environmental, Energy, and Transportation Management
xi. Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance
xii. Executive Order 13653, Preparing the United States for the Impacts of Climate Change
xiii. Federal Energy Management and Planning Programs; 10 CFR part 436
xiv. Federal Management Regulations (FMR); 41 C.F.R.- Chapter 101-102

xv. Federal Preservation Officer; 36 C.F.R- Chapter I- Part 60- Section 60.3
xvi. Occupational Safety and Health Administration (OSHA)Regulations; 29 C.F.R.- Chapter 1900-1999
xvii. Public Health: Quality of Life: Environment; 42 C.F.R- Part 483- Subpart B- Section 483.15(h)
xviii. Public Health: Physical Environment; 42 C.F.R.- Part 483- Subpart I- Section 483.470
xix. Protection of Historic Properties; 36 C.F.R.- Part 800

b. Adopted Codes (Newest Editions shall supersede listed versions below.)

xx. 2018 International Building Code (IBC)
xxi. 2018 International Residential Code (IRC)
xxii. 2018 International Mechanical Code (IMC)
xxiii. 2018 International Plumbing Code (IPC)
xxiv. 2018 International Fire Code (IFC)
xxv. 2018 International Fuel Gas Code (IFGC)
xxvi. 2018 International Energy Conservation Code (IECC)
xxvii. 2018 International Existing Building Code (IEBC)
xxviii. 2018 International Wildland Urban Interface Code (IWUIC)
xxix. 2018 International Performance Code for Buildings and Facilities (ICCPC)
xxx. 2018 International Property Maintenance Code (IPMC)
xxxi. Commission on Accreditation of Rehabilitation Facilities, CARF International Certification Standards
xxxii. NFPA 1 Fire Code
xxxiii. NFPA 2 Hydrogen Technologies Code
xxxiv. NFPA 30 Flammable and Combustible Liquids Code
xxxv. NFPA 30A Code for Motor Fuel Dispensing Facilities and Repair Garages
xxxvi. NFPA 30B Code for the Manufacture and Storage of Aerosol Products
xxxvii. NFPA 42 Code for the Storage of Pyroxylin Plastic
xxxviii. NFPA 52 Vehicular Gaseous Fuel Systems Code
xxxix. NFPA 54 National Fuel Gas Code
xl. NFPA 55 Compressed Gases and Cryogenic Fluids Code
xli. NFPA 57 Liquefied Natural Gas (LNG) Vehicular Fuel Systems Code
xlii. NFPA 58 Liquefied Petroleum Gas Code
xliii. NFPA 59 Utility LP-Gas Plant Code
xliv. NFPA 70 National Electrical Code®
xlv. NFPA 70A National Electrical Code® Requirements for One- and Two-Family Dwellings
xlvi. NFPA 72 National Fire Alarm and Signaling Code

xlvii. NFPA 85 Boiler and Combustion Systems Hazards Code
xlviii. NFPA 99 Health Care Facilities Code
xlix. NFPA 101 Life Safety Code®
l. NFPA 101B Code for Means of Egress for Buildings and Structures
li. NFPA 400 Hazardous Materials Code
lii. NFPA 430 Code for the Storage of Liquid and Solid Oxidizers
liii. NFPA 432 Code for the Storage of Organic Peroxide Formulations
liv. NFPA 434 Code for the Storage of Pesticides
lv. NFPA 490 Code for the Storage of Ammonium Nitrate
lvi. NFPA 495 Explosive Materials Code
lvii. NFPA 900 Building Energy Code
lviii. NFPA 909 Code for the Protection of Cultural Resource Properties - Museums, Libraries, and Places of Worship
lix. NFPA 914 Code for Fire Protection of Historic Structures
lx. NFPA 1127 Code for High Power Rocketry
lxi. NFPA 1730 Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Operations to the Public
lxii. NFPA 5000 Building Construction and Safety Code®
lxiii. The Joint Commission Accreditation and Certification Standards

c. Adopted Standards (Newest version applies and enforced)

i. American Concrete Institute
ii. American Forest and Paper Association
iii. Asphalt Institute
iv. American Industrial Hygiene Association
v. American Institute of Electrical Engineers
vi. American Institute of Mining and Metallurgical Engineers
vii. American Institute of Timber Construction
viii. American Lumber Standards Committee
ix. American National Standards Institute
x. American Plywood Association
xi. Asphalt Roofing Manufacturers Association
xii. American Society of Civil Engineers
xiii. American Society of Heating, Refrigerating, and Air Conditioning Engineers and the Illuminating Engineering Society of North American in ASHRAE/IES Standard 90A-1980
xiv. American Society of Mechanical Engineers
xv. American Society of Plumbing Engineers
xvi. American Society of Sanitary Engineering
xvii. American Society of Testing and Materials
xviii. Architectural Woodwork Institute
xix. American Wood-Preservers Bureau

xx. American Wood-Preservers Institute
xxi. Brick Association of North Carolina
xxii. Brick Institute of America
xxiii. Carpet and Rug Institute
xxiv. Ceramic Tile Institute of America
xxv. Concrete Reinforcing Steel Institute (CRSI)
xxvi. Facing Tile Institute
xxvii. Gypsum Association
xxviii. Indiana Limestone Institute of America
xxix. Marble Institute of America
xxx. Masonry Institute of America
xxxi. National Air Durct Cleaning Association (NADCA)
xxxii. National Asphalt Pavement Association
xxxiii. National Building Granite Quarries Association
xxxiv. National Concrete Masonry Association
xxxv. NFPA 3 Recommended Practice on Commissioning and Integrated Testing of Fire Protection and Life Safety Systems
xxxvi. NFPA 4 Standard for Integrated Fire Protection and Life Safety System Testing
xxxvii. NFPA 10 Standard for Portable Fire Extinguishers
xxxviii. NFPA 11 Standard for Low-, Medium-, and High-Expansion Foam
xxxix. NFPA 11A Standard for Medium- and High-Expansion Foam Systems
xl. NFPA 11C Standard for Mobile Foam Apparatus
xli. NFPA 12 Standard on Carbon Dioxide Extinguishing Systems
xlii. NFPA 12A Standard on Halon 1301 Fire Extinguishing Systems
xliii. NFPA 13 Standard for the Installation of Sprinkler Systems
xliv. NFPA 13D Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes
xlv. NFPA 13E Recommended Practice for Fire Department Operations in Properties Protected by Sprinkler and Standpipe Systems
xlvi. NFPA 13R Standard for the Installation of Sprinkler Systems in
xlvii. Low-Rise Residential Occupancies
xlviii. NFPA 14 Standard for the Installation of Standpipe and Hose Systems
xlix. NFPA 15 Standard for Water Spray Fixed Systems for Fire Protection
l. NFPA 16 Standard for the Installation of Foam-Water Sprinkler and Foam-Water Spray Systems

li. NFPA 17 Standard for Dry Chemical Extinguishing Systems
lii. NFPA 17A Standard for Wet Chemical Extinguishing Systems
liii. NFPA 18 Standard on Wetting Agents
liv. NFPA 18A Standard on Water Additives for Fire Control and Vapor Mitigation
lv. NFPA 20 Standard for the Installation of Stationary Pumps for Fire Protection
lvi. NFPA 22 Standard for Water Tanks for Private Fire Protection
lvii. NFPA 24 Standard for the Installation of Private Fire Service Mains and Their Appurtenances
lviii. NFPA 25 Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
lix. NFPA 31 Standard for the Installation of Oil-Burning Equipment
lx. NFPA 33 Standard for Spray Application Using Flammable or Combustible Materials
lxi. NFPA 34 Standard for Dipping, Coating, and Printing Processes Using Flammable or Combustible Liquids
lxii. NFPA 37 Standard for the Installation and Use of Stationary Combustion Engines and Gas Turbines
lxiii. NFPA 40 Standard for the Storage and Handling of Cellulose Nitrate Film
lxiv. NFPA 45 Standard on Fire Protection for Laboratories Using Chemicals
lxv. NFPA 46 Recommended Safe Practice for Storage of Forest Products
lxvi. NFPA 50 Standard for Bulk Oxygen Systems at Consumer Sites
lxvii. NFPA 50A Standard for Gaseous Hydrogen Systems at Consumer Sites
lxviii. NFPA 50B Standard for Liquefied Hydrogen Systems at Consumer Sites
lxix. NFPA 51 Standard for the Design and Installation of Oxygen-Fuel Gas Systems for Welding, Cutting, and Allied Processes
lxx. NFPA 51A Standard for Acetylene Cylinder Charging Plants
lxxi. NFPA 51B Standard for Fire Prevention During Welding, Cutting, and Other Hot Work
lxxii. NFPA 53 Recommended Practice on Materials, Equipment, and Systems Used in Oxygen-Enriched Atmospheres

lxxiii. NFPA 56 Standard for Fire and Explosion Prevention During Cleaning and Purging of Flammable Gas Piping Systems
lxxiv. NFPA 59A Standard for the Production, Storage, and Handling of Liquefied Natural Gas (LNG)
lxxv. NFPA 67 Guide on Explosion Protection for Gaseous Mixtures in Pipe Systems
lxxvi. NFPA 68 Standard on Explosion Protection by Deflagration Venting
lxxvii. NFPA 69 Standard on Explosion Prevention Systems
lxxviii. NFPA 70B Recommended Practice for Electrical Equipment Maintenance
lxxix. NFPA 70E Standard for Electrical Safety in the Workplace®
lxxx. NFPA 73 Standard for Electrical Inspections for Existing Dwellings
lxxxi. NFPA 75 Standard for the Fire Protection of Information Technology Equipment
lxxxii. NFPA 76 Standard for the Fire Protection of Telecommunications Facilities
lxxxiii. NFPA 77 Recommended Practice on Static Electricity
lxxxiv. NFPA 79 Electrical Standard for Industrial Machinery
lxxxv. NFPA 80 Standard for Fire Doors and Other Opening Protectives
lxxxvi. NFPA 80A Recommended Practice for Protection of Buildings from Exterior Fire Exposures
lxxxvii. NFPA 82 Standard on Incinerators and Waste and Linen Handling Systems and Equipment
lxxxviii. NFPA 86 Standard for Ovens and Furnaces
lxxxix. NFPA 87 Recommended Practice for Fluid Heaters
xc. NFPA 88A Standard for Parking Structures
xci. NFPA 88B Standard for Repair Garages
xcii. NFPA 90A Standard for the Installation of Air-Conditioning and Ventilating Systems
xciii. NFPA 90B Standard for the Installation of Warm Air Heating and Air-Conditioning Systems
xciv. NFPA 91 Standard for Exhaust Systems for Air Conveying of Vapors, Gases, Mists, and Noncombustible Particulate Solids
xcv. NFPA 92 Standard for Smoke Control Systems
xcvi. NFPA 92A Standard for Smoke-Control Systems Utilizing Barriers and Pressure Differences
xcvii. NFPA 92B Standard for Smoke Management Systems in Malls, Atria, and Large Spaces
xcviii. NFPA 96 Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations

