Section F – 0200000
Management and Administration

DELIVERABLES						
				Distribution		
Annex/ Spec Item	Additional Information	Deliverable Title	Date(s) of Submission	Original	Copies (including original)	Frequency
0200000/ 2.2.2.2	N/A	Request to Work Outside Government's Regular Working Hours	At least seven calendar days prior to requested day.	KO and COR	1	As required
0200000/ 2.3.1	N/A	Sign-In Sheets and Minutes	Within two working days.	KO, COR and all attendees	1	As required
0200000/ 2.3.1	N/A	Final Revision of Minutes	Within two working days.	KO, COR and all attendees	1	As required
0200000/ 2.3.4	N/A	Permits and Licenses	Before work commences and as requested by the KO.	KO and COR	1	As specified
0200000/ 2.3.5	N/A	Certificate of Insurance	Within 30 calendar days prior to start of contract performance.	KO and COR	1	As specified
0200000/ 2.3.9	See attached	Financial Tracking Report (ACRN Report)	Within 10 days after the end of each payroll period.	KO and COR	1	Bi-Weekly
0200000/ 2.3.9	See attached	Daily Cross Charge Report	Within 1 work day following the end of each work day.	KO and COR	1	Daily
0200000/ 2.3.9	See attached	Crane Status Report, Overtime Report, Annex Receiving Report, and Open Commitment Report	By close of business the following workday after the end of each week.	KO and COR	1	Weekly
0200000/ 2.3.9	See attached	Monthly Annex Progress Report	Within 12 working days after the end of each month.	KO and COR	1	Monthly
0200000/ 2.3.9	See attached	Annual Operating Budget (AOB)	Within 30 calendar days of start of contract performance; updates, annually.	KO and COR	1	Annually
0200000/ 2.4	N/A	Baseline Survey of	Within 30 calendar days of start of	KO and COR	1	As specified;

Section F – 0200000 Management and Administration						
DELIVERABLES						
Annex/ Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Distribution**		**Frequency**
				Original	**Copies (including original)**	
		GFP; Update of GFP Lists	contract performance; updates, monthly.			monthly updates.
0200000/ 2.6.1	N/A	NIST SP 800-171 POA&Ms	Within 30 calendar days prior to start of contract performance, the first work day of each month of the Base Period, and the first work day of the first, fourth, seventh, and tenth months of each option period.	KO, COR, and ISSM	1	Monthly during the Base Period. Quarterly during each Option Period.
0200000/ 2.6.1	N/A	Accomplish-ments	The first work day of each month of the Base Period, and the first work day of the first, fourth, seventh and tenth months of each option period.	KO, COR, and ISSM	1	Monthly during the Base Period. Quarterly during each Option Period.
0200000/ 2.6.1	N/A	Notification of Cybersecurity Incident	Within 15 minutes of discovery.	KO, COR, and ISSM	1	As specified
0200000/ 2.6.5	See attached	G-Net Description Report	120 days prior to contract completion date.	KO, COR, and ISSM	1	As specified
0200000/ 2.6.7.2.1	N/A	List of Personnel Requiring MAXIMO Accounts	Within 30 calendar days prior to start of contract performance and within 15 calendar days prior to any changes.	KO and COR	1	As specified
0200000/ 2.6.8	See attached	Facilities Related Control Systems Performance Status Report	One Time - Within 60 calendar days after Start of Full Performance. Revisions – within five (5) days after the end of the month.	KO and COR	1	Initial, monthly and as required

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DELIVERABLES						
Annex/ Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Distribution**		**Frequency**
				Original	**Copies (including original)**	
0200000/ 2.6.8	See attached	Facilities Related Control Systems Cybersecurity Activity Report	One Time - Within 60 calendar days after Start of Full Performance. Revisions – within five (5) days after the end of the month.	KO and COR	1	Initial, monthly and as required
0200000/ 2.6.8	See attached	Facilities Related Control Systems Inventory Report	One Time – within 60 calendar days after Start of Full Performance. Revisions – within five (5) days after the end of the month.	KO and COR	1	Initial, and as required
0200000/ 2.6.9.1	N/A	Quality Management Plan	Within 30 calendar days prior to start of contract performance and within 15 calendar days prior to any changes.	KO and COR	1	As specified
0200000/ 2.6.9.2	N/A	QC Inspection File	Within five calendar days of completion/ termination of the contract.	KO and COR	1	As specified
0200000/ 2.6.9.3	N/A	Contractor Quality Inspection and Surveillance Report	First work day of each month.	KO and COR	1	Monthly
0200000/ 2.6.10	N/A	Property Management Plan	Within 30 calendar days prior to start of contract performance.	KO and COR	1	As specified
0200000/ 2.6.12	N/A	Baseline Inventory Survey of Class 3 and 4 Property; Update of Class 3 and 4 Property Lists	Within 30 calendar days of start of contract performance; updates, as required.	KO and COR	1	As required

Section F – 0200000 Management and Administration						
DELIVERABLES						
				Distribution		
Annex/ Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
0200000/ 2.6.12	N/A	Updates to IUID Registry	As required.	KO and COR	1	As required
0200000/ 2.6.13	N/A	Mobilization Plan	Within 30 calendar days prior to start of contract performance.	KO and COR	1	As specified
0200000/ 2.6.13	N/A	Demobiliza-tion Plan	Not later than 120 calendar days prior to the start of the Demobilization period.	KO and COR	1	As specified
0200000/ 2.7.1	N/A	List of Key Personnel and Qualifications	Within 30 calendar days prior to start of contract performance and as specified.	KO and COR	1	As specified
0200000/ 2.7.1	N/A	Organizational Chart	Within 15 calendar days prior to start of contract performance and as specified.	KO and COR	1	As specified
0200000/ 2.7.3.6	N/A	Proof of Citizenship	Prior to being admitted to worksite.	KO and COR	1	As specified
0200000/ 2.7.4	N/A	Contractor Labor Hours (eCMRA) Report	No later than 31 October.	KO and COR	1	Annually for labor executed during the period of performance during each Government fiscal year (FY).
0200000/ 2.8.1	N/A	Employee List	Upon request.	KO and COR	1	As required
0200000/ 2.8.7	N/A	List of Personnel with Security Clearances	Within 30 calendar days prior to start of contract performance, every six months thereafter, and as requested.	KO and COR	1	As required
0200000/ 2.8.8	N/A	Personnel Security Investigation (PSI),	Prior to employee access to sensitive unclassified information.	KO, COR, and Security Manager	1	As required

Section F – 0200000 Management and Administration						
DELIVERABLES						
Annex/ Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Distribution**		**Frequency**
				Original	**Copies (including original)**	
		Fingerprint Card (FD87), and OF-306 Declaration for Federal Employment				
0200000/ 2.9.2	N/A	Accident Prevention Plan	Within 30 calendar days prior to start of contract performance and 15 calendar days prior to any changes.	KO and COR	1	As specified
0200000/ 2.9.3	N/A	Activity Hazard Analysis	Together with the Accident Prevention Plan and for changes.	KO and COR	1	As specified
0200000/ 2.9.4	N/A	Compliance Plans, Programs, and Procedures	Together with the Accident Prevention Plan and for changes.	KO and COR	1	As specified
0200000/ 2.9.6	J-0200000-06	NAVFAC Contractor Incident Reporting System (CIRS)	Within five calendar days of accident.	KO and COR	1	As required
0200000/ 2.9.6	J-0200000-06	Weight Handling Equipment Accident Report	Within 15 working days of accident.	KO and COR	1	As required
0200000/ 2.9.6	J-0200000-06	Crane and Rigging Gear Near Miss Report	Within 15 working days of accident.	KO and COR	1	As required
0200000/ 2.9.8	N/A	Monthly On-Site Labor Report	First work day of each month.	KO and COR	1	Monthly
0200000/ 2.9.9	N/A	OSHA Citations and Violations Corrective Action Report	Within 48 hours after receiving a citation.	KO and COR	1	As required
0200000/ 2.9.11	N/A	Safety Certifications	Within 15 calendar days prior to start of contract performance and	KO and COR	1	As specified

Section F – 0200000 Management and Administration						
DELIVERABLES						
Annex/ Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Distribution**		**Frequency**
				Original	**Copies (including original)**	
			prior to expiration of certifications.			
0200000/ 2.10.1.1	N/A	Water Conservation Plan	Within 30 calendar days prior to start of contract performance and 15 calendar days prior to any changes.	KO and COR	1	As specified
0200000/ 2.10.2	N/A	Inventory List and Baseline Inspection Report; Updates of Inventory List and Inspection Report	Within 30 calendar days of start of contract performance; updates, annually or as requested.	KO and COR	1	As specified
0200000/ 2.10.2.1	N/A	Training Plan and Documenta-tion of Training for All Sampling, Testing, and Laboratory Personnel	Within 30 calendar days prior to start of contract performance and 15 calendar days prior to any changes.	KO and COR	1	As required
0200000/ 2.10.2.1	N/A	Sampling Plan	Within 30 calendar days prior to start of contract performance and 15 calendar days prior to any changes.	KO and COR	1	As required
0200000/ 2.10.2.2	N/A	Class I and II ODS Report	Within 24 hours following delivery of refrigerant to DLA	KO and COR	1	As required
0200000/ 2.10.2.3	J-0200000-06	Solid Waste Management Reports	Within three months after start of contract performance and annually by October 10th thereafter.	KO and COR	1	As specified
0200000/ 2.10.2.3	N/A	Recycling Weight Ticket Receipts	As specified	KO and COR	2	Quarterly