xcix. NFPA 97 Standard Glossary of Terms Relating to Chimneys, Vents, and Heat-Producing Appliances
c. NFPA 99B Standard for Hypobaric Facilities
ci. NFPA 101A Guide on Alternative Approaches to Life Safety
cii. NFPA 102 Standard for Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures
ciii. NFPA 105 Standard for the Installation of Smoke Door Assemblies and Other Opening Protectives
civ. NFPA 110 Standard for Emergency and Standby Power Systems
cv. NFPA 111 Standard on Stored Electrical Energy Emergency and Standby Power Systems
cvi. NFPA 140 Standard on Motion Picture and Television Production Studio Soundstages, Approved Production Facilities, and Production Locations
cvii. NFPA 160 Standard for the Use of Flame Effects Before an Audience
cviii. NFPA 170 Standard for Fire Safety and Emergency Symbols
cix. NFPA 203 Guide on Roof Coverings and Roof Deck Constructions
cx. NFPA 204 Standard for Smoke and Heat Venting
cxi. NFPA 211 Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances
cxii. NFPA 214 Standard on Water-Cooling Towers
cxiii. NFPA 220 Standard on Types of Building Construction
cxiv. NFPA 221 Standard for High Challenge Fire Walls, Fire Walls, and Fire Barrier Walls
cxv. NFPA 225 Model Manufactured Home Installation Standard
cxvi. NFPA 230 Standard for the Fire Protection of Storage
cxvii. NFPA 231 Standard for General Storage
cxviii. NFPA 231C Standard for Rack Storage of Materials
cxix. NFPA 231D Standard for Storage of Rubber Tires
cxx. NFPA 231F Standard for the Storage of Roll Paper
cxxi. NFPA 232 Standard for the Protection of Records
cxxii. NFPA 232A Guide for Fire Protection for Archives and Records Centers
cxxiii. NFPA 241 Standard for Safeguarding Construction, Alteration, and Demolition Operations
cxxiv. NFPA 251 Standard Methods of Tests of Fire Resistance of Building Construction and Materials
cxxv. NFPA 252 Standard Methods of Fire Tests of Door Assemblies

cxxvi. NFPA 253 Standard Method of Test for Critical Radiant Flux of Floor Covering Systems Using a Radiant Heat Energy Source

cxxvii. NFPA 255 Standard Method of Test of Surface Burning Characteristics of Building Materials

cxxviii. NFPA 256 Standard Methods of Fire Tests of Roof Coverings

cxxix. NFPA 257 Standard on Fire Test for Window and Glass Block Assemblies

cxxx. NFPA 258 Recommended Practice for Determining Smoke Generation of Solid Materials

cxxxi. NFPA 259 Standard Test Method for Potential Heat of Building Materials

cxxxii. NFPA 260 Standard Methods of Tests and Classification System for Cigarette Ignition Resistance of Components of Upholstered Furniture

cxxxiii. NFPA 261 Standard Method of Test for Determining Resistance of Mock-Up Upholstered Furniture Material Assemblies to Ignition by Smoldering Cigarettes

cxxxiv. NFPA 262 Standard Method of Test for Flame Travel and Smoke of Wires and Cables for Use in Air-Handling Spaces

cxxxv. NFPA 265 Standard Methods of Fire Tests for Evaluating Room Fire Growth Contribution of Textile Coverings on Full Height Panels and Walls

cxxxvi. NFPA 266 Standard Method of Test for Fire Characteristics of Upholstered Furniture Exposed to Flaming Ignition Source

cxxxvii. NFPA 267 Standard Method of Test for Fire Characteristics of Mattresses and Bedding Assemblies Exposed to Flaming Ignition Source

cxxxviii. NFPA 268 Standard Test Method for Determining Ignitability of Exterior Wall Assemblies Using a Radiant Heat Energy Source

cxxxix. NFPA 269 Standard Test Method for Developing Toxic Potency Data for Use in Fire Hazard Modeling

cxl. NFPA 270 Standard Test Method for Measurement of Smoke Obscuration Using a Conical Radiant Source in a Single Closed Chamber

cxli. NFPA 271 Standard Method of Test for Heat and Visible Smoke Release Rates for Materials and Products Using an Oxygen Consumption Calorimeter

cxlii. NFPA 272 Standard Method of Test for Heat and Visible Smoke Release Rates for Upholstered Furniture Components or Composites and Mattresses Using an Oxygen Consumption Calorimeter

cxliii. NFPA 274 Standard Test Method to Evaluate Fire Performance Characteristics of Pipe Insulation

cxliv. NFPA 275 Standard Method of Fire Tests for the Evaluation of Thermal Barriers

cxlv. NFPA 276 Standard Method of Fire Tests for Determining the Heat Release Rate of Roofing Assemblies with Combustible Above-Deck Roofing Components

cxlvi. NFPA 285 Standard Fire Test Method for Evaluation of Fire Propagation Characteristics of Exterior Non-Load-Bearing Wall Assemblies Containing Combustible Components

cxlvii. NFPA 286 Standard Methods of Fire Tests for Evaluating Contribution of Wall and Ceiling Interior Finish to Room Fire Growth

cxlviii. NFPA 287 Standard Test Methods for Measurement of Flammability of Materials in Cleanrooms Using a Fire Propagation Apparatus (FPA)

cxlix. NFPA 288 Standard Methods of Fire Tests of Horizontal Fire Door Assemblies Installed in Horizontal Fire Resistance-Rated Assemblies

cl. NFPA 289 Standard Method of Fire Test for Individual Fuel Packages

cli. NFPA 290 Standard for Fire Testing of Passive Protection Materials for Use on LP-Gas Containers

clii. NFPA 291 Recommended Practice for Fire Flow Testing and Marking of Hydrants

cliii. NFPA 295 Standard for Wildfire Control

cliv. NFPA 297 Guide on Principles and Practices for Communications Systems

clv. NFPA 298 Standard on Foam Chemicals for Wildland Fire Control

clvi. NFPA 299 Standard for Protection of Life and Property from Wildfire

clvii. NFPA 302 Fire Protection Standard for Pleasure and Commercial Motor Craft

clviii. NFPA 303 Fire Protection Standard for Marinas and Boatyards

clix. NFPA 307 Standard for the Construction and Fire Protection of Marine Terminals, Piers, and Wharves

clx. NFPA 318 Standard for the Protection of Semiconductor Fabrication Facilities

clxi. NFPA 326 Standard for the Safeguarding of Tanks and Containers for Entry, Cleaning, or Repair

clxii. NFPA 328 Recommended Practice for the Control of Flammable and Combustible Liquids and Gases in Manholes, Sewers, and Similar Underground Structures

clxiii. NFPA 329 Recommended Practice for Handling Releases of Flammable and Combustible Liquids and Gases

clxiv. NFPA 350 Guide for Safe Confined Space Entry and Work
clxv. NFPA 385 Standard for Tank Vehicles for Flammable and Combustible Liquids
clxvi. NFPA 386 Standard for Portable Shipping Tanks for Flammable and Combustible Liquids
clxvii. NFPA 395 Standard for the Storage of Flammable and Combustible Liquids at Farms and Isolated Sites
clxviii. NFPA 402 Guide for Aircraft Rescue and Fire-Fighting Operations
clxix. NFPA 422 Guide for Aircraft Accident/Incident Response Assessment
clxx. NFPA 450 Guide for Emergency Medical Services and Systems
clxxi. NFPA 471 Recommended Practice for Responding to Hazardous Materials Incidents
clxxii. NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents
clxxiii. NFPA 473 Standard for Competencies for EMS Personnel Responding to Hazardous Materials/Weapons of Mass Destruction Incidents
clxxiv. NFPA 475 Recommended Practice for Responding to Hazardous Materials Incidents/Weapons of Mass Destruction
clxxv. NFPA 480 Standard for the Storage, Handling, and Processing of Magnesium Solids and Powders
clxxvi. NFPA 481 Standard for the Production, Processing, Handling, and Storage of Titanium
clxxvii. NFPA 482 Standard for the Production, Processing, Handling, and Storage of Zirconium
clxxviii. NFPA 484 Standard for Combustible Metals
clxxix. NFPA 485 Standard for the Storage, Handling, Processing, and Use of Lithium Metal
clxxx. NFPA 496 Standard for Purged and Pressurized Enclosures for Electrical Equipment
clxxxi. NFPA 497 Recommended Practice for the Classification of Flammable Liquids, Gases, or Vapors and of Hazardous (Classified) Locations for Electrical Installations in Chemical Process Areas
clxxxii. NFPA 498 Standard for Safe Havens and Interchange Lots for Vehicles Transporting Explosives
clxxxiii. NFPA 499 Recommended Practice for the Classification of Combustible Dusts and of Hazardous (Classified) Locations for Electrical Installations in Chemical Process Areas
clxxxiv. NFPA 501 Standard on Manufactured Housing
clxxxv. NFPA 501A Standard for Fire Safety Criteria for Manufactured Home Installations, Sites, and Communities

clxxxvi. NFPA 502 Standard for Road Tunnels, Bridges, and Other Limited Access Highways
clxxxvii. NFPA 513 Standard for Motor Freight Terminals
clxxxviii. NFPA 520 Standard on Subterranean Spaces
clxxxix. NFPA 550 Guide to the Fire Safety Concepts Tree
cxc. NFPA 551 Guide for the Evaluation of Fire Risk Assessments
cxci. NFPA 555 Guide on Methods for Evaluating Potential for Room Flashover
cxcii. NFPA 556 Guide on Methods for Evaluating Fire Hazard to Occupants of Passenger Road Vehicles
cxciii. NFPA 557 Standard for Determination of Fire Loads for Use in Structural Fire Protection Design
cxciv. NFPA 560 Standard for the Storage, Handling, and Use of Ethylene Oxide for Sterilization and Fumigation
cxcv. NFPA 601 Standard for Security Services in Fire Loss Prevention
cxcvi. NFPA 650 Standard for Pneumatic Conveying Systems for Handling Combustible Particulate Solids
cxcvii. NFPA 651 Standard for the Machining and Finishing of Aluminum and the Production and Handling of Aluminum Powders
cxcviii. NFPA 652 Standard on Combustible Dusts
cxcix. NFPA 654 Standard for the Prevention of Fire and Dust Explosions from the Manufacturing, Processing, and Handling of Combustible Particulate Solids
cc. NFPA 655 Standard for Prevention of Sulfur Fires and Explosions
cci. NFPA 664 Standard for the Prevention of Fires and Explosions in Wood Processing and Woodworking Facilities
ccii. NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films
cciii. NFPA 703 Standard for Fire Retardant—Treated Wood and Fire–Retardant Coatings for Building Materials
cciv. NFPA 704 Standard System for the Identification of the Hazards of Materials for Emergency Response
ccv. NFPA 705 Recommended Practice for a Field Flame Test for Textiles and Films
ccvi. NFPA 720 Standard for the Installation of Carbon Monoxide(CO) Detection and Warning Equipment
ccvii. NFPA 730 Guide for Premises Security
ccviii. NFPA 731 Standard for the Installation of Electronic Premises Security Systems
ccix. NFPA 750 Standard on Water Mist Fire Protection Systems
ccx. NFPA 780 Standard for the Installation of Lightning Protection Systems

ccxi. NFPA 790 Standard for Competency of Third-Party Field Evaluation Bodies
ccxii. NFPA 791 Recommended Practice and Procedures for Unlabeled Electrical Equipment Evaluation
ccxiii. NFPA 801 Standard for Fire Protection for Facilities Handling Radioactive Materials
ccxiv. NFPA 820 Standard for Fire Protection in Wastewater Treatment and Collection Facilities
ccxv. NFPA 850 Recommended Practice for Fire Protection for Electric Generating Plants and High Voltage Direct Current Converter Stations
ccxvi. NFPA 851 Recommended Practice for Fire Protection for Hydroelectric Generating Plants
ccxvii. NFPA 853 Standard for the Installation of Stationary Fuel Cell Power Systems
ccxviii. NFPA 901 Standard Classifications for Incident Reporting and Fire Protection Data
ccxix. NFPA 902 Fire Reporting Field Incident Guide
ccxx. NFPA 903 Fire Reporting Property Survey Guide
ccxxi. NFPA 904 Incident Follow-up Report Guide
ccxxii. NFPA 906 Guide for Fire Incident Field Notes
ccxxiii. NFPA 921 Guide for Fire and Explosion Investigations
ccxxiv. NFPA 950 Standard for Data Development and Exchange for the Fire Service
ccxxv. NFPA 951 Guide to Building and Utilizing Digital Information
ccxxvi. NFPA 1126 Standard for the Use of Pyrotechnics Before a Proximate Audience
ccxxvii. PYR 1128 Standard Method of Fire Test for Flame Breaks
ccxxviii. PYR 1129 Standard Method of Fire Test for Covered Fuse on Consumer Fireworks
ccxxix. NFPA 1141 Standard for Fire Protection Infrastructure for Land Development in Wildland, Rural, and Suburban Areas
ccxxx. NFPA 1142 Standard on Water Supplies for Suburban and Rural Fire Fighting
ccxxxi. NFPA 1143 Standard for Wildland Fire Management
ccxxxii. NFPA 1144 Standard for Reducing Structure Ignition Hazards from Wildland Fire
ccxxxiii. NFPA 1145 Guide for the Use of Class A Foams in Manual Structural Fire Fighting
ccxxxiv. NFPA 1150 Standard on Foam Chemicals for Fires in Class A Fuels
ccxxxv. NFPA 1192 Standard on Recreational Vehicles
ccxxxvi. NFPA 1194 Standard for Recreational Vehicle Parks and Campgrounds

ccxxxvii. NFPA 1201 Standard for Providing Emergency Services to the Public
ccxxxviii. NFPA 1221 Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems
ccxxxix. NFPA 1231 Standard on Water Supplies for Suburban and Rural Fire Fighting
ccxl. NFPA 1250 Recommended Practice in Fire and Emergency Service Organization Risk Management
ccxli. NFPA 1401 Recommended Practice for Fire Service Training Reports and Records
ccxlii. NFPA 1584 Standard on the Rehabilitation Process for Members During Emergency Operations and Training Exercises
ccxliii. NFPA 1600 Standard on Disaster/Emergency Management and Business Continuity Programs
ccxliv. NFPA 1620 Standard for Pre-Incident Planning
ccxlv. NFPA 1802 Standard on Two-Way, Portable (Hand-held) Land Mobile Radios for Use by Emergency Services Personnel
ccxlvi. NFPA 1851 Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting
ccxlvii. NFPA 1852 Standard on Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA)
ccxlviii. NFPA 1952 Standard on Surface Water Operations Protective Clothing and Equipment
ccxlix. NFPA 1953 Standard on Protective Ensembles for Contaminated Water Diving
ccl. NFPA 1961 Standard on Fire Hose
ccli. NFPA 1962 Standard for the Care, Use, Inspection, Service Testing, and Replacement of Fire Hose, Couplings, Nozzles, and Fire Hose Appliances
cclii. NFPA 1963 Standard for Fire Hose Connections
ccliii. NFPA 1964 Standard for Spray Nozzles
ccliv. NFPA 1965 Standard for Fire Hose Appliances
cclv. NFPA 1971 Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting
cclvi. NFPA 1982 Standard on Personal Alert Safety Systems (PASS)
cclvii. NFPA 1991 Standard on Vapor-Protective Ensembles for Hazardous Materials Emergencies
cclviii. NFPA 2001 Standard on Clean Agent Fire Extinguishing Systems
cclix. NFPA 2010 Standard for Fixed Aerosol Fire-Extinguishing Systems
cclx. NFPA 8501 Standard for Single Burner Boiler Operation

cclxi. NFPA 8502 Standard for the Prevention of Furnace Explosions/Implosions in Multiple Burner Boilers
cclxii. NFPA 8503 Standard for Pulverized Fuel Systems
cclxiii. NFPA 8504 Standard on Atmospheric Fluidized-Bed Boiler Operation
cclxiv. NFPA 8505 Standard for Stoker Operation
cclxv. NFPA 8506 Standard on Heat Recovery Steam Generator Systems
cclxvi. National Roofing Contractors Association
cclxvii. National Terrazzo and Mosaic Association
cclxviii. National Wood Window and Door Association
cclxix. Portland Cement Association
cclxx. Tile Council of America
cclxxi. Underwriters Laboratories
cclxxii. West Coast Lumber Inspection Bureau
cclxxiii. Wood work Institute of California
cclxxiv. Western Wood Products Association

2. Local Compliance: In addition to the Standards, Codes, and Regulations listed above, the AFRH will adhere to the general building codes and safety ordinances for fire and traffic enforced by the local authorities for which a facility is located, unless an exception is granted by the AFRH Corporate Facilities Manager (CFM) after guidance is provided by the AFRH Chief Operating Officer (COO).

3. Continuous Operations: AFRH facilities shall provide for onsite personnel 24 hour per day/7 days per week required to provide the basic living and/or emergency requirements of facility Residents and/or tenants.

4. Office Business Hours: Administrative and business office hours for general services provided by AFRH shall be open between 8:00 A.M. and 4:00 P.M., except between the hours of 12:00 P.M. and 1:00 P.M. for lunch, Monday through Friday except on Federal holidays

5. Quiet Hours: Individuals may not make unreasonably loud noise between 9:30 P.M. and 6:30 A.M., which is likely to annoy or disturb one or more other persons in their residences ("Unreasonable" shall be defined as in the judgment of the Administrator what is fair, appropriate, and/or sensible, but in any case, the noise level at the point of occurrence in or around a dormitory or tenant area including a Resident's room or tenant's house may not exceed 85 dB (Decibels) during quiet hours.

Note: The Administrator may designate "unreasonable" determinations to any campus staff personnel that they see fit for the duty)

6. Access to Secure Areas:

All mechanical/electrical rooms, building storage closets/areas, personal offices, and roof tops shall be considered "secure areas." Only authorized personnel are allowed to access secure areas. (Authorized personnel are defined as those who have been assigned keys, granted security card access, or given special permission by the Key Control Officer of the facility the CFM, the COO, or their designees.) Secure areas are to be kept locked and closed at all times, unless the secure door is within the visual field of an authorized person who monitors and ensures that unauthorized individuals do not enter.

7. Interior Facility Air Conditioned Temperature:

All air conditioned common areas, areas that are not assigned to a single individual for personal use, shall be between 74 and 76 degrees Fahrenheit at all times. Personnel in individual areas are allowed to vary the temperature in their area between 68 and 80 degrees Fahrenheit if the area possesses the mechanical ability to do so without disrupting other areas or utilizing an excess amount of energy. ("Excess" shall be defined as in the judgment of the FM what is appropriate and/or sensible.) If the temperature in an air conditioned area achieves 86 degrees Fahrenheit or decreases below 55 degrees Fahrenheit through mechanical failure, the Administrator is to consult with the COO if alternatives for the working or living conditions in those areas should be pursued.

8. Facility Hot Water Standard Temperature:

Except in Memory Support and Long Term Care areas, all hot water point-of-use locations shall have a temperature no less than 120 degrees Fahrenheit and no greater than 124 degrees. The hot water point-of-use locations in Memory Support and Long Term Care shall range between 110 and 114 degrees Fahrenheit.