Section F – 0200000 Management and Administration						
DELIVERABLES						
Annex/ Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Distribution**		**Frequency**
				Original	**Copies (including original)**	
0200000/ 2.10.2.5	N/A	Waste Stream Determination Forms	Within 30 calendar days prior to start of contract performance and within 14 days of identification of any new waste stream.	KO and COR	1	As required
0200000/ 2.10.2.7	N/A	Reporting Fuel and Hazardous Substance Spills	Within 15 minutes of discovery	Call 911 Emergency	1	As specified
0200000/ 2.10.2.7	N/A	Spill Notification	As soon as possible but not more than 24 hours after spill	KO and COR	1	As required
0200000/ 2.10.2.7	N/A	Spill Report	Within 48 hours	KO and COR	1	As required
0200000/ 2.10.2.8	J-0200000-06	Emergency Planning and Community Right-To-Know Act (EPCRA) Report	Within 15 calendar days after contract award and not less than 10 working days prior to planned use of hazardous material.	KO and COR	2	As specified
0200000/ 2.10.2.8	J-0200000-06	Contractor Hazardous Material Inventory Log	Within 15 calendar days after the end of each calendar year and at termination of the contract.	KO and COR	2	Annually
0200000/ 2.10.2.12	N/A	Asbestos Containing Material (ACM) Notification	Verbally notify the KO and COR within one hour and follow-up with written Notification within 24 hours	KO and COR	2	As specified
0200000/ 2.10.2.13	J-0200000-06	Hazardous Air Pollutant (HAP) Data	Monthly rolling average and submit semi-annual reports	KO and COR	1	Monthly and Semi-Annually
0200000/ 2.10.3	N/A	Sustainable Procurement and Practices Plan	Within 15 calendar days after award and within 15 calendar days after exercised option periods.	KO and COR	1	Annually
0200000/ 2.10.3	N/A	Sustainable Delivery of	Within five calendar days after	KO and COR	1	Annually

Section F – 0200000 Management and Administration						
DELIVERABLES						
Annex/ Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Distribution**		**Frequency**
				Original	**Copies (including original)**	
		Services Report	each contract period.			
0200000/ 2.10.3.2	N/A	Recovered Material Certification	As specified	KO and COR	1	When a product containing recovered materials is equal to or better than the original and could be used.
0200000/ 2.11	See attached	Water Situational Report	Every eight hours when total volume storage (TVS) < 15 MG; every eight hours each day after declaration of disaster or emergency until TVS reaches 15 MG.	KO and COR	1	As required
0200000/ 2.11	See attached	Water Wells Report	Upon request, after declaration of disaster or emergency.	KO and COR	1	As required
0200000/ 2.11	See attached	Turbidity Level at Fena Reservoir Report	Upon request, after declaration of disaster or emergency until turbidity levels stabilize.	KO and COR	1	As required
0200000/ 2.11	See attached	Turbidity Levels at Fena Water Treatment Plant Report	Upon request.	KO and COR	1	As required
0200000/ 2.14.1	N/A	Notification to the Government for Work Above the Recurring Work Limitations and Rough	Within two hours of identification	KO and COR	2	As required

Section F – 0200000 Management and Administration						
DELIVERABLES						
				Distribution		
Annex/ Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
		Order of Magnitude				

Deliverables Form Preparation Instructions
Deliverable Title: 0200000/2.3.9 – Financial Tracking Report (ACRN Report)
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: The purpose of this report is to provide accountability of current funding, actuals to date, estimates to complete, estimates at completion, commitments, and funding variances. In addition, this report functions as an indicator of funds status by ACRN to funding clients. Instructions: Report shall include information such as: (1) Customer served by Annex (e.g., Foreign, USS Ships, USNS Ships, Carrier, Ordnance) (2) Current funding levels by Annex by ACRN (3) Service provided – Annex, specific customer/service, Cost account code (CAC) (4) Labor hours and costs to date by Annex by ACRN (5) Material costs to date by Annex by ACRN (6) Labor and material estimates to completion by Annex by ACRN (7) Labor and material estimates at completion by Annex by ACRN (8) Commitments by Annex by ACRN (9) Funding Variances by Annex by ACRN Information provided must be associated to a line of accounting. This report shall consolidate this information and follow the IMAP Cost Account Dictionary (Attachment J-0200000-05). Additional requirements may be identified by the ACO, with thirty-day advance notice to the Contractor.

Deliverables Form Preparation Instructions
Deliverable Title: 0200000/2.3.9 – Daily Cross Charge Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: The purpose of the Daily Cross Charge Report is to provide accountability of actual hours charged across the annexes on a daily basis. The information provided shows employees who performed work and charged hours outside of their home annex. Instructions: The Daily Cross Charge Report shall include information such as: (1) Employee Name (2) Employee's home annex (3) Project Labor Category charged (4) Annex charged (5) Hours charged (6) Week End Date (7) Project Name and description (8) Work Order Number and description

Deliverables Form Preparation Instructions

Deliverable Title: 0200000/2.3.9 – Crane Status Report, Overtime Report, Annex Receiving Report, and Open Commitment Report

Form Attachment No.: N/A

Government Approval Required: ___ Yes ***X*** No

Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input

Description/Purpose of Reports: The purpose of the Weekly Financial Reports is to provide accountability of actual overtime hours charged across the annexes, status of items ordered and charged to the Crane Program, inventory of items in procurement status, and materials and services received across the annexes on a weekly basis.

Instructions:

The Overtime Report shall include information such as:

(1) Annex Charged
(2) Employee Name
(3) Project Labor Category and Position Title
(4) Project Abbreviation
(5) Timesheet Date
(6) Number of overtime hours
(7) Cumulative number of overtime hours

The Crane Status Report shall include information such as:

(1) List of Open orders – USN, Order status, Vendor name, Item description, Quantity, Estimated delivery date, Unit and Line Cost, Cost Abbreviation, Work order
(2) List of orders received –USN, Order status, Vendor name, Item description, Quantity, Estimated delivery date, Unit and Line Cost, Cost Abbrev, Work order

The Open Commitment Report shall include information such as:

(1) Annex Charged Vendor Name
(2) Item Description
(3) Quantity
(4) Unit Cost
(5) USN, if applicable
(6) Order status
(7) Estimated delivery date
(8) Purchase Requisition
(9) Purchase Order
(10) Cost Abbreviation
(11) Work Order

The Annex Receiving Report shall include information such as:

(1) Annex Charged Vendor Name
(2) Item Description
(3) Quantity received
(4) Cost of Item
(5) Date of receipt
(6) Purchase Requisition
(7) Purchase Order

Deliverables Form Preparation Instructions
Deliverable Title: 0200000/2.3.9 – Monthly Annex Progress Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: Provides technical and subcontract summaries for each annex. Instructions: The Monthly Annex Progress Report shall include information such as: (1) Summary and highlights of progress and problems experienced (2) Detailed activity progress reports for each annex, performance measurements of key performance indicators and contractor self-assessment of each annex (3) Narrative shall include reason for schedule variances with options for correcting problems (4) Updated submittal log

Deliverables Form Preparation Instructions
Deliverable Title: 0200000/2.3.9 – Annual Operating Budget (AOB)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: For planning and budgeting purposes Instructions: (1) Shall be based upon Calendar Year (CY) funding allocation. (2) Include a five-year plan for replacing equipment/property for all PWS functional areas. (3) Contract Work Breakdown Structure (WBS) to be used as the reporting structure for tasks and cost accounting data.

Deliverables Form Preparation Instructions
Deliverable Title: 0200000/2.6.5 – G-Net Description Report
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: To provide complete G-Net description that will allow for complete and successful transfer of G-Net operations to Government or Government designated party. Instructions: The G-Net Description Report shall include information such as: (1) Complete Hardware Systems Specification and Configuration (2) Complete Software Listing and Configuration (3) Registry Dump Report (4) Database Structures and Relationships (5) Data Flow Diagrams (6) System Flow Charts (7) Custom Code and Documentation (8) Interface Descriptions (9) Maintenance Procedures (10) System Management Standard Operating Procedures (backup, user management, and recovery) (11) Administration and User Manuals

Deliverables Form Preparation Instructions
Deliverable Title: 0200000/2.6.8 – Facilities Related Controls Systems Performance Status Report
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: Facilities Related Controls Systems performance report is used to evaluate, maintain, and document status of the various Building and Utility Control Systems' performance, availability and effectiveness. Instructions: Provide information regarding unusual conditions, unexplained outages or decreases in systems' functionality and reliability. Provide evaluation of systems' configuration, operations, reliability and functionality, and recommendations for improvements. List adjustments made to associated equipment to ensure proper operation of systems and the processes being monitored or controlled. List corrective actions and measures taken.

Deliverables Form Preparation Instructions
Deliverable Title: 0200000/2.6.8 – Facilities Related Control Systems Cybersecurity Activity Report
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: Facilities Related Control Systems cybersecurity activity report is used to evaluate, maintain, and document status of the various Building and Utility Control Systems' cybersecurity posture and responsiveness. Instructions: Provide information regarding systems' cybersecurity breaches, cybersecurity procedural excursions, unauthorized use, improper storage or dissemination of system information, physical security breaches, unusual system conditions that are reportable for cybersecurity purposes, and vendor notifications that require action to maintain cybersecurity posture. Provide evaluation of systems' cybersecurity procedures and operations, and recommendations for improvements. List adjustments made to associated equipment (also including firmware and software) to remediate breaches and vulnerabilities. List corrective actions and measures taken, as well as any reporting actions.

Deliverables Form Preparation Instructions
Deliverable Title: 0200000/2.6.8 – Facilities Related Control Systems Inventory Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: To manage Building and Utility Control Systems' inventory and conditions. Instructions: Subject to latest guidance in the NAVFAC Marianas FRCS Cyber Security Requirements, and in addition to requirement MAXIMO inventory management, provide table with the following boxes: Report Number, Date/Time Requested, Requested By, Prepared By, and Approved By. Provide report with heading SCADA SYSTEMS INVENTORY REPORT, to include the information: Barcode or Identifier, Installation, Special Area, Facility Name, Facility Number, Floor/Room/Location, Enclosure/Mount Type, Locked Room (Y/N), In Cabinet (Y/N), Locked Cabinet (Y/N), Attached to Facility (Y/N), Device Type, Device Sub-Type, Device Function, Manufacturer, Product Line, Model #, Serial #, Embedded O/S, O/S Vendor, Operating System (O/S), O/S Version, Platform Vendor, Platform Product Line, Platform, Platform Version, Commodity, Controls System name, Active (Y/N), Firmware Version, Condition, Date Installed, Date Last Inspected, Pending Actions. Report shall list all controls systems devices with Ethernet and serial communications ports of any kind, and shall include a box to account for any inspected accessories such as enclosures, power supplies, and antennas.

Deliverables Form Preparation Instructions
Deliverable Title: 0200000/2.11 – Water Situational Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: Provide frequent updates for status of potable water supply during recovery from disaster or emergency. Instructions: (1) Report to include the date and time, total volume storage, total water production, total water distribution, percentage of Navy housing with normal water pressure, percentage of Navy facilities with normal water pressure, and estimated water requirements (including whether water is being provided to Guam Water Authority). (2) Submit electronically, unless communications/power failure necessitates hardcopy submittal.

Deliverables Form Preparation Instructions
Deliverable Title: 0200000/2.11 – Water Wells Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: Provide frequent updates for status of potable water wells during recovery from disaster or emergency. Instructions: (1) Provide a chart that includes the date and time, well name, status of well, and pertinent remarks. (2) Submit electronically, unless communications/power failure necessitates hardcopy submittal.

Deliverables Form Preparation Instructions
Deliverable Title: 0200000/2.11 – Turbidity Level at Fena Reservoir Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: Provide frequent updates for status of turbidity levels at Fena Reservoir during recovery from disaster or emergency. Instructions: (1) Provide a chart that includes the date and time of measurements and turbidity levels measured at Coffer Dam Intake, the surface, and at 10 feet, 20 feet, 30 feet, 40 feet, 50 feet, and 60 feet below the surface. (2) Submit electronically, unless communications/power failure necessitates hardcopy submittal.

Deliverables Form Preparation Instructions
Deliverable Title: 0200000/2.11 – Turbidity Levels at Fena Water Treatment Plant Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: Provide frequent updates for status of turbidity levels at Fena Water Treatment Plant during recovery from disaster or emergency. Instructions: (1) Provide a chart for each day, that includes the date and time of measurements and turbidity levels measured for raw water, treated water, and water at each filter. (2) Submit electronically, unless communications/power failure necessitates hardcopy submittal. Sample report is attached.

Turbidity Levels at Fena Water Treatment Plant

Date						
Time	0100	0500	0900	1300	1700	2100
Raw						
Combined Springs (Bona/Almagosa)						
From Fena Reservoir						
Treated @ WEIR						
Filter #1						
Filter #2						
Filter #3						
Filter #4						
Filter #5						
Filter #6						
Combined Effluent (at Clearwell)						

Section F – 0600000
Port Operations

DELIVERABLES						
				Distribution		
Spec Item	Additional Information	Deliverable Title	Date(s) of Submission	Original	Copies (including original)	Frequency
0600000/ 2.3.2	See attached	Annex Consolidated Cost Report	By 1200 every Wednesday	KO and COR	1	Weekly
0600000/ 3.1	See attached	Mooring Plan	Within three working days prior to vessel arrival	KO and COR	1	As required
0600000/ 3.1	See attached	Daily Vessel Movement Plan	By 1200 the following work day	KO and COR	1	Daily
0600000/ 3.1	See attached	Long Range Vessel Movement Plan	By 1500 every Monday	KO and COR	1	Weekly
0600000/ 3.1, 3.2	See attached	Estimate of Labor Hours, Repair Parts and Material Cost for Work Requirements	Prior to start of work	KO and COR	1	As required
0600000/ 3.1.1	See attached	Line Handler Assignments	Within one working day prior to ship arrival/ departure	KO and COR	1	As required
0600000/ 3.1.1	See attached	Berthing and Hotel Services Report	Within three working days after end of each month	KO and COR	1	Monthly
0600000/ 3.1.1	See attached	Monthly Operations Report	Within three working days after end of each month	KO and COR	1	Monthly
0600000/ 3.1.1	See attached	Heavy Weather Mooring Plan	0800 daily and as required	KO and COR	1	Daily
0600000/ 3.1.1.3	See attached	Berthing and Mooring Assignments	Within 15 working days prior to ship arrival	KO and COR	1	As required
0600000/ 3.2.2	See attached	Port Operations Production Report	By 1200 the following work day	KO and COR	1	Daily
0600000/ 3.2.2.7	See attached	Lessons Learned Report	Within 10 working days	KO and COR	1	As required
0600000/ 3.2.2.7	See attached	Standard Operating Procedures (SOPs)	Within 15 working days	KO and COR	1	As required

Section F – 0600000
Port Operations

DELIVERABLES						
				Distribution		
Spec Item	Additional Information	Deliverable Title	Date(s) of Submission	Original	Copies (including original)	Frequency
0600000/ 3.2.2.7	See attached	Post Training Event Report	Within three working days after training event	KO and COR	1	As required
0600000/ 3.2.4	See attached	Wharf Status Report	By 1600 every Friday	KO and COR	1	Weekly
0600000/ 3.3	See attached	Oil Spill Report	By 1600 the following day after completion of clean-up	KO and COR	1	As required
0600000/ 3.3	See attached	Emergency Recall List	Within three working days after end of each month	KO and COR	1	Monthly
0600000/ 3.4	See attached	Daily Boat Status Report	By 0800 every day	KO and COR	1	Daily
0600000/ 3.5	See attached	Annual Planned Maintenance Plan	Within five working days prior to new calendar year	KO and COR	1	Annual
0600000/ 3.5	See attached	Weekly Planned Maintenance Plan	Within five working days prior to actual scheduled week	KO and COR	1	Weekly
0600000/ 3.5	See attached	Depot Level Overhaul/Reg-ular Overhaul (ROH) Plan	60 days prior to schedule overhaul date	KO and COR	1	As required
0600000/ 3.5	See attached	Planned Maintenance Status Report	Within three working days after end of every month	KO and COR	1	Monthly
0600000/ 3.5	See attached	Equipment Status Report	By 1600 every Friday	KO and COR	1	Weekly
0600000/ 3.5	See attached	Equipment Repair Log and Out of Commission (OOC) Report	Within three working days after end of each month	KO and COR	1	Monthly
0600000/ 3.5	See attached	Corrective and Repair Maintenance Request	Within two hours of identified discrepancy	KO and COR	1	As required
0600000/ 3.5	See attached	Equipment History Log (Running)	Within three working days from request	KO and COR	1	As required
0600000/ 3.5	See attached	Repair Parts/Material Inventory Report	By 1600 every Friday	KO and COR	1	Weekly

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/2.3.2 – Annex Consolidated Cost Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: The Annex Consolidated Cost Report provides financial awareness and accountability of all actual charges to the annex and annex customers such as JRM/NBG, MSC, CSS-15, ESL, FCB, NAVFAC EXWC, NAVSUP, NOAA, Commercial and Foreign Naval Vessels. Instructions: The report shall include information such as: (1) regular and overtime labor hours to include cost of all personnel charged to annex including cross charges by personnel from supporting annexes (Labor Details Report); (2) all material cost procured for planned maintenance (PM), repairs, and bench stock charged to work orders (Purchase Requests, Open Commitment/Receiving Reports); and (3) equipment lease/rental charges (cranes, forklifts, lowboy trailer). The JRM/NBG report must also show breakdown of hours/cost per PWS spec item. The report shall have a running weekly total summary of each category.

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.1 – Mooring Plan
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Instructions: The Mooring Plan shall be provided for all arriving vessels. The Annex COR should be able to review the plan for port loading purposes. The plan shall include information such as: (1) date plan created (2) name of vessel, draft, length, bridge face/bridge wing, port/starboard side to wharf (3) vessel silhouette (4) mooring line assignments (5) vessel alignment in relation to wharf foot markings (6) brow/platform location (7) utility riser's location (8) name of person who created the plan (9) pilot review (10) Port Operations Officer's or designated government representative approval

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.1 – Daily Vessel Movement Plan
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: The Daily Vessel Movement Plan keeps the Annex COR and the Port Operations Officer apprised of daily movements. Recording evolutions maintains a detailed record of events for future planning and justification. Instructions: The report shall include daily schedule and information such as: (1) recorded ship movements (2) barge movements (3) boat movements (4) tug movements (5) fuel and oily waste transfers

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.1 – Long Range Vessel Movement Plan
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: The Long Range Vessel Movement Plan keeps the Annex COR and the Port Operations Officer apprised of daily movements and identifies future schedule conflicts. Instructions: The report shall include an up-to-date harbor schedule for up to three months in advance. The report shall be provided via electronic transmission on the SIPRNET.

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.1, 3.2 – Estimate of Labor Hours, Repair Parts and Material Cost for Work Requirements
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: The Contractor shall submit an Estimate of Labor Hours, Repair Parts and Material Cost for all work requirements as specified in the PWS. Instructions: The request shall include information such as: (1) date of request (2) PWS Spec Item number (3) project abbreviation number (4) work description (5) estimated labor hours (6) estimated material required/cost (7) number of craft person(s) (8) planned work start (date/time) (9) planned work completion (date/time)

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.1.1 – Line Handler Assignments
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Instructions: The Line Handler Assignment listing shall include information such as: (1) names of line handlers (2) date (3) vessel name (4) type of movement (5) time of movement (6) show-time (7) location The Annex COR should be able to review the plan for port loading purposes.

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.1.1 – Berthing and Hotel Services Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Instructions: The Berthing and Hotel Services Report shall include information such as: (1) ship/waterborne equipment movements; (2) date and time of movements; (3) pilot(s)/tug(s), Navy or commercial support to include dates and time provided; (4) support equipment provided with start and completion time; (5) support personnel (i.e. plumber, line handlers, electricians, dock master, crane crew, etc.) provided with start and completion time; and (6) hotel, fuel and oily waste services provided to include volume of transfer and receipt.