9. Facility Illumination Levels:

The following illumination standard shall be the minimum levels allowed in any interior or garage areas of an AFRH facility unless an exception is granted by the FM after adequate justification as determined by the CFM is provided:

a. 50 foot-candles at work station surfaces, measured at a height of 30 inches above floor level, during working hours (for visually difficult or critical tasks, additional lighting may be authorized by the CFM);

b. 30 foot-candles in work areas, common areas, and Resident rooms during working hours, measured at 30 inches above floor level;

c. 10 foot-candles, but not less than 1 foot-candle, in non-work areas, during working hours (normally this will require levels of 5 foot-candles at elevator boarding areas, minimum of 1 foot-candle at the middle of corridors and stairwells as measured at the walking surface, 1 foot-candle at the middle of corridors and stairwells as measured at the walking surface, and 10 foot-candles in storage areas); and

d. Any level as determined by the Safety or Security Officer as approved by the Administrator and CFM essential for safety and security purposes, including exit signs and exterior lights.

10. Energy and Water Conservation:

It is every Government employee's duty and responsibility to conserve energy and water. Not only does it reduce AFRH cost, but it saves resources for the future generation. Every employee is required and every Resident is encouraged to:

a. Turn off lights and equipment when not needed;

b. Not block or impede ventilation;

c. Set heating temperatures in non-occupied areas no higher than 55 degrees Fahrenheit during non-working hours for Winter months and no lower than 85 degrees Fahrenheit during non-working hours for Summer months except as necessary to return space temperatures to a suitable level for the beginning of working hours;

d. Keep windows and other building accesses closed during the heating and cooling seasons;

e. Turn off water fixtures when not in direct use. Do not leave fixtures running unattended; and

f. Ensure that irrigation is performed ONLY on an as needed bases. Irrigation systems should not run when it is raining or when the water table is high.

Only electronic products that are Electronic Product Environmental Assessment Tool (EPEAT)-registered products

or ENERGY STAR® rated may be purchased by Federal employees for the facility. Residents moving into the facility may only bring electronic products that meet the ENERGY STAR® rating criteria. It shall be the responsibility of the facility Administrators that the facility staff ensure compliancy with this requirement.

Purchasing sustainable products and services identified by EPA programs including: WaterSense certified products and services (water efficient products) shall be the preferred practice when these types of products or services are available. When EPA program products are available, the facilities must provide justification and request approval from the CFM to purchase substitutes.

Facilities are to ensure that their Leadership in Energy and Environmental Design (LEED) buildings meet the Federal

Guiding Principles (FGP) for sustainability. The documentation for the FGP are to be kept up-to-date.

Facilities shall improve sustainability in every aspect of the facility by developing and implementing innovated methods to conserve energy or water, maintaining LEED status, and implementing the agency's Strategic Sustainability Plan and Climate Adaptation Plan.

Data Input

Monthly, facilities are to submit each month's electrical, water, natural gas, and any other energy or water data into an energy profile manager as determined by the Agency's CFM.

When called upon by the CFM, facilities are to provide all sustainability data that may be required to complete any reports that shall be submitted for review by the public or other agencies.

11. Recycling:

Facilities shall make every effort to recycle as much generated waste as possible. At the minimum, at least fifty (50) percent of all generated waste shall be diverted from landfills.

12. Environmental Responsibilities:

Environmental Products:

Products that do not damage the environment, otherwise known as "Green" products or environmentally friendly

products, shall be used when possible or feasible. In the following services, Green Products are to be utilized.

a. Cleaning services;

b. Green meeting and conference services; and

c. Construction (products and materials, such as paint with no or low volatile organic content (VOCs), or native landscaping plants).

Pest Control

With certain exceptions, a pesticide is any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest, or intended for use as a plant regulator, defoliant, or desiccant, or desiccant, or any nitrogen stabilizer.

a. Properly follow pesticide labeling instructions
b. Use any pesticide under an experimental use permit consistent with the provisions of the permit
c. Ensure that applicators are properly trained and, wherever required, necessary or possible, certified to use pesticides
d. Applicators use appropriate personal protective equipment
e. Properly manage any pesticide storage facilities
    - Storage areas shall be secure
    - Containers shall be sealed
    - Enclosed storage areas are vented
f. Dispose of pesticide residues and waste in accordance with required and recommended procedures
g. Maintain records of applications of restricted use pesticides, except when applied by a certified applicator who is a private contractor.

Asbestos

The Facility's Campus Operations staff must ensure the following actions are adhere to by contractors or lessees in relation to asbestos in buildings:

a. When asbestos is observed, suspected, or possible, Campus Operations personnel shall have the area or building inspected and assessed for the presence and condition of

asbestos-containing materials. Space to be leased must be free of all asbestos containing materials, except undamaged asbestos flooring in the space or undamaged boiler or pipe insulation outside the space, in which case an asbestos management program conforming to U.S. Environmental Protection Agency (EPA) guidance must be implemented.

b. Manage in-place asbestos that is in good condition and not likely to be disturbed.

c. Abate damaged asbestos and asbestos likely to be disturbed. Campus Operation personnel shall perform a pre-alteration asbestos assessment for activities that may disturb asbestos.

d. Do not use asbestos in new construction, renovation/ modernization or repair of owned or leased space.

e. Communicate all written and oral asbestos information about the leased space to tenants.

Radon

When Radon is suspected, or possible, Campus Operations personnel shall have the area or building inspected and tested for the presence of Radon. If the test results provide a positive results, Campus Operations personnel shall ensure the following actions are adhere to by contractors or lessees in relation to the abatement of radon in spaces when radon levels exceed current EPA standards:

a. Abate the Radon per Environmental Protection Agency (EPA) standards with a professional contractor

b. Retest abated areas and make lessors retest, as required, abated areas to adhere to EPA standards.

Indoor Air Quality

Facility Campus Operations personnel shall assess indoor air quality of buildings as part of their safety and environmental facility assessments. Campus Operation personnel must respond to tenant complaints on air quality and take appropriate corrective action where air quality does not meet applicable standards.

Lead

Facility Campus Operations personnel shall ensure the following actions are adhere to by contractors or lessees in relation to lead in buildings:

a. Test space for lead-based paint in renovation projects that require sanding, welding or scraping painted surfaces.

b. Do not remove lead based paint from surfaces in good condition.

c. Test all painted surfaces for lead in proposed or existing schools or child care centers.

d. Abate lead-based paint found in accordance with U.S. Department of Housing and Urban Development (HUD) Lead-Based Paint Guidelines or encapsulate per EPA Regulations if the lead paint is not in good condition or in a school or child care center.

e. Test potable water for lead in all drinking water outlets.

f. Take corrective action when lead levels exceed the HUD Guidelines.

Hazardous Materials and Wastes

The Facility Campus Operations personnel shall ensure the following actions are adhere to by contractors or lessees in relation to the monitoring of hazardous materials and wastes:

a. Monitor the transport, use, and disposition of hazardous materials and waste in buildings to provide for compliance with General Services Administration (GSA), Occupational Safety and Health Administration (OSHA), Department of Transportation, EPA, and applicable State and local requirements. In addition, tenants of leased AFRH real property must comply with these requirements.

b. In leased space, include in all agreements with the lessor requirements that hazardous materials stored in leased space are kept and maintained according to applicable Federal, State, and local environmental regulations.

Underground Storage Tanks (UST)

The facility's Campus Operations personnel have the following responsibilities concerning the management of underground storage tanks in real property:

a. Register, manage, and close underground storage tanks, including heating oil and fuel oil tanks, in accordance with GSA, EPA, and applicable State and local requirements.

b. Require any party responsible for tanks on AFRH real property that own or that they use but do not own to follow these requirements and to be responsible for the cost of compliance.

Seismic Safety

Facilities must follow the standards issued by the Interagency Committee on Seismic Safety in Construction (ICSSC) as the minimum level acceptable for assessing the seismic safety of their owned and leased buildings and in mitigating unacceptable seismic risks in those buildings.

13. Historic Preservation:

Each facility Administrator is responsible for securing and protecting the historic resources on their facility. No alteration, modification, repair, replacement, etc. is to be made to any historic resources without following the Program Agreements (PA) or Master Plans that may be applicable or without the expressed written permission of the FM, if a procedure is not described in their PA or a product is not approved in their Master Plan. In all cases where a historic resource may be impacted in any way including but not limited to, visual, physical, environmental, etc. by a facility undertaking or activity, the facilities shall consult with the AFRH Cultural Resource Manager to determine if an adverse effect applies. If so, the facility must consult the CFM for guidance and approval before taking any further action.

14. Snow and Ice Removal:

Facilities are to ensure that plans or contracts are in place that allow emergency vehicles and daily essential AFRH personnel have complete access to the resident-occupied buildings at all times during a snow or ice event.

AFRH facilities are to make plans for the possibility that public roads and transportation shall be unusable or unavailable during a snow or ice event. If there is a strong possibility, as determined by the Administrator, that daily essential AFRH

personnel may not be able to access the facility due to local government's inability to clear paths of travel and/or provide standard public transportation, the facilities are to implement their plans to provide for temporary lodging and/or other measures to ensure essential support for Residents.

15. Grounds Maintenance:

The Facility's Chief, Campus Operations shall do all that is necessary within their authority to keep the grounds landscape healthy, clean, safe and attractive. Such activities include, but are not limited to, planning and carrying out annual plantings, periodic weeding, fertilizing, shrub tree pruning, topiary, lighting, fencing, runoff drainage, irrigation, and other jobs for protecting and improving the topsoil, plants, lawn, and lawn care accessories. Priority in care shall be given to the facility's entrance and entry way. The Facility's Chief, Campus Operations is to develop grounds maintenance plans with the contractor's assistance that indicate the areas of high visibility that will receive the most attention during the Spring and Summer months.

16. Facility Maintenance

Preventative Maintenance

Preventative Maintenance (PM) shall be performed on all facility-occupied buildings and all equipment per all applicable laws, regulations, codes, standards, and Original Equipment Manufacturer requirements and/or recommendations. No deviation shall be allowed without the express written permission of the CFM.

Service Request Work

Service Request Work, also known as Work Orders, shall be performed upon request on all occupied and unoccupied buildings per all applicable laws, regulations, codes, standards, and the Original Equipment Manufacturer requirements and/or recommendations (if applicable) if the Service Request Work is reasonable, feasible, and/or economical as determined by the Facility's Chief, Campus Operations. Service Request Work shall consist of all items specifically described here in, as well as any activity such as, but not limited to: testing, measuring, replacing, adjusting, installing, inspecting, servicing, rebuilding, reclamation, classifying as to serviceability, and/or repairing of any structural, mechanical, electrical, or plumbing component of a building, structure, utility system, ground facility, edifice, and/or any other real property of the AFRH for

the purpose of retaining and/or restoring that component in or to a specified state in which the component can perform its required functions or in such condition that it may be continuously used at its original or designed capacity and efficiency for its intended purpose. Service Request Work shall also include, but not limited to: the installation, removal, mounting, or dismounting of personal items, decorative components, or other items consisting of (but not limited to): pictures, shelves, banners, dispensers, or any other miscellaneous object to or from any building, structure, utility system, ground facility, edifice, or any other real property of the AFRH. Service Request Work shall be carried to completion including operational checks and cleanup of the job site. No deviation of Service Request Work as described above shall be allowed without the express written permission of the CFM.