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.1.1 – Monthly Operations Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: The Monthly Operations Report shall be compiled and submitted to assist management with historical records for future planning purposes. Instructions: The report shall provide a general description of monthly operation of all service crafts and small boats (UBs, platforms, skimmers, barrier boats) and include where the support was provided.

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.1.1 – Heavy Weather Mooring Plan (HWMP)
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: The Heavy Weather Mooring Plan notifies the Annex COR/Port Operations Officer of necessary steps for heavy weather preparations as vessels and waterborne equipment move throughout the harbor during heavy weather. Joint Region Marianas Instruction 3440.17 Emergency Management Plan (JTREGMARIANASINST 3440.17 EM Plan), Joint Region Marianas Instruction 3440.17 Emergency Management Supplement (JTREGMARIANASINST 3440.17 EM Supplement), and U.S. Naval Base Guam Emergency Management Plan 3440.17B (NBG EMP 3440.17B) apply. Instructions: The report shall include information such as: (10) Vessel/Equipment name; (11) current location; (12) designated heavy weather mooring location; and (13) Ready for Sea (RFS) status (vessels only) for vessels and waterborne equipment such as: (1) barges (Berthing barges, SWOBS, YC, YON); (2) small boats (Harbor Security Boats (HSB); (3) Oil Spill Response (OSR) boats); (4) Port Security Barrier Boats (PSBB); (5) port security barriers (PSB); (6) fenders (submarine 3.3M/4.5M Yokohama, deep draft fast attack/universal submarine fenders and DDG separators); and (7) other waterborne assets within Naval Base Guam area of responsibility (AOR).

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.1.1.3 – Berthing and Mooring Assignments
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Instructions: The Contractor shall create and provide berthing and mooring assignments for vessels making port visits to Naval Base Guam. The berthing and mooring assignments shall include information such as: (1) vessel name (2) draft (3) length (4) location assignment (5) hotel/utility services Annex COR should be able to review the plan for port loading purposes.

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.2.2 – Port Operations Production Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: The Port Operations Production Report will be used as a tool to review and validate the operating expenses of the Annex and to ensure the accuracy of documentation and justification of vouchers and other requests for payment. Instructions: The report shall include information such as: (1) daily tasking performed by all personnel (to include personnel support from other Annexes); (2) customer supported; (3) start and stop times; and (4) dates and hours worked (straight/overtime).

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.2.2.7 – Lessons Learned Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: The Lessons Learned Report documents lessons learned from major events. The report will be used as a learning tool and method of collecting data for future planning and updating Standard Operating Procedures. Instructions: The Contractor shall provide meaningful data of lessons learned. Annex COR/Port Operations Officer will request lessons learned from various evolutions including exercises, accidents, and natural disasters.

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.2.2.7 – Standard Operating Procedures (SOPs)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Instructions: The Contractor shall incorporate lessons learned from major events (exercises, accidents, natural disasters, etc.) into Standard Operating Procedures (SOPs) and create new SOPs when required by Annex COR for applicable Port Services and Waterfront Operations.

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.2.2.7 – Post Training Event Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Instructions: The Contractor shall provide a detailed description and results of training event, drill, or exercise. The Post Training Event Report shall include information such as: (1) Training dates (2) List of personnel trained (3) Equipment/material used (4) Number of hours of training (5) Description of training topics covered Oil spill training must satisfy 33 CFR 154-158 for submission in Coast Guard inspections.

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.2.4 – Wharf Status Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: The Wharf Status Report provides a detailed status of the wharves for operational planning purposes. Instructions: The report shall include condition/cleanliness of wharves and piers and status of associated support equipment such as: (1) mooring equipment (2) fenders (3) utilities (4) cable TV (5) telephone The Contractor shall correct any inaccuracies reflected in the report within three working days of discovery.

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.3 – Oil Spill Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: The Oil Spill Report is an "after action" report on an oil spill. Instructions: The report shall include information such as: (1) Location of spill (2) Volume and type of spill (3) Volume of tested, recovered/disposed substance (4) Cleanup procedures (5) Personnel involved (6) Equipment/material used (7) Probable cause (8) Steps to prevent future spills Additional instructions are provided in OPNAVINST 5090.1 and JTREGMARIANASINST 3440.17.

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.3 – Emergency Recall List
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Instructions: The Contractor shall provide a list of personnel [name, shop, phone numbers (work/cell), email address] available for emergency recall. The Contractor shall maintain as an internal file.

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.4 – Daily Boat Status Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: The Daily Boat Status Report provides Annex COR and NBG leadership the daily status of all NBG small boats. Instructions: The report shall be categorized by Harbor Security Boats, Oil Spill Response Boats, Port Security Barrier Boats and NBG Dive Boats. The mission status of each boat shall have color-coded indicators: green for "Full Mission Capable", yellow for "Partial Mission Capable", and red for "Non-Mission Capable". The report shall include information such as: (1) Boat and Trailer local nomenclature (2) Hull Identification Number (HIN) (3) Port Engine Hours (4) Starboard Engine Hours (5) Date Discrepancy Identified (6) Discrepancy (7) Discrepancy Comments (8) Action Required (9) Parts/Material Required (10) Order Status (11) Estimated Repair/Completion Date (12) Comments (explanation of any changes/status towards completion date)

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.5 – Annual Planned Maintenance Plan
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Instructions: The Contractor shall provide a schedule/plan of maintenance actions for the year to identify actual scheduled dates of equipment maintenance. Schedule/plan to include information such as equipment name, date (month and week to be scheduled), and remarks.

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.5 – Weekly Planned Maintenance Plan
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Instructions: The Contractor shall provide a schedule/plan of maintenance actions for the week to identify actual scheduled dates of equipment maintenance and personnel performing the maintenance. Schedule/plan to include information such as equipment name, date, completion date, craftsman, maintenance description, and remarks.

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.5 – Depot Level Overhaul/ Regular Overhaul (ROH) Plan
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Instructions: The Depot Level Overhaul/Regular Overhaul (ROH) Plan shall include information such as: (1) general requirements (2) scheduling (3) abstracts (4) references (5) location (6) equipment description (7) quantity (8) structural data (9) administrative services (10) gas free services (11) hazardous waste removal (12) hull D fender and Rub rails (13) tanks (14) voids (15) boot top to top of bulwark preservation (16) hull bottom to boot top preservation (17) main deck and superstructure preservation (18) deck house interior preservation (19) forward storage compartment interior preservation (20) hull zincs anodes (21) stanchions (22) tank vent pipe (23) man hole covers (24) ultrasonic hull gauging (25) dry-docking and un-docking (26) crane lifts (27) fuel removal (28) propulsion system (29) engine removal (30) D and bow fenders (31) zinc anodes (32) watertight hatches/frames (33) tank covers (34) dive ladder (35) wheel house (36) windows and doors (37) engine rooms (38) bilge areas (39) fire suppression system (40) valves (41) hydraulic systems (42) miscellaneous repairs

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.5 – Planned Maintenance Status Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: The Planned Maintenance Status Report keeps the Annex COR and the Port Operations Officer apprised of planned maintenance status. Instructions: The Contractor shall provide a detailed record of monthly maintenance completed and not completed with reason(s) why the maintenance is not completed.

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.5 – Equipment Status Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Instructions: The Equipment Status Report shall include information such as: (1) Equipment name, identification, work order number, mission readiness, reason if not mission ready, part(s) required/submitted/status, estimated completion date (ECD) if repair is required and comments. (2) Equipment grouped by classification in separate spreadsheets. Errors and inaccuracies reflected in the report shall be corrected within three working days of discovery.

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.5 – Equipment Repair Log and Out of Commission (OOC) Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: The Equipment Repair Log and Out of Commission (OOC) Report provides a detailed report of equipment repair and OOC equipment. Instructions: The report shall include information such as: (1) discrepancies (2) plan of action (3) parts required/requisition status (4) status of repair (5) estimated completion date (ECD) (6) other pertinent information as required Annex COR should be able to review and use the report for planning purposes.

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.5 – Corrective and Repair Maintenance Request
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: The Contractor shall submit an Estimate of Labor Hours, Repair Parts and Material Cost for all work requirements as specified in the PWS. Instructions: The request shall include information such as: (1) date of request (2) PWS Spec Item number (3) project abbreviation number (4) equipment name/asset number (5) work description (6) estimated labor hours (7) estimated material required/cost (8) number of craft person(s) (9) planned work start (date/time) (10) planned work completion (date/time)

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.5 – Equipment History Log (Running)
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Instructions: The report shall include information such as: (1) Equipment name, identification, sequential dates of work order numbers, material/part(s) expended, start/completion date, man hours, labor/material cost and comments. (2) Equipment grouped by classification such that service crafts, small boats (Harbor Security, Oil Spill Response, Dive Boat), other waterborne equipment, shop equipment and other support equipment, etc., are in separate spreadsheets. Errors and inaccuracies reflected in the report shall be corrected within three working days of discovery.

Deliverables Form Preparation Instructions
Deliverable Title: 0600000/3.5 – Repair Parts/Material Inventory Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: The Repair Parts/Material Inventory Report provides weekly repair parts/material inventory and keeps Annex COR and the Port Operations Officer apprised of repair parts/materials status. Reports will be used for future procurement planning and justification. Instructions: The Contractor shall submit a detailed record of the weekly inventory identifying the high and low stock levels and status of repair parts/material.