Facilities shall have adequate procedures in place to receive and respond to service requests during normal business hours and for receiving and responding to emergency and urgent service requests 24 hours per day, seven days a week, including weekends and holidays

Facilities shall complete all Service Requests within four (4) business days of receipt of Service Request, or inform the requestor why such repair cannot be completed in such a time frame.

Emergency Service Request

An emergency condition is one that: threatens life or injury, causes severe property damage, or major disruption to AFRH operations. Examples are: utility system outages, overflowing drains, broken water pipes, electrical defects which may cause fire or shock, accidents, fire, gas leaks, refrigeration outage, alarm activation, alarm outages, etc. Facilities shall have procedures in place to receive emergency service requests – 24 hours per day/7 days per week.

Facilities shall respond immediately to Emergency Service Requests and must have personnel or contractors on the job site and working within fifteen (15) minutes after receipt of an emergency service request during normal business hours and within one (1) hour after normal business hours.

Work must continue until the emergency is arrested.

Urgent Service Request

An Urgent Service Request shall consist of providing services or correcting failures which do not immediately threaten personnel, property, or AFRH mission but which would soon inconvenience and/or affect personnel health or wellbeing, lead to property damage, or lead to disruptions in operational missions. Facilities shall have procedures in place to receive emergency service requests - 24 hours per day and 7 days per week.

Facilities shall have personnel or contractors on the job site and working within one (1) hour after receipt of an Urgent Service Request received during normal business hours and within two (2) hours for urgent requests received after normal business hours.

Work must continue until the urgent nature is arrested.

Routine Service Request

Routine Service Requests or other service requests normally received during normal business hours, and may be completed at any hour that Campus Operations personnel deem appropriate in relation to the policies and the needs.

Resident Room Turnovers

The Facility's Chief, Campus Operations shall perform refurbishment, repair, and cleaning of resident rooms in preparation for resident living for new residents once the current resident has moved out. Campus Operation personnel shall inspect, assess required work; and perform the repair, replacement (including any missing government furniture required per any law, regulation, AFRH Directive, or Campus SOP), and cleaning requirements once the assessment is complete. The Chief, Resident Services or his/her designee shall make a single list of all issues for Campus Operations personnel to resolve. After the items on the list are resolved, the Resident Services Chief shall be the custodian of the room until a Resident fills it. All additional repair issues shall be submitted as individual service request per procedures.

Reports

a. Facility Chief, Campus Operations is to provide schedule of PMs to be performed that year during the first week of the Government Fiscal Year to the FM. Each month after that, Chief of Campus Operations is to provide to the FM a monthly report on all preventative maintenance performed for the previous months, a justification for why any PMs were not performed, when the PMs are rescheduled if applicable, any issues discovered during the PM, and the plan to resolve the issue.

b. Refrigerant Reports detailing the loss of refrigerant for cooling or other types of systems shall be reported annual in December to the CFM for the last Government Fiscal Year. (Note: If a leak over 100 lbs. occurs, it is to be reported immediately and guidance is to be requested as to necessary actions that must be taken.)

c. Hazardous Waste Report detailing the collection of or disposal of Hazardous Wastes per CFM guidance shall be reported in the month that it occurs. (Note: if a hazardous waste spill or accident occurs it is to be reported immediately and guidance is to be requested as to necessary actions that must be taken.)

d. A monthly Service Request Tracking Report shall be provide to the FM that contains the following information

(1) The number of Service Requests received for the month.

(2) The n umber of service request completed for the month.

(3) The number of service request canceled for the month.

(4) The number of service request extended for the month.

(5) The total of service request still on hold.

(6) The number of emergency requests for the month.

(7) The number of urgent requests for the month.

(8) The number of routine requests for the month.

(9) The total number of requests of each service request classification that were not completed by its deadline and became delinquent.

(10) The total number of service requests by each trade (ex: electrical, plumbing, HVAC, carpentry, etc.)

(11) All requests on hold, with extensions, and delinquent.

e. After the average exterior temperature is above 50 degrees Fahrenheit, the Chief of Campus Operations shall provide a monthly Chiller Maintenance and Inspection Report containing the following until the average exterior temperature drops below the 50 degree mark again:

(1) Chilled water temperature (incoming)

(2) Chilled water temperature (outgoing)

(3) Condenser water temperature (incoming)

(4) Condenser water temperature (outgoing)

(5) Evaporator pressure

(6) Motor Loads

(7) Compressor oil level

(8) Oil pressure

(9) Oil temperature

(10) Details of work performed, observations, and recommendations

(11) A chemical water treatment analysis of the cooling towers' water and glycol from each Chiller system.

f. After the average exterior temperature goes below 70 degrees Fahrenheit, the Chief of Campus Operations shall provide a monthly Boiler Maintenance and Inspection Report

containing the following until the average exterior temperature goes above the 70 degree mark again:

(1) High pressure boiler protection

(2) Low water level protection

(3) High water level protection

(4) High flue gas temperature warning

(5) Flame failure protection

(6)Trial For Ignition (TFI) Failure

(7) Fire eye or Flame Rod test

g. For each elevator, an Elevator Report shall be created that lists all of the prior month's service request concerning elevators, and the duration each system was inoperable

h. As requested by the CFM, the Chief, Campus Operations shall provide or create any report or document as described or needed by the FM.

The Chief, Campus Operations shall establish and maintain a records keeping system of the reports that shall facilitate the FM's periodic review of service requests, preventive maintenance, and additional work. The Chief, Campus Operations shall maintain records in a consistent, business-like and orderly fashion. All records shall contain sufficient supporting documentation, if applicable, to provide a complete audit trail.

The Chief, Campus Operations shall ensure that generated technical records, reports, files, and other documentation are made available to the CFM and other authorized Government representatives. The Chief, Campus Operations shall obtain CFM approval before releasing any stored, generated, or archived information related to their campus or other AFRH activities to other government bodies, other Federal agencies, contractors, private parties, or news agencies.

Inspections

Periodically, the FM shall conduct inspections of the facility and/or the facility records. Facilities are to assist the CFM in any way possible to help ensure the CFM is able to conduct a thorough and complete inspection.

17. Building Drawings: Current drawings that address all features of the facility, especially the fire protection, shall be maintained at all times by the facilities.

18. Utility System Management Plan: Each facility must develop a Utility System Management Plan (USMP) in coordination with and approval of the CFM. The USMP shall be designed to promote a safe, controlled, comfortable environment for residents, patients, visitors and staff by assessing and minimizing risks of utility system failures. The Plan shall ensure operational reliability and supports the Agency's mission in providing excellent services and quality care to our Residents.

19. Interim Life Safety Plan;

Definitions

Interim Life Safety Measures (ILSM) are a series of administrative actions required to be taken to temporarily compensate for the hazards posed by current NFPA 101 Life Safety Code (LSC) deficiencies or construction activities.

Requirement

It is AFRH's policy to ensure a high level of safety during all construction activities.

Facilities shall create standard operating procedures in coordination with and approval of the FM to provide a level of building life safety that would meet all expected requirements during construction activities and continue to provide the necessary measures when there is a Life Safety Code (LSC) deficiency or until completion of all construction activities.

Implementation of ILSM is required in or adjacent to all construction areas and throughout buildings with existing LSC deficiencies. ILSM apply to all Residents and personnel, including construction workers. In addition, ILSMs must be implemented upon project development and be continuously enforced through project completion.

ILSM shall provide a level of life safety comparable to that of the already existing facilities Life Safety measures. Each ILSM action must be documented through written procedures. Except as stated below, frequencies for inspection, testing, training, and monitoring and evaluation shall be established by the facilities.

Facilities shall have written ILSM procedures that cover situations when Life Safety Code deficiencies cannot be immediately corrected or during periods of construction. The procedures shall include criteria for evaluating when and to what extent the facility follows special measures to compensate for increased life safety risk. When the facility identifies Life Safety Code deficiencies that cannot be immediately corrected or during periods of construction, the facilities shall implement the ILSM in their Interim Life Safety Plan, which shall consist of at least the following actions:

a. Notify the fire department (or other emergency response group) and initiate an internal fire watch when a fire alarm or sprinkler system is out of service more than 4 hours in a 24-hour period in an occupied building. Notification and fire watch times are documented.

b. Posts signage identifying the location of alternate exits to everyone affected.

a. Inspect exits in affected areas on a daily basis. The need for these inspections shall be based on criteria in the Facility's interim life safety measure established in their SOPs.

b. Provide temporary but equivalent fire alarm and detection systems for use when a fire system is impaired. The need for these equivalent systems shall be based on criteria in the organizations interim life safety measure (ILSM) established in their SOPs.

c. Provide additional fire-fighting equipment.

d. Use temporary construction partitions that are smoke-tight, or made of noncombustible material or made of limited-combustible material that will not contribute to the development or spread of fire.

e. Increase surveillance of buildings, grounds, and

equipment, giving special attention to construction areas and storage, excavation, and field offices.

f. Enforce storage, housekeeping, and debris-removal practices that reduce the building's flammable and combustible fire load to the lowest feasible level.

g. Provide additional training to those who work in the facility on the use of fire-fighting equipment.

h. Conduct one additional fire drill per shift per quarter.

i. Inspect and test temporary systems monthly. The completion date of the tests shall be documented.

j. Facilities shall conduct education to promote awareness of building deficiencies, construction hazards, and temporary measure implemented to maintain fire safety.

k. Facilities shall train those who work in the facilities to compensate for impaired structural or compartmental fire safety feature.

l. Facilities shall strongly enforce the prohibiting of smoking in accordance with the "No Smoking Directive."