Section F – 1501000
Facilities Management

DELIVERABLES						
				Distribution		
Spec Item	Additional Information	Deliverable Title	Date(s) of Submission	Original	Copies (including original)	Frequency
1501000/ 3	See attached	Deficiency Report	One working day after observing deficiency	KO and COR	2	As required
1501000/ 3.1.3	N/A	Weekly MAXIMO Work Order Report	By 0900 the first working day of the week	KO and COR	1	Weekly
1501000/ 3.2	N/A	Inventory Verification Report	15th and 30th of the month	KO and COR	1	Two times a month
1501000/ 3.2	N/A	Summary of MAXIMO Asset Changes Report	By COB the third working day of each month	KO and COR	1	Monthly
1501000/ 3.3	N/A	Five-year ICAP Assessment Schedule	1 October each year	KO and COR	1	Annually
1501000/ 3.3	See attached	ICAP Annual Assessment Plan with Monthly Summary	Initial Plan – 45 calendar days after contract award; Annual Plan – 1 October each year; Monthly Summary – 10th working day of each month	KO and COR	1	Plan – Annually; Monthly Summary – Monthly
1501000/ 3.4	See attached	Planned Maintenance (PM) Program Plan	Initial Plan – 45 calendar days after contract award; Annual update – 1 October each year	KO and COR	1	Annually
1501000/ 3.5	See attached	Integrated Maintenance Program (IMP) Plan	Initial Plan – 45 calendar days after contract award; Annual update – 1 October each year	KO and COR	1	Annually
1501000/ 3.6	N/A	Plan of Action and Milestones (POAM)	As specified for each project	KO and COR	1	As required
1501000/ 3.6	See attached	Project Updates	Two times a month	KO and COR	1	As requested

Section F – 1501000
Facilities Management

DELIVERABLES						
				Distribution		
Spec Item	Additional Information	Deliverable Title	Date(s) of Submission	Original	Copies (including original)	Frequency
1501000/ 3.6.1	See attached	DD 1391 Special Project Packages	As required	KO and COR	1	As required
1501000/ 3.6.2	See attached	Site Approval Request (SAR)	As required	KO and COR	1	As required
1501000/ 3.6.3	See attached	Project Package	As required	KO and COR	1	As required
1501000/ 3.7.1	N/A	Dig Permit Standard Operating Procedure (SOP)	Within 30 calendar days after contract award	KO and COR	1	Annually
1501000/ 3.7.1	N/A	Copy of Dig Requests and Dig Permits	Upon issuance of Dig Permit	KO and COR	1	As required
1501000/ 3.7.1	N/A	Dig Permit Monthly Summary	Fifth working day of each month	KO and COR	1	Monthly
1501000/ 3.7.2	See attached	Munitions and Explosives of Concern (MEC) Work Plan and Site-Specific Work Plans	Within 30 calendar days after contract award and within 30 calendar days of request	KO and COR	1	Once for initial submittal, then as requested
1501000/ 3.7.3	See attached	Electronic Operation and Maintenance Support Information (eOMSI)	Within 90 calendar days after contract award	KO and COR	2	One time for each manual
1501000/ 3.8.1	See attached	Facility Energy and Water Evaluation Report	1 October each year	KO and COR	1	Annually
1501000/ 3.8.2	See attached	BEM Training Presentation	Initial – 30 working days prior to the first training session; Annual Update – 15 October each year	KO and COR	1	Annually
1501000/ 3.8.2	N/A	BEM Training Attendance Sheet	Two working days after completion of Training Session	KO and COR	1	Quarterly

Deliverables Form Preparation Instructions
Deliverable Title: 1501000/3 – Deficiency Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ***X*** Hard Copy ***X*** Electronic ___ Direct System Input
Instructions: Submit report for any non-emergency deficiency observed during performance of work. Report shall include: • Date of inspection/observation • Facility Number • Asset affected • Photos • Brief description of required actions with rough order of magnitude (ROM) estimate. Submit electronic report to KO and COR in G-Net. Provide hard copy to the Requirements Branch Head.

Deliverables Form Preparation Instructions

Deliverable Title: 1501000/3.3 – ICAP Annual Assessment Plan with Monthly Summary

Form Attachment No.: N/A

Government Approval Required: ***X*** Yes ___ No

Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input

Instructions:

The ICAP Annual Assessment Plan shall include an inspection schedule for assets. The inspection frequency shall be based on Mission Dependency Index (MDI) for each to establish the actual inspection schedule. For any given year this will include:

100% of the Critical MDIs Facilities

50% of the Significant MDI Facilities

33% of the Relevant MDI Facilities

25% of the Moderate MDI Facilities

20% of the Low MDI Facilities

MDI Score	Term
100-85	Critical
84-70	Significant
69-55	Relevant
54-40	Moderate
39-1	Low

Facilities with blank MDIs are considered "Unknown" and should be treated as Relevant facilities. The Contractor shall notify the Government of facilities with blank MDIs.

The Monthly Summary Reports shall include the schedule of the planned systems inspections (structural, roofing, electrical, mechanical) of facilities for each of the commands for the given month (as listed in the Annual Assessment Plan), as well as the completion date of the facility inspections accomplished during the previous month.

Submit an initial, electronic draft copy for Government review and comment.

1. If applicable recipients accept this draft version as final, the Government shall notify the Contractor of Government approval.
2. If applicable recipients respond to this draft version with review comments, the Contractor shall incorporate the Government's comments and resubmit the revised draft version to the applicable recipients. Continue this review cycle until the Government notifies the Contractor of Government approval

A sample report is attached.

Facilities Inspection Plan 20XX

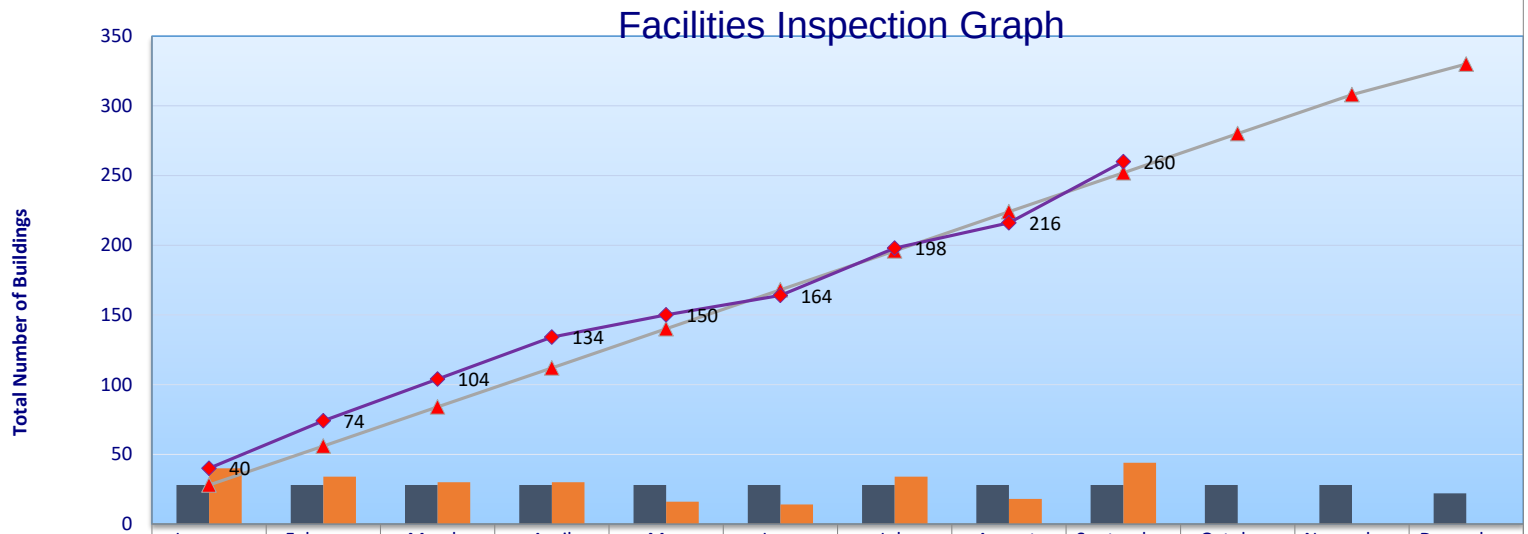
Facilities Inspection Chart

Month	Total # of Buildings Scheduled	Total # of Inspected Buildings for the month	Total # of Buildings Scheduled (yearly)	Total # of Inspected Building Completed (yearly)
January	28	40	28	40
February	28	34	56	74
March	28	30	84	104
April	28	30	112	134
May	28	16	140	150
June	28	14	168	164
July	28	34	196	198
August	28	18	224	216
September	28	44	252	260
October	28		280	
November	28		308	
December	22		**330**	

DATA MAINTENANCE (MAXIMO)

C.I.M.U. (Component Inventory Management Unit)	398
R.P.I.E. (Real Property Installed Equipment)	197
Number of deficiencies in Maximo	1096
Number of Code violations	402

MDI Score	Term	Color Scheme	Percentage Inspected Annually	Total from each Category	Completed per Category
100-85	Critical		100%	77	77
84-70	Significant		50%	75	75
69-55	Relevant		33%	30	30
54-40	Moderate		25%	52	40
39-1	Low		20%	96	38
Total				330	260



	January	February	March	April	May	June	July	August	September	October	November	December
Total # of Buildings Scheduled	28	28	28	28	28	28	28	28	28	28	28	22
Total # of Inspected Buildings for the month	40	34	30	30	16	14	34	18	44			
Total # of Buildings Scheduled (yearly)	28	56	84	112	140	168	196	224	252	280	308	330
Total # of Inspected Building Completed (yearly)	40	74	104	134	150	164	198	216	260			

September-XX

	ACTIVITY UIC	SITE NAME	PROPERTY NO	INSP.	FACILITY NAME	FACILITY NO	MNT FUND SOURCE CODE	MAP GRID LOCATION	AREA	AREA UNIT MEASURE CODE	MISSION DEPENDENCY INDEX	CONDITION RATING	DATE ASSIGNED	DATE COMPLETED / COMMENTS	ASSIGNED MAXIMO INPUT	COMPLETED IN MAXIMO
1	N61755	FINEGAYAN	220040	LV/JB	BUS STOP SHELTER	369	JRM	AY63	64	SF	39	88	09/20/12	DEMOLISHED	G. BUNAG	9/24/2012
2	N61755	NAVBASE GUAM	200661	JB/CG	TOOL SHED	1730DD	JRM	CC15	70	SF	39	86	09/07/12	09/10/12	M. SABER	9/21/2012
3	N61755	NAVBASE GUAM	205222	JB/CG	PUBLIC TOILET	1979	JRM	CL09	84	SF	39	92	09/07/12	09/10/12	M. SABER	9/24/2012
4	N61755	NAVBASE GUAM	200571	JB/CG	BUS SHELTER OUTSIDE SITE 3	4411PP	JRM	CH15	84	SF	39	81	09/10/12	09/11/12	G. BUNAG	9/24/2012
5	N61755	NAVBASE GUAM	200177	JB/CG	BUS STOP, CLUB TYPHOON Z	73	JRM	CK09	144	SF	39	83	09/10/12	09/11/12	G. BUNAG	9/20/2012
6	N61755	NAVBASE GUAM	200128	JB/CG	BUS STOP (ACROSS CDC)	1977	JRM	CL09	144	SF	39	100	09/10/12	09/11/12	G. BUNAG	9/20/2012
7	N61755	NAVBASE GUAM	200659	JB/CG	HOSE RACK SHELTER/WHARF E/	1728DD	JRM	CC15	250	SF	39	80	09/11/12	DEMOLISHED	R. MAFNAS	9/28/2012
8	N61755	NAVBASE GUAM	210555	JB/CG	COMPRESSED GAS STORAGE	355	NAVFAC	CO12	280	SF	39	82	09/03/12	09/05/12	G. BUNAG	9/11/2012
9	N61755	NAVBASE GUAM	200566	JB/CG	LAUNDRY ROOM	4405PP	JRM	CG15	360	SF	54	58	09/07/12	DEMOLISHED	R. MAFNAS	9/28/2012
10	N61755	NAVBASE GUAM	200732	JB/CG	POLLUTION ABATEMENT EQUIPMEN	1740DD	JRM	CC15	961	SF	39	69	09/11/12	09/12/12	M. SABER	9/11/2012
11	N61755	NAVBASE GUAM	200180	DD/RI	MSC ELECTRONICS MAINT SHOP	6011	JRM	CI13	1920	SF	52	59	09/17/12	09/21/12	GINA BUNAG	9/13/2012
12	N61755	SASA VALLEY	200651	JB/CG	POL MAINT SHOP	1704SV	JRM	CD20	2542	SF	39	50	09/12/12	09/17/12	G. BUNAG	9/12/2012
13	N61755	NAVBASE GUAM	210575	AC/CG	CIO ADMIN OFFICE	3014	JRM	CM10	2640	SF	39	91	9/19/2012	09/20/12		
14	N61755	NIMITZ HILL	200544	LV/JB	CONF CENTER/OPEN MESS	293NZ	JRM	CA29	3345	SF	53	63	09/12/12	09/17/12	G. BUNAG	9/12/2012
15	N61755	NAVBASE GUAM	200760	LV/JB	MSFSC SSU LONG TERM STORAGE	K19	JRM	CL13	4399	SF	39	90	09/17/12	09/18/12	G. BUNAG	9/25/2012
16	N61755	NAVBASE GUAM	200124	LV/JB	CSS-15 TRAINING BLDG	3115	JRM	CL13	4400	SF	53	63	09/17/12	09/18/12	M. SABER	
17	N61755	NAVBASE GUAM	210228	DD/RI	FAMILY SERVICE CENTER	B106	JRM	CM16	5131	SF	53	56	09/19/12	09/24/12		
18	N61755	NAVAL MAGAZINE	200320	AC/CG	AMMUNITION REWORK OVERHAUL	465NM	JRM	CY20	7198	SF	52	59	09/24/12	09/24/12		
19	N61755	NAVBASE GUAM	200162	AC/CG	CLIPPER LANDING RESTAURANT	1985	JRM	CH11	7628	SF	54	81	09/19/12	UNDER CONST.	R. MAFNAS	9/28/2012
20	N61755	NAVBASE GUAM	200749	LV/JB	MHE BATTERY LOCKER	779XR	JRM	CM16	7864	SF	39	60	09/18/12	09/19/12	G. BUNAG	9/13/2012
21	N61755	FINEGAYAN	220008	LV/JB	ADMINISTRATION	111	JRM	AY63	8010	SF	52	66	09/20/12	09/21/12	G. BUNAG	9/25/2012
22	N61755	NAVBASE GUAM	205193	JB/DD	EMERGENT RPR SHOP-POLARIS	4430PP	JRM	CH15	11014	SF	53	88	09/21/12	09/28/12		
23	N61755	NAVBASE GUAM	210079	LV/JB	ADMINISTRATION BUILDING	B104	JRM	CM16	12732	SF	53	55	09/19/12	09/21/12		
24	N61755	NAVBASE GUAM	200008	LV/JB	ADMIN BLDG	1A	JRM	CJ09	13368	SF	53	63	09/24/12	09/25/12		
25	N61755	NAVBASE GUAM	200056	AC/CG	BQ STORAGE	72	JRM	CJ09	16281	SF	54	69	09/20/12	09/20/12		
26	N61755	NAVAL MAGAZINE	200446	AC/CG	UTILITY BUILDING	840NM	JRM	CZ18	720	SF	15	82	9/18/2012	DEMOLISHED	R. MAFNAS	9/28/2012
27	N61755	NAVBASE GUAM	200082	AC/CG	MWR POOL OFFICE	2018	JRM	CK09	1056	SF	14	94	9/18/2012	DEMOLISHED	R. MAFNAS	9/28/2012
28	N61755	NAVAL MAGAZINE	200467	AC/CG	BEQ RECREATION/BBQ PAVILLION	861NM	JRM	CX20	1200	SF	14	64	9/18/2012	9/19/2012	G. BUNAG	913/12
29	N61755	NAVBASE GUAM	200759	JB/DD	TEMPORARY WAREHOUSE / CNM	K18	JRM	CL13	4399	SF	16	93	9/21/2012	09/21/12	G. BUNAG	9/25/2012
30	N61755	NAVBASE GUAM	200127	LV/JB	EOD STORAGE BUILDING	2108	JRM	CH12	4500	SF	15	88	9/24/2012	9/28/2012		
31	N61755	NAVBASE GUAM	200125	AC/CG/RI	MISC OPS STORAGE	3119	JRM	CL13	5572	SF	39	64	9/21/2012	9/24/2012	G. BUNAG	9/25/2012
32	N61755	NAVBASE GUAM	202485	LV/JB/DD	TOOL SHED	1726DD	JRM	CC14	70	SF	39	97	9/25/2012	9/27/2012		
33	N61755	NAVBASE GUAM	205195	LV/JB/DD	BUS STOP - SITE 3 (INSIDE)	4438PP	JRM	CH15	135	SF	39	67	9/25/2012	9/27/2012		
34	N61755	NAVBASE GUAM	202472	LV/JB/DD	ATM BUILDING	1661	JRM	CN16	170	SF	39	94	9/25/2012	9/27/2012		
35	N61755	NAVBASE GUAM	200227	AC/CG/RI	BUS STOP	577	JRM	CN16	196	SF	39	93	9/25/2012	9/26/2012		
36	N61755	NAVBASE GUAM	200111	AC/CG/RI	BUS STOP SHELTER	5543	JRM	CG05	220	SF	39	100	9/25/2012	9/26/2012		
37	N61755	NAVBASE GUAM	202488	AC/CG/RI	BUS STOP SHELTER	5546	JRM	CH06	220	SF	39	89	9/25/2012	9/26/2012		
38	N61755	NAVBASE GUAM	202466	AC/CG/RI	NEW CAR SALES	260	JRM	CO13	420	SF	39	67	9/25/2012	9/26/2012		
39	N61755	FINEGAYAN	220156	LV/JB/DD	BUS STOP SHELTER	490	JRM	AW63	169	SF	39	93	9/27/2012	9/28/2012		
40	N61755	FINEGAYAN	220170	LV/JB/DD	PUBLIC TOILET, ANDREEN PARK	161	JRM	AZ63	300	SF	39	61	9/27/2012	9/28/2012		
41	N61755	NAVBASE GUAM	210554	AC/CG/RI	SANITARY LANDFILL OFFICE	354	JRM	CQ13	484	SF	52	62	9/27/2012	9/28/2012		
42	N61755	NAVBASE GUAM	205166	AC/CG/RI	BATHROOM / LAUNDRY BUILDING	3059A	JRM	CL09	506	SF	39	87	9/27/2012	9/28/2012		
43	N61755	NAVBASE GUAM	202464	AC/CG/RI	MOTORCYCLE/BIKE SHED	11A	JRM	CK10	750	SF	39	0	9/27/2012	9/28/2012		
44	N61755	NAVBASE GUAM	202481	AC/CG/RI	MCDONALDS STORAGE SHED	283	JRM	CN14	800	SF	39	88	9/27/2012	9/28/2012		