20. Change Analysis:

Change Analysis shall be conducted anytime something new is brought into the workplace, whether it be a piece of equipment, different materials, a new process, an entirely new building, new personnel, etc. to plan for any new hazards that may unintentionally be introduced. Before implementing a change for a facility, the change shall be analyzed thoroughly beforehand. The Change Analysis will help in heading off a problem before it develops. At the minimum, Change Analysis shall be conducted and documented when the following occur.

a. Building or leasing a new facility.

b. Installing new equipment.

c. Using new materials.

d. Starting up new processes.

e. Altering or modifying an existing facility.

f. Staffing changes occur.

21. Facility Alterations/

All alterations/modifications to any aspect of a facility shall be reviewed and approved by the CFM before work is contracted or implemented. Administrators, or their designees, shall ensure that all alteration/modification projects are submitted on a Facility Change Request Form (FCR) to the CFM along with a Change Analysis in a timely manner that provides the CFM with sufficient time to review all request. *(The FCR Form is attached to this manual.)* Any alteration/modification projects requiring permits as determined by the CFM may be issued a permit by the CFM after all applicable documents, information, and/or data as determined by the CFM is submitted for review by the Administrator or their designee. Inspections as determined by the CFM shall be conducted by either the CFM or a CFM's representative who may be a certified or professional third party individual or entity. No individual unless wearing the appropriate personal protection per OSHA regulations shall be allowed to utilize, occupy, or enter into the area of work for an alteration/modification construction project until a "Certificate of Occupancy" letter is provided by the CFM declaring that the project has passed all required building code inspections and the area is safe for the general public.

22. Personal Appliances Usage:

Portable Heaters, Fans, and other Such Devices

All portable heaters, fans, air conditioners, and other such Devices, which are plugged into the facilities electric network or are operated on a consumed fuel are prohibited from operating in Government-controlled facilities unless authorized by the CFM as a temporary measure. Regulations do not allow for permanent
or long term usage.

Common Spaces and Work Areas

Refrigerators, microwaves, blenders, coffee machines, and other such personal appliances are prohibited from being operated or used at work stations, work areas, or common areas. Such devices may only be utilized in designated break rooms, kitchens, cafeteria, canteen, or bar area. The Administrator may make temporary exceptions for special events such as parties or large conferences or meetings.

Televisions may only be used in common areas unless otherwise authorized by the Administrator, CFM, or COO.

Radios may be utilized by staff at their personal work station if the Supervisor approves and it does not disturb any other individual in the general area. In any case, the noise level may not exceed 40 dB (the hum of a standard residential refrigerator).

Residents may utilize in their personal room "Energy Star" rated or "EPEAT" registered refrigerators, microwaves, and coffee machines if the device is NOT plugged into a power extension cord or power strip (the only exception is computer peripheral accessories), and no more than two devices are plugged into the same outlet at the same time. Residents may also operate televisions, radios, stereos, computers, printers, and computer peripheral accessories if such devices are NOT plugged into a power extension cord. These devices may utilize one power strip, but at no time may more than one power strip be plugged into the same outlet or plugged into another power strip. No other personal appliance may be operated or utilized in a resident room unless the device is required by the maintenance contractor to perform a repair.

23. Furniture:

All furniture utilized or stored on the facility must meet NFPA requirements for fire resistance for the type of area where the furniture is utilized or stored.

Resident Room Furniture:

All Resident rooms shall include certain furniture provided by AFRH. The standard furniture shall include the furnishings listed for each Campus in the Resident Guide Directive. An additional chair may be provided to a Resident, if the Administrator determines that the Resident is financially unable to provide their own chair or chairs. The design, style, color, etc. of the furniture items shall be at the discretion of the Administrator, but any choice must be consistent with current furnishings in the room or in the area or in the building unless a waiver is provided by the CFM.

Common Area Furniture:

All furniture and their arrangement in common areas shall be consistent with the intent of the designation of the area. Alterations or replacement furniture shall be at the discretion of

the Administrator, but any choice in design, style, color, etc. must be consistent with current furnishings in the area or in the building unless a waiver is provided by the CFM.

All missing or damaged furniture shall be replaced, repaired, or discarded per the Administrators or their designee's determination. (Any controlled furniture as defined in section 24 "Tracking Personal Property" must be discarded per section 26 "Excess Personal Property".)

24. Tracking Personal Property:

Definitions

Accountable Personal Property includes expendable personal property whose expected useful life is two years or longer and whose acquisition value, as determined by the Agency, warrants tracking in the Agency's property records, including capitalized and sensitive personal property.

Accountability means the ability to account for personal property by providing a complete audit trail for property transactions from receipt to final disposition.

Control means the ongoing function of maintaining physical oversight and surveillance of personal property throughout its complete life-cycle using various property management tools and techniques taking into account the environment in which the property is located and its vulnerability to theft, waste, fraud, or abuse.

Controlled Property includes the following categories which comprises all accountable personal property:

a. Sensitive Property (as listed in the Enclosure to this Directive).

b. Property valued over $1,000 that is not: perishable, expendable due to normal daily operations, a building material, or an item that is incapable of being removed without destruction.

c. Property loaned to or from another Federal Agency.

d. Gifts of property received by the Government from non-government sources.

e. Weapons - all types including, but not limited to, air, spring, powder, or other propulsions system.

f. Hazardous personal property including materials and devices.

g. Unclaimed Deceased Resident Property.

h. Unclaimed Deceased Military Personnel Property transferred to AFRH per U.S.C. Title 10

Hazardous personal property means property that is deemed a hazardous material, chemical substance or mixture, or hazardous waste under the Hazardous Materials Transportation Act (HMTA) (49 U.S.C. 5101), the Resource Conservation and Recovery Act (RCRA) (42 U.S.C. 6901–6981), or the Toxic Substances Control Act (TSCA) (15 U.S.C. 2601–2609).

Inventory includes a formal listing of all accountable property items assigned to the Agency, along with a formal process to verify the condition, location, and quantity of such items. This term may also be used as a verb to indicate the actions leading to the development of a listing. In this sense, an inventory must be conducted using an actual physical count, electronic means, and/or statistical methods.

Non-Controlled Property is property in which due to its inherent nature or value, the value/benefit of the property to the Government is so low that tracking would be cost prohibitive making the property's control unwarranted. The following criteria make tracking a property unwarranted:

a. Property that has an acquisition cost of less than $1,000 (excluding items which have been designated as sensitive items),

b. Perishable,

c. Expendable through normal daily use,

d. Building material, and

e. Immovable without being destroyed

Sensitive Property includes all items, regardless of value, that require special control and accountability due to unusual rates

of loss, theft, misuse, or due to security or export control considerations, or due to legal requirements to maintain and track the property.

Tracking of Government Property

AFRH's inventory tracking process only applies to controlled property as defined in this Directive/Manual.

Administrators are to develop standard operating procedures (SOPs) per the General Accountability Office's (GAO) Executive Guide- "Best Practices in Achieving Consistent, Accurate Physical Counts of Inventory and Related Property" to track controlled personal property, but at a minimum, Administrators shall implement the following.

Each Administrator shall assign Accountability Officers (AOs) over all the different areas at each of their respective facilities. The AO shall be accountable for all controlled property in their assigned area. The AO shall assign specific controlled property to specific Property Custodians (PCs). The PC shall be accountable and control the controlled property assigned to them.

Note #1: The Agency's Executive Support Services Officer (ESSO) shall be the AO for areas occupied by the COO and Corporate Resource Office (CRO) staff. Each COO and CRO staff member shall be the PC for the controlled property in the offices they occupy and oversee.

The AOs shall utilize unique property control numbers (PCN) to account for each controlled property item in their assigned area. The PCN shall be entered and monitored in a Property Management System (PMS) to track and control these items. The PCN shall be linked to data in the PMS that contains information on the controlled property item such as the item's name, purchase price, manufacturer's information, item location and condition, assigned AO and PC, and which category of controlled property the item conforms to. This information in the PMS shall serve as the basis for performing semi-annual physical inventory procedures.

Twice per calendar year, but not within 180 days of each other, the Administrators shall conduct a general inventory check of all controlled personal property at their facility. Administrators may utilize any method or inventory technique that will work

best with their campus, but AOs and PCs may *not* preform inventories on property assigned to them.

Any discrepancies between the physical inventory and any and all information (especially, condition and location) in the PMS must be reported and justified to the CFM. If as determined by the CFM adequate justification is not provided to account for the controlled property, the CFM shall submit the report to the AFRH Inspector General (IG) and COO for action.

Note #2: Twice per calendar year, but not within 180 days of each other, the ASSS under the supervision of the IG and CFM shall conduct a general inventory check of all controlled property in areas occupied by the COO and CRO staff. The inventory results are submitted to the COO for review and/or action if applicable.

25. Receiving Personal Property:

The Administrators are to create and establish SOPs to perform the following. When personal property that meets the criteria established for controlled property is acquired by the facility an AO and PC is to be assigned to the property, the property shall be assigned a PNC, and the PNC is to be entered into the PMS with the item's name, purchase price, manufacturer's information, item location and condition, and assigned AO and PC.

Note: When personal property that meets the criteria established for controlled property is acquired for areas occupied or utilized by COO or CRO staff, the ESSO as the AO shall assign a PNC to the property, and the PNC is to be entered into the PMS with the item's name, purchase price, manufacturer's information, item location and condition, and assigned AO and PC who shall be the COO or CRO staff member that occupies or oversees the area. All acquisitions of property by the ASSS for the COO and CRO staff are to be overseen by the CFM. The records of the acquisitions are to be reviewed by the IG once per year for discrepancies.

26. Excess Personal Property:

Definitions

Excess personal property means any personal property that is no longer required for AFRH needs, as determined by the COO

or designee or unclaimed property no longer required to be tracked by law.

Acquiring Excess Personal Property

Since using excess personal property from other Federal Agencies generally only cost AFRH shipping and transportation, employees should use excess personal property from other Federal Agencies to the maximum extent practicable, which will maximize the return on AFRH dollars spent and minimize expenditures for new procurement. Before purchasing new property, access GSAXcess for any available excess personal property that may be suitable for your needs. You must use excess personal property unless it would cause serious hardship, be impractical, or impair your operations. (Impractical examples include if significant reimbursement for shipping or other cost outweighs current property value or new property values, if items do not match current area style, type, or size needed, etc.)

To process a transfer of excess property between AFRH and any other Federal Agencies contact the CFM for guidance and current Federal procedures.