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	ACTIVITY UIC	SITE NAME	PROPERTY NO	INSP.	FACILITY NAME	FACILITY NO	MNT FUND SOURCE CODE	MAP GRID LOCATION	AREA	AREA UNIT MEASURE CODE	MISSION DEPENDENCY INDEX	CONDITION RATING	DATE ASSIGNED	DATE COMPLETED / COMMENTS	ASSIGNED MAXIMO INPUT	COMPLETED IN MAXIMO
1	N61755	FINEGAYAN	220156		BUS STOP SHELTER	490	JRM	AW63	169	SF	39	93	SEPT			
2	N61755	FINEGAYAN	220170		PUBLIC TOILET, ANDREEN PARK	161	JRM	AZ63	300	SF	39	61	SEPT			
3	N61755	NAVAL MAGAZINE	200363		BATTERY RECHARGE SHOP	743NM	JRM	CZ22	1152	SF	52	56				
4	N61755	NAVAL MAGAZINE	200499		BATTERY RECHARGING SHOP	1014NM	JRM	CX19	1280	SF	52	86				
5	N61755	NAVAL MAGAZINE	200364		EQUIPMENT STORAGE BLDG	744NM	JRM	CZ22	1830	SF	52	20				
6	N61755	NAVAL MAGAZINE	200317		INERT STOREHOUSE	461NM	JRM	CX21	8000	SF	52	75				
7	N61755	NAVBASE GUAM	202485		TOOL SHED	1726DD	JRM	CC14	70	SF	39	97	SEPT			
8	N61755	NAVBASE GUAM	205195		BUS STOP - SITE 3 (INSIDE)	4438PP	JRM	CH15	135	SF	39	67	SEPT			
9	N61755	NAVBASE GUAM	202472		ATM BUILDING	1661	JRM	CN16	170	SF	39	94	SEPT			
10	N61755	NAVBASE GUAM	200227		BUS STOP	577	JRM	CN16	196	SF	39	93	SEPT			
11	N61755	NAVBASE GUAM	200111		BUS STOP SHELTER	5543	JRM	CG05	220	SF	39	100	SEPT			
12	N61755	NAVBASE GUAM	202488		BUS STOP SHELTER	5546	JRM	CH06	220	SF	39	89	SEPT			
13	N61755	NAVBASE GUAM	202466		NEW CAR SALES	260	JRM	CO13	420	SF	39	67	SEPT			
14	N61755	NAVBASE GUAM	210554		SANITARY LANDFILL OFFICE	354	JRM	CQ13	484	SF	52	62	SEPT			
15	N61755	NAVBASE GUAM	205166		BATHROOM / LAUNDRY BUILDING	3059A	JRM	CL09	506	SF	39	87	SEPT			
16	N61755	NAVBASE GUAM	202464		MOTORCYCLE/BIKE SHED	11A	JRM	CK10	750	SF	39	0				
17	N61755	NAVBASE GUAM	202481		MCDONALDS STORAGE SHED	283	JRM	CN14	800	SF	39	88				
18	N61755	NAVBASE GUAM	200765		POLL ABATEMENT-EQUIP STRGE	1745DD	JRM	CC15	1440	SF	39	87				
19	N61755	NAVBASE GUAM	200179		MSC MEDICAL ADMIN OFFICE	6010	JRM	CI12	1920	SF	52	52				
20	N61755	NAVBASE GUAM	205177		LAUNDRY/STORAGE - SUMAY	5408	JRM	CH11	2108	SF	39	100				
21	N61755	NAVBASE GUAM	200002		STORAGE/SHOP	1657F	JRM	CM17	3564	SF	52	77				
22	N61755	NAVBASE GUAM	205209		MUSTERING / GUARD MOUNT AREA	6003-C	JRM	CN14	3965	SF	39	100				
23	N61755	NAVBASE GUAM	202515		CREDIT UNION	1657C	JRM	CM17	7137	SF	39	85				
24	N61755	NAVBASE GUAM	202454		EOD SUPPLY MAINTENANCE FAC	2113	JRM	CH12	17712	SF	52	70				
25	N61755	SASA VALLEY	205275		SHELTER FOR RVP U-12	S-U12SV	JRM	CF24	96	SF	39	99				
26	N61755	SASA VALLEY	205270		SHELTER FOR RVP U-7	S-U7SV	JRM	CG25	192	SF	39	88				
27	N61755	SASA VALLEY	205271		SHELTER FOR VALVE PIT U-8	S-U8SV	JRM	CG23	192	SF	39	88				
28	N61755	SASA VALLEY	205272		SHELTER FOR RVP U-9	S-U9SV	JRM	CG24	192	SF	39	88				
29	N61755	SASA VALLEY	205273		SHELTER FOR RVP U-10	S-U10SV	JRM	CG24	192	SF	39	88				
30	N61755	SASA VALLEY	205274		SHELTER FOR RVP U-11	S-U11SV	JRM	CF24	192	SF	39	75				

November-XX

	ACTIVITY UIC	SITE NAME	PROPERTY NO	INSP.	FACILITY NAME	FACILITY NO	MNT FUND SOURCE CODE	MAP GRID LOCATION	AREA	AREA UNIT MEASURE CODE	MISSION DEPENDENCY INDEX	CONDITION RATING	DATE ASSIGNED	DATE COMPLETED / COMMENTS	ASSIGNED MAXIMO INPUT	COMPLETED IN MAXIMO
1	N61755	BARRIGADA	220174		GOLF COURSE WOMEN'S TOILET	98	JRM	BX58	90	SF	50	86				
2	N61755	BARRIGADA	220024		AFGC CLUB HOUSE	91	JRM	BZ57	10937	SF	50	61				
3	N61755	FINEGAYAN	220165		SELF HELP STORAGE	453	JRM	G12	484	SF	50	50				
4	N61755	NAVBASE GUAM	202470		NEW CAR SALES	7013	JRM	CO13	266	SF	51	67				
5	N61755	NAVBASE GUAM	205248		ECHO VALVE PIT	S1716DD	JRM	CC15	368	SF	39	80				
6	N61755	NAVBASE GUAM	202469		AUTOPORT GAS STA / MINI-MART	7012	JRM	CN13	5050	SF	51	65				
7	N61755	NAVBASE GUAM	200164		HOBBY SHOP / YOUTH CENTER	1982A	JRM	CL10	9670	SF	50	63				
8	N61755	NAVBASE GUAM	200058		ALL HANDS CLUB-TYPHOONZ	75	JRM	CK09	24708	SF	50	63				
9	N61755	NAVBASE GUAM	200078		NEX HOME & GARDEN CENTER	700	JRM	CO13	32456	SF	51	67				
10	N61755	SASA VALLEY	205276		SHELTER FOR RVP U-13	S-U13SV	JRM	CF24	96	SF	39	100				
11	N61755	SASA VALLEY	205278		SHELTER FOR RVP U-14	S-U14SV	JRM	CF24	96	SF	39	100				
12	N61755	SASA VALLEY	205279		SHELTER FOR RVP U-15	S-U15SV	JRM	CF24	96	SF	39	100				
13	N61755	SASA VALLEY	205281		SHELTER FOR RVP U-16	S-U16SV	JRM	CF24	192	SF	39	81				
14	N61755	SASA VALLEY	205284		SHELTER FOR RVP U-1	S-U1SV	JRM	CG23	192	SF	39	88				
15	N61755	SASA VALLEY	205285		SHELTER FOR RVP U-2	S-U2SV	JRM	CG23	192	SF	39	88				
16	N61755	SASA VALLEY	205286		SHELTER FOR RVP U-3	S-U3SV	JRM	CG24	192	SF	39	88				
17	N61755	SASA VALLEY	205287		SHELTER FOR RVP U-4	S-U4SV	JRM	CG24	192	SF	39	88				
18	N61755	SASA VALLEY	205288		SHELTER FOR RVP U-5	S-U5SV	JRM	CG26	192	SF	39	88				
19	N61755	SASA VALLEY	205289		SHELTER FOR RVP U-6	S-U6SV	JRM	CG25	192	SF	39	88				
20	N61755	SASA VALLEY	205280		SHELTER FOR MPV2	S-MPV2	JRM	CD21	195	SF	39	88				
21	N61755	SASA VALLEY	205283		SHELTER FOR VALVE PIT 3	S-PIT 3	JRM	CF23	195	SF	39	90				
22	N61755	SASA VALLEY	205277		SHELTER FOR CVP U12/13	S-U1213	JRM	CF24	204	SF	39	80				
23	N61755	SASA VALLEY	205282		SHELTER FOR RVP U17/18	S-U1718	JRM	CF25	204	SF	39	93				
24	N61755	TENJO VISTA	205290		SHELTER FOR RVP U-28	S-U28TJ	JRM	CJ19	96	SF	39	96				
25	N61755	TENJO VISTA	205291		SHELTER FOR RVP U-29	S-U29TJ	JRM	CJ19	96	SF	39	100				
26	N61755	TENJO VISTA	205292		SHELTER FOR RVP U-30	S-U30TJ	JRM	CI19	96	SF	39	99				
27	N61755	TENJO VISTA	205293		SHELTER FOR RVP U-31	S-U31TJ	JRM	CJ20	96	SF	39	100				
28	N61755	TENJO VISTA	205295		SHELTER FOR RVP U-35	S-U35TJ	JRM	CJ20	96	SF	39	100				
29	N61755	TENJO VISTA	205294		SHELTER FOR RVP U-33/34	S-3334	JRM	CJ20	192	SF	39	100				
30	N61755	TENJO VISTA	205296		SHELTER FOR TVCVP	S-TVCVP	JRM	CJ19	255	SF	39	100				

Deliverables Form Preparation Instructions
Deliverable Title: 1501000/3.4 – Planned Maintenance (PM) Program Plan
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Instructions: The PM Program Plan shall include job plans for all applicable systems, subsystems and assets. PM job plans shall include all applicable biological and certification testing in accordance with OSHA requirements. Submit an initial, electronic draft copy for Government review and comment. 1. If applicable recipients accept this draft version as final, the Government shall notify the Contractor of Government approval. 2. If applicable recipients respond to this draft version with review comments, the Contractor shall incorporate the Government's comments and resubmit the revised draft version to the applicable recipients. Continue this review cycle until the Government notifies the Contractor of Government approval.

Deliverables Form Preparation Instructions
Deliverable Title: 1501000/3.5 – Integrated Maintenance Program (IMP) Plan
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Instructions: The IMP Plan shall include job plans for all applicable systems, subsystems and assets and to ensure uninterrupted services to critical functional areas, systems and services shown in J-1502000-07. IMP job plans shall include all applicable biological and certification testing in accordance with OSHA requirements. Submit an initial, electronic draft copy for Government review and comment. 1. If applicable recipients accept this draft version as final, the Government shall notify the Contractor of Government approval. 2. If applicable recipients respond to this draft version with review comments, the Contractor shall incorporate the Government's comments and resubmit the revised draft version to the applicable recipients. Continue this review cycle until the Government notifies the Contractor of Government approval.