Disposal of Excess Personal Property

Property becomes excess as a result of its unusable or unsafe condition or it is no longer needed. Annual utilization reviews and annual Administrator Walk-through inspections shall be performed at the end of the government fiscal year to identify inactive or underutilized property. Property that is inactive or underutilized as a result of repair or replacement needs shall be repaired or replaced if the cost for said repairs or replacements are within the funding of the current campus budget. If funding is not available in the current budget, the repairs or replacements shall be budgeted in a future budget and carried out when funding becomes available.

Non-Controlled Property with a value under $10 that is inactive or underutilized due to lack of need may be destroyed of as excess property by the end user as they determine if their supervisor approves

Note: Excess property may *not* be taken for reuse outside of the facility by any personnel on the facility)

Controlled of any value and non-controlled property with a value of $100 or more that is inactive or underutilized due to lack of need shall be documented by the PC (for controlled property) or the end user (for non-controlled property) as inactive or underutilized, and reviewed and approved for disposal by the AO of that area. The documentation along with justification as to why the property is no longer needed shall be submitted to the CFM to be declared excess personal property.

If the property is usable, the CFM will send out a notice to all managers indicating that the property will be declared excess within 30 days unless someone declares a need and claims the property for use. Once the CFM declares the property excess, the property shall become surplus, and the CFM shall provide guidance and current Federal procedures for to the AO for shipping the items to a Government Sale Center per FMR requirements.

If the property is not usable, the CFM will declare the property excess and instruct the AO on the appropriate method for destruction.

27. Tracking Government Real Property:

AFRH Real Property is maintained on the United States Army Real Property Inventory Roll. Annually, when the Annual Real Property Inventory Report is submitted to the

General Service Administration (GSA), AFRH shall submit all changes in real property status to the United States Army Corps of Engineers (USACE) to update the AFRH real property on the Army inventory rolls.

28. **Acquiring Government Real Property:**

Only as authorized by law shall AFRH acquire real property. If the law does not specify the acquisition method or process. AFRH shall adhere to the acquisition requirements and process of the FMR. When real property is acquired, the legal description along with a copy of the deed shall be forwarded to the USACE within 30 days of the purchase in order to add the property to AFRH Real Property Inventory.

29. Excess Government Real Property:

Only through an act of law or through the determination of the COO that a piece of real property is excess because it is no longer needed by AFRH shall AFRH declare that the piece of property is excess. In such a case, AFRH shall report the property as excess to GSA per FMR requirements and the USACE in order to remove the property from the AFRH Real Property Inventory of the Army inventory rolls. The COO

shall determine which Disposal Agency, as defined by the FMR, to utilize to dispose of the excess real property. Once the COO has determined the Disposal Agency, the FM shall work with that agency to provide all documentation, information, and data in order for the Disposal Agency to transfer or sale the real property per FMR requirements in a timely manner.

30. Lost, Stolen, or Damaged AFRH Property:

Definitions

Gross negligence is an act or omission of the individuals(s) which constitutes misconduct, willful negligence, or a wanton and reckless disregard for the Government property.

Simple negligence is the failure or omission to observe, for the protection of Government interests, that degree of care, precaution and vigilance which the circumstances justly demand, whereby the Government suffers through loss, damage, destruction, or theft of Government property

Willful misconduct is any intentional wrongful or unlawful act or omission relating to Government property.

Action Procedures for lost, stolen, or damaged property

If AFRH property that is on the AFRH Property Inventory List or if a report is made that AFRH property valued at or over $250 is lost, stolen, or damaged, then, the Administrator shall have procedures in place to initiate and conduct an inquiry to determine what happened; how it happened; where it happened; who was involved; when it happened and any evidence of negligence, willful misconduct or deliberate unauthorized use or disposition of the property.

If gross negligence, willful misconduct, or unauthorized use or disposition of the property is determined, the Administrator shall refer the matter to the COO. The COO shall determine whether administrative and/or legal actions should be taken against the responsible party and the amount of the full financial liability of the responsible party. (The full financial liability includes, but is not limited to, legal fees, administrative cost, loss of operational services, market value of property, and procurement cost.)

If simple negligence is determined in the lost, stolen, or damaged property, the responsible party shall be liable for the

full reimburse of the financial amount to replace or repair the property.

Federal employees are required to exercise the proper care to safeguard Government property. Failure to exercise minimum safeguards by a federal employee, which resulted in the loss, stolen or damaged property, may result in the employee being held financially liable for the loss, damage, destruction, or theft of Government property as well as receiving administrative disciplinary action(s). The COO shall determine if the employee's negligence to safeguard the Government property was a significant cause of the lost, stolen, or damaged property, and whether the employee is to be held financially liable and/or administratively disciplined.

31. Unclaimed Personal Property:

Personal property of Deceased Individuals

- Unclaimed personal property of deceased Residents shall be controlled and inventoried for three years.
- Unclaimed personal property of deceased military personnel transferred to AFRH under USC. Title 10 - Residents shall be controlled and inventoried the property for two years.
- Unclaimed personal property of deceased employees, visitors, or guest shall be controlled and inventoried per the federal regulations or local jurisdictions regulations that may be applicable.

Each type of unclaimed personal property shall be kept in a secure area with extreme limited access to limit the possibility of loss. No other items may be stored in the secure area. The Administrator is the Accountability Officer, as defined in section 24 "Tracking Personal Property", for the unclaimed personal property and may not delegate this duty.

After the required period to control and inventory the unclaimed personal property of the deceased individual, the property shall be considered a gift to the government. The facility may take possession and utilize the gifted property like all other government property. Because the property is a gift, it must be tracked like all gifted property to the Government. The Administrator may declare the property excess and dispose of the excess property as described in section 29 "Excess Personal Property".

Personal Property Abandoned or Lost and Unclaimed

Facilities shall either retain or dispose of unclaimed lost or abandoned personal property based on the need of the facility determined by the Administrator and the personal property requirements in this manual and the following paragraphs.

If the facility does not need the property, and the unclaimed property is definitely valued at less than $500, the unclaimed property may be immediately abandoned or destroyed. (Unclaimed personal property may be abandoned or destroyed without public notice when the estimated resale value of the property is less than $500 in accordance with the provisions in FMR §102-36.330.). If the Administrator or their designee decides to abandon or destroy the unclaimed lost or abandoned personal property valued at less than $500, title to the property immediately vests in the Government, and the federal facility is not required to hold the unclaimed property for 30 days in these circumstances. (In summary, this paragraph is referring to junk or trash found on the facility)

Facilities must hold unclaimed personal property lost or abandoned, which they wish to retain or that is valued at $500 or more, for 30 calendar days from the date it was found. Unless the previous owner files a claim, title to the property vests in the Government after 30 days per FMR §102-41.120.

If the facility does not need the property, and the unclaimed property is possibly valued at $500 or more, the Administrator or their designee shall follow the procedures set forth in section 26 "Excess Personal Property"

For unclaimed personal property retained that is not cash, the unclaimed personal property becomes controlled property per section 24 "Tracking Personal Property" for 3 years. Tracking records must be maintained for official use by the facility for 3 years after title vests in the Government to permit identification of the property should the former owner file a claim for the property.

For unclaimed personal property that is cash or funds received from disposal of such property, the cash shall be deposited in the AFRH Trust Fund to cover any valid claim filed within this

3-year period. Records of the deposits must be maintained for 3 years by the facility and the CFOs office to verify any claim.

If a claim is filed after 30 days, and the property was sold, reimbursement of the property to the former owner must not exceed any proceeds from the disposal of such property, less the costs of the Government's care and handling of the property. If the property was abandoned or destroyed in accordance with FMR §102-41.125, or otherwise used or transferred, reimbursement of the property to the former owner must not exceed the estimated resale value of the property at the time of the vesting of the property with the Government, less costs incident to the care and handling of the property, as determined by the CFM through the General Services Administration, Office of Travel, Transportation, and Asset Management (MT), Washington DC per FMR §102-41.135.

32. Government-owned Vehicles (Includes all devices utilized to transport people or goods over land; examples golf cart, ATV, etc.):

AFRH shall procure trucks and cars through the GSA Fleet Vehicle program. Only hybrid or electric vehicles are to be procured through the GSA Fleet Vehicle program if a hybrid or electric vehicle is available or will be available within the next 120 days of the need for a new or replacement vehicle.

Before the Administrators may lease or purchase any vehicle, they must obtain the approval of such purchase in writing from the COO.

All operators will follow all applicable speed limits, AFRH safety guidance, and local traffic laws. Users are to follow local city and/or state traffic regulations in regards to their driving conduct.

Administrators shall establish SOPs that govern the appropriate users and usage of vehicles. At no time, shall vehicles other that street legal cars and trucks be utilized off of the Campus.

33. Driving AFRH Government-owned Vehicles:

All drivers of Government-owned vehicles are required to take the GSA sponsored National Safety Council's Online Defensive Driving Course. In addition, before driving a government-owned vehicle, employees are to ensure that the GSA Accident Reporting Kit (Form 1627) is in the glove compartment

34. Traffic Rules and Related Signage:

Administrators are to develop traffic rules and related signage for their facility that promote a safe environment for vehicle users and pedestrians. All traffic rules and related signage

developed for any AFRH facility shall conform to the Manual on Uniform Traffic Control Devices published by the Department of Transportation.

35. Parking Priorities: Facilities must reserve official parking spaces, in the following order of priority per FMR §102-74.285 & §102-74.305 as applicable for a building:

a. Official postal vehicles at buildings containing the U.S. Postal Service's mailing operations.

b. Government-owned and leased vehicle.

c. Parking for disabled of residents, patrons, and visitors drivers.

d. Service vehicles, and vehicles of residents (except RVs), patrons, and visitors.

e. Severely disabled employees ("disabled employee" means an employee who has a severe, permanent impairment that for all practical purposes precludes the use of public transportation, or an employee who is unable to operate a car as a result of permanent impairment who is driven to work by another. Priority shall require certification by the Agency's Medical Director).

f. Executive personnel.

g. Vanpool/carpool vehicles.

h. Electric or Hybrid vehicles.

i. Other privately owned vehicles of employees, on a space-available basis.

j. Recreational Vehicles of Residents

36. Home-to-Work or Mass Transit-to-Work Transportation: No home-to-work or mass transit-to-work transportation shall be provided by AFRH, unless the COO determines the transportation meets the criteria set down in FMR 102-5.50.

37. Safety Processes: Campus Operations personnel and all contractors who work for

AFRH or on AFRH property while doing maintenance or construction work are to adhere to all OSHA regulations dictated in OSHA Construction Industry Regulations (section 1926). Facilities may expand their safety requirements only after having their new safety requirements approved by the CFM.

38. Posting/Installing Signage, Notifications, Bulletins, and Flyers:

Signage, Notifications, Bulletins, and Flyers shall be posted/installed per the regulations stipulated in the most current DOT and/or ADA requirements in designated areas only as stipulated by the Administrator or their designee.

39. Flag Flying:

To create uniformity with most other federal agencies, AFRH campuses shall comply with the following flag policy standards established by General Service Administration.

1. Flag Disposal. The method of disposing of the Flag shall conform to the provisions set forth at 4 U.S.C. § 8(k).
2. Flag Size. The Flag dimensions authorized for executive agencies shall conform to the provisions of Executive Order 10834 (August 21, 1959), which is set forth at 4 U.S.C. § 1 note.. 9. Flying the Flag.
3. The Flag shall be flown:
    a. Between sunrise and sunset 7 days per week. The times for raising and lowering the Flag are based on agency work schedules and availability of staffing to raise and lower the Flag;
    b. If Flag is properly illuminated during hours of darkness, the Flag may be displayed 24 hours a day.
    c. The Flag is not to be flown, for safety reasons, during high winds, severe storms or icy conditions.
4. The following is the recognized days for displaying the POW/MIA Flag. At a minimum, Campus shall display the POW/MIA Flay on these days.:
    a. Armed Forces Day: Third Saturday in May
    b. Memorial Day: Last Monday in May
    c. Flag Day: June 14
    d. Independence Day: July 4
    e. National POW/MIA Recognition Day: TBD
    f. Veterans Day: November 11

5. Time Frames for Half-Staffing the Flag. Provided below are the time frames for flying the Flag at half-staff upon the death of the following officials (as enumerated in 4 U.S.C. § 7, as amended).
    a. PRESIDENT OF THE UNITED STATES: Period - 30 days from the day of death.
    b. FORMER PRESIDENT OF THE UNITED STATES: Period - 30 days from the day of death.
    c. VICE PRESIDENT OF THE UNITED STATES: Period - 10 days from the day of death.
    d. FORMER VICE PRESIDENT OF THE UNITED STATES: Period - From the day of death until interment.
    e. THE CHIEF JUSTICE OF THE SUPREME COURT: Period - 10 days from the day of death.
    f. RETIRED CHIEF JUSTICE OF THE SUPREME COURT: Period - 10 days from the day of death.
    g. ASSOCIATE JUSTICE OF THE SUPREME COURT: Period - From the day of death until interment.
    h. SPEAKER OF THE HOUSE OF REPRESENTATIVES: Period - 10 days from the day of death.
    i. MEMBER OF THE CABINET: Period - From the day of death until interment.
    j. PRESIDENT PRO TEMPORE OF THE SENATE: Period - From the day of death until interment.
    k. MAJORITY LEADER OF THE HOUSE OF REPRESENTATIVES: Period - From the day of death until interment.
    l. MINORITY LEADER OF THE HOUSE OF REPRESENTATIVES: Period - From the day of death until interment.
    m. U.S. SENATOR, U.S. REPRESENTATIVE, TERRITORIAL DELEGATE, OR RESIDENT COMMISSIONER FROM PUERTO RICO: Period - On the day of death and on the following day.
    n. GOVERNOR OF STATE, TERRITORY OR POSSESSION: Period - From the day of death until interment.

o. OTHER OFFICIALS, FORMER OFFICIALS OR FOREIGN DIGNITARIES: Period - As directed by the President.
p. FEDERAL OFFICIALS: Period - On the day of death and on the following day (if requested). Location - The building where the official performed his or her duty and those buildings that are occupied by the official's department or agency in the same geographic area.
q. STATE OFFICIALS (OTHER THAN THE GOVERNOR) AND OFFICIALS OF THE DISTRICT OF COLUMBIA: Period - On the day of death and on the following day. Location - At locations as requested throughout the State or in the District of Columbia.
r. CITY OFFICIAL: Period - On the day of death and on the following day. Location - At locations as requested in the City where the official performed his or her duty
s. MEMBER OF THE ARMED FORCES FROM ANY STATE, TERRITORY, POSSESSION, OR THE DISTRICT OF COLUMBIA WHO DIES WHILE SERVING ON ACTIVE DUTY: Period - As directed by proclamation or other order from the Governor of a State or the Mayor of the District of Columbia, pursuant to Public Law 110-41, the "Army Specialist Joseph P. Micks Federal Flag Code Amendment Act of 2007." Location - Throughout the State or the District of Columbia covered by the proclamation
t. PROMINENT CITIZENS (NOT ENUMERATED IN STATUTE): Period – As directed by the President
u. HISTORICAL EVENTS: Period – As directed by the President

Attachment

SENSITIVE PROPERTY

1. Computers, all microcomputers and personal computers, including desktop systems, work stations, laptops, notebooks, mainframes, minicomputers, handheld computers (palms), and other portables

2. External Computer Peripherals, including:

    a. Printers.

    b. Disk Drives, (Fixed and Removable Media).

    c. Tape Drives.

    d. CD and DVD Drives.

    e. Scanners.

    f. Monitors.

    g. Terminals.

3. Cameras, all types.

4. Recorders and players, including, but not limited to, digital, laser, cassette, and reel-to-reel.

5. Radios.

6. Receivers.

7. Transceivers.

8. Televisions.

Facility Change Request Form (FCR)

Armed Forces Retirement Home

DIRECTIONS:

- **Complete Sections A for all requests.**
- **Complete Sections B and C for renovation of space.**
- **Complete Sections D for a request for new space and Sections B and C if renovation is also needed.**
- **Complete Section E for change of function of space only.**

Forward by e-mail or fax this completed form with the appropriate information to the Chief of Campus Operations.

A. CONTACT INFORMATION:		
Requesting Department/ Resident:		Date of Request
Contact Name:	Contact Phone:	Contact Email:

B. REQUEST FOR RENOVATION OF SPACE:
Why is the renovation needed? Describe renovation needed in detail. What are the implications or impacts if the renovation is not approved? (Write on back if more space is required)
Provide location (i.e. building name and room number(s); site area in reference to building; etc). Attach concept drawings/floor plans. Contact Campus Operations for pdf plans. It is not necessary to provide detailed plans because AFRH will determine feasibility, code issues, and engage architectural services where needed. (Write on back if more space is required)
Address special requirements such as plumbing, electrical, etc. It is not necessary to provide detailed engineering of your project because AFRH will determine availability of supporting infrastructure, code issues, and engage engineering services where needed. (Write on back if more space is required)
Space will be used for: A Resident ☐ Resident Group ☐ Resident Community ☐ - An AFRH Staff Member ☐ AFRH Staff ☐ All Groups ☐ Other ☐
Will you need additional/new furnishings? Yes ☐ No ☐

If yes, itemize the furniture that will be needed: Provide catalog sheets or cut sheets if available. (Write on back if more space is required)

When does the work need to be completed?

Complete Section C regarding funding. Complete Section E if room function will be changing.

C. FUNDING INFORMATION:

What is the source of funds for the renovation? Self ☐ Campus Operations ☐ Corporate Project ☐ Grant ☐ RFAB ☐

How much is available to commit to the project?

D. REQUEST FOR NEW SPACE:

Why is new space needed? What are the impacts or implications if allocation of new space is not granted? Provide building name, room number(s). (Write on back if more space is required)

Provide location (i.e. building name and room number(s); site area in reference to building; etc). Attach concept drawings/floor plans. Contact Campus Operations for pdf plans. It is not necessary to provide detailed plans because AFRH will determine feasibility, code issues, and engage architectural services where needed. (Write on back if more space is required)

Address special requirements such as plumbing, electrical, etc. It is not necessary to provide detailed engineering of your project because AFRH will determine availability of supporting infrastructure, code issues, and engage engineering services where needed. (Write on back if more space is required)

Space will be used for: : A Resident ☐ Resident Group ☐ Resident Community ☐
- An AFRH Staff Member ☐ AFRH Staff ☐ All Groups ☐

Have you identified a suitable location for this new space that may be available? Yes ☐ No ☐

If space is currently occupied by another department, have you contacted current holder of the space provided? Yes ☐ No ☐

Do they support the concept? Yes ☐ No ☐

When is space needed?

Will the current space be vacated: Yes ☐ No ☐ If yes, explain the plans for the vacated space: (Write on back if more space is required)

IF RENOVATION OF THE SPACE IS NEEDED, PLEASE COMPLETE SECTIONS B AND C ABOVE. COMPLETE SECTION E IF ROOM FUNCTION WILL BE CHANGING.

E. REQUEST TO CHANGE FUNCTION OF SPACE: if more than one room is involved, attach additional page(s)

Location: _____
Room # (If Applicable) _____

Current Space Use _____

Requested Space Use Change _____

Justification for change: (Write on back if more space is required)

F. (OFFICE USE ONLY) REQUEST REVIEW & APPROVAL SIGNATURES

1. Chief of Campus Operations Review: Date:

Circle One: (**No Issues Anticipated – Not Recommended**)

Comments (Required if Not Recommended):

2. Administrator Approval:	Date:
Circle One: (**Approval - Rejected**) Comments (Required if Rejected):	
3. Corporate Facility Manager Approval (if applicable):	Date:
Circle One: (**Approval - Rejected**) Comments (Required if Rejected):	
4. Chief Operating Officer Approval (if applicable):	Date:
Circle One: (**Approval - Rejected**) Comments (Required if Rejected):	

G. (OFFICE USE ONLY) BUDGET APPROVAL	
Facilities Planning, Design, and Construction budget estimate:	
New Funding ☐ Funding Reallocations ☐ If reallocated, from which budget line/contract in which department?	
Approved CIP Budget (if applicable): ☐	
Campus Administrator Funding Reallocation Approval (if applicable):	Date:
Chief Financial Officer New Funding Approval (if applicable):	Date:
Circle One: (**Approval - Rejected**) Comments (Required if Rejected):	