Deliverables Form Preparation Instructions
Deliverable Title: 1501000/3.6 – Project Updates
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Instructions:

Provide a Microsoft Excel spreadsheet that contains the status of all projects and at a minimum, shall include the following information:

- Work Request (WR) number
- Project Title with facility number, as applicable
- WR receipt date
- Estimated Completion Date (ECD)
- Actual Completion Date (ACD)
- Status of Scope of Work package, Site Approval Request (SAR) and NEPA documents
- Estimated Construction Cost (ECC), as applicable
- Name of Government Performance Assessment Representative (PAR)
- Name of Contractor Engineer in Charge (EIC)
- Status of DD 1391

Submit an initial, electronic draft copy for Government review and comment.

1. If applicable recipients accept this draft version as final, the Government shall notify the Contractor of Government approval.
2. If applicable recipients respond to this draft version with review comments, the Contractor shall incorporate the Government's comments and resubmit the revised draft version to the applicable recipients. Continue this review cycle until the Government notifies the Contractor of Government approval.

Deliverables Form Preparation Instructions
Deliverable Title: 1501000/3.6.1 – DD 1391 Special Project Packages
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Instructions:

The DD 1391 Special Project package shall include the supporting documentation (such as the project scope and preliminary cost) required for an Installation / PWD 1391, as required by OPNAVINST 11010.20, Facilities Project Manual, and NAVFACINST 11010.44.

Use NAVFAC Form 11013/7 for the cost estimate (or similar form) and use the most recent version of ECONPACK in developing the economic analysis.

Submit an initial, electronic draft copy for Government review and comment.

1. If applicable recipients accept this draft version as final, the Government shall notify the Contractor of Government approval.
2. If applicable recipients respond to this draft version with review comments, the Contractor shall incorporate the Government's comments and resubmit the revised draft version to the applicable recipients. Continue this review cycle until the Government notifies the Contractor of Government approval.

Deliverables Form Preparation Instructions
Deliverable Title: 1501000/3.6.2 – Site Approval Request
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Instructions: Site Approval documentation shall be prepared in accordance with OPNAVINST 11010.20, NOSSAINST 8022.22 and NAVFAC 11010.45. For issues relating to explosives safety, site approvals shall be prepared and submitted to the Explosives Safety Officer (ESO) and Public Works Officer (PWO) for approval. Provide electronic source files of the package. Submit an initial, electronic draft copy for Government review and comment. 1. If applicable recipients accept this draft version as final, the Government shall notify the Contractor of Government approval. 2. If applicable recipients respond to this draft version with review comments, the Contractor shall incorporate the Government's comments and resubmit the revised draft version to the applicable recipients. Continue this review cycle until the Government notifies the Contractor of Government approval. A sample report is attached.

REQUEST FOR PROJECT SITE APPROVAL/EXPLOSIVES SAFETY CERTIFICATION NAVFAC 11010/31 (REV. 5-2001)

PART I

INSTRUCTIONS IN NAVFACINST 11010.45

SECTION A – INSTALLATION SUBMISSION

1.To: COMMANDING OFFICER
NAVAL FACILITIES ENGINEERING COMMAND,MARIANAS

2. From:
COMMANDING OFFICER, U.S. NAVAL BASE GUAM

3. Program Year:	4. Cost($000)	5. Type Funding	6. Activity UIC	7. Date:
FY11	416	O&M, N	N61755	12 APR 2011

8. Category Code and Project Title: **831-16, PROVIDE 20,000 GALLONS ABOVEGROUND STORAGE TANK AT NAVAL BASEGUAM POLARIS POINT, NBGPP**

9. Project Number
WR #C6YXW

10. Type of Project
- [x] New Construction
- [ ] Relocation of Structure
- [ ] Other
- [ ] Change Use
- [ ] Maintenance and/or Repair
- [ ] Addition to Existing Facility
- [ ] Repair by Replacement
- [ ] Major Modification to Existing Facility
- [ ] Demolition

11. Type of Request:
- [ ] Airfield Safety Site Approval
- [x] Explosives Site/Safety Certification
- [ ] EMR Site Approval
- [ ] Resubmittal or Standard Site Approval (No Safety Criteria Involved)

12. Project Description
This project proposes to provide aboveground storage tank (AST) and BOWTS piping at Naval Base Guam Polaris Point, NBGPP. Work includes: abandon existing bilge oil wastewater collection system including manholes, pipes and underground concrete storage tank; provide new underground double wall stainless steel pipeline; and use existing riser connections, valves and fittings. Provide 20,000 gallons AST horizontal with concrete berm and float actuated level indicator at one end of the tank facing the pump pit. Install all equipment inside NEMA 4x stainless steel enclosure with door and hinges. Provide concrete pedestal to mount all the equipment to include conduit, junction box and control wirings to the tank level sensors of AST including control wiring to probe (leak) sensor complete with audio/ visual alarm at each BOWTS riser.

13. 1 Sets of Project Maps Attached

14. N/A Sets Part II Division(s) Paired PES-ES Relationships data Attached

SECTION B –EFD REVIEW

1. Name/Code/Phone No. of Reviewer/E-Mail Address:

2. Date Received:

3. Evaluation:

4. Safety Review Requested: (check appropriate box(es))
- [ ] NOSSA
- [ ] DDESB
- [ ] SPAWAR
- [ ] NAVAIR
- [ ] CNO
- [ ] OTHER

5. Date Forwarded:

6. Date of Safety Certification:

NOSSA	DDESB	SPAWAR	NAVAIR	CNO	OTHER

SECTION C – FINAL SITE APPROVAL ACTION

1. Approvals:
- [ ] Site Approved
- [ ] Site Disapproved
- [ ] Deferred/Returned
- [ ] Explosives Safety Certification Approved
- [ ] Explosives Safety Certification DISAPPROVED
- [ ] Interim Construction Waiver Approved

2. Certification Identification:

3. Remarks

4. Other Approvals Required
- [ ] Airfield Safety Waiver Required
- [ ] Final Explosives Safety Review Required

5. Approving official:

6. Date:

Paired PES-ES Relationships

WebSAR 2258

New Above Ground Storage Tank

Section I - General Information

Installation: COMMANDER, U.S. NAVAL BASE GUAM **Location:** NAVAL BASE GUAM POLARIS POINT (NBGPP) **Date:** 7-Apr-11

Section II - Data on Facility To Be Sited

Facility Number	Facility Description	Required IBD	Required PTRD	Required ILD	1.1	1.2.1 MCE	1.2.2	1.2.3 MCE	1.3	1.4
New	AGT- 20K GAL Aboveground Storage Tank	0	0	0	0	0	0	0	0	0

Section III - PES/ES QD Paired Relationships with Facilities Being Sited

Maximum sited explosive limits at any facility at Naval Base Guam Polaris Point is 60,000 pounds of C/D 1.1 with an unbarricaded ILD of 700 feet. This distance is less than the 1,565 feet of the IBD for this facility; therefore, only facilities within IBD are shown.

Red Text = ESQD criteria not met and associated corrective action

Gray shading and bold text denotes controlling exposures below

FAC #	Facility Description	Distance Actual	Distance Required	Exposure	1.1	1.2.1 MCE	1.2.2	1.2.3 MCE	1.3	1.4
Alpha Wharf	ELP - Wharf; NAVSEA OP5 Table 7-10 Unbarricaded Col. 3 and NOSSA letter dtd 12 Jul 02	428'	308'	Ammo Loading Pt. @ Alpha Wharf as PES to the location of construction workers as ES ELP>> Construction Workers	5,000	0	0	0	0	0
	N/A	428'	0	Exposure is not applicable.						
Alpha Wharf	ELP - Wharf; NAVSEA OP5 Table 7-13 and 7-14 Col. 11- K11 Application and paragraph 7-13.9.	428'	188'	Ammo Loading Pt. @ Alpha Wharf as PES to the new Above Ground Storage Tank as ES ELP >> AGT	5,000					
	Fire Protection Distance		50'	Exposure is not applicable.						
USS Frank Cable (STD Moor)	AGM; NAVSEA OP5 Table 7-10 Unbarricaded Col. 3, NOSSA letter dtd 12 Jul 02	430'	**590'**	**Aft End Bhd of Magazine Storage @ USS Frank Cable as PES to the location of construction workers as ES AGM>> Construction Workers**	35,000					
	N/A	430'	0	Exposure is not applicable.						
1. Compensatory Measure: Safety waiver is required for the contractor personnel who will be working within the arcs.										
USS Frank Cable (STD Moor)	AGM; NAVSEA OP5 Table 7-13 and 7-14 Col. 11- K11 Application and paragraph 7-13.9.	430'	360'	Aft End Bhd of Magazine Storage @ USS Frank Cable as PES to the new Above Ground Storage Tank as ES AGM >> AGT	35,000					
	Fire Protection Distance		50'	Exposure is not applicable.						
USS Frank Cable (MED Moor)	AGM; NAVSEA OP5 Table 7-10 Unbarricaded Col. 3, NOSSA letter dtd 12 Jul 02	745'	**700'**	**Aft End Bhd of Magazine Storage @ USS Frank Cable as PES to the location of construction workers as ES ELP>> Construction Workers**	**60,000**					
	N/A	745'	0	Exposure is not applicable.						
USS Frank Cable (MED Moor)	AGM; NAVSEA OP5 Table 7-13 and 7-14 Col. 11- K11 Application and paragraph 7-13.9.	745'	431'	Aft End Bhd of Magazine Storage @ USS Frank Cable as PES to the new Above Ground Storage Tank as ES AGM >> AGT	60,000					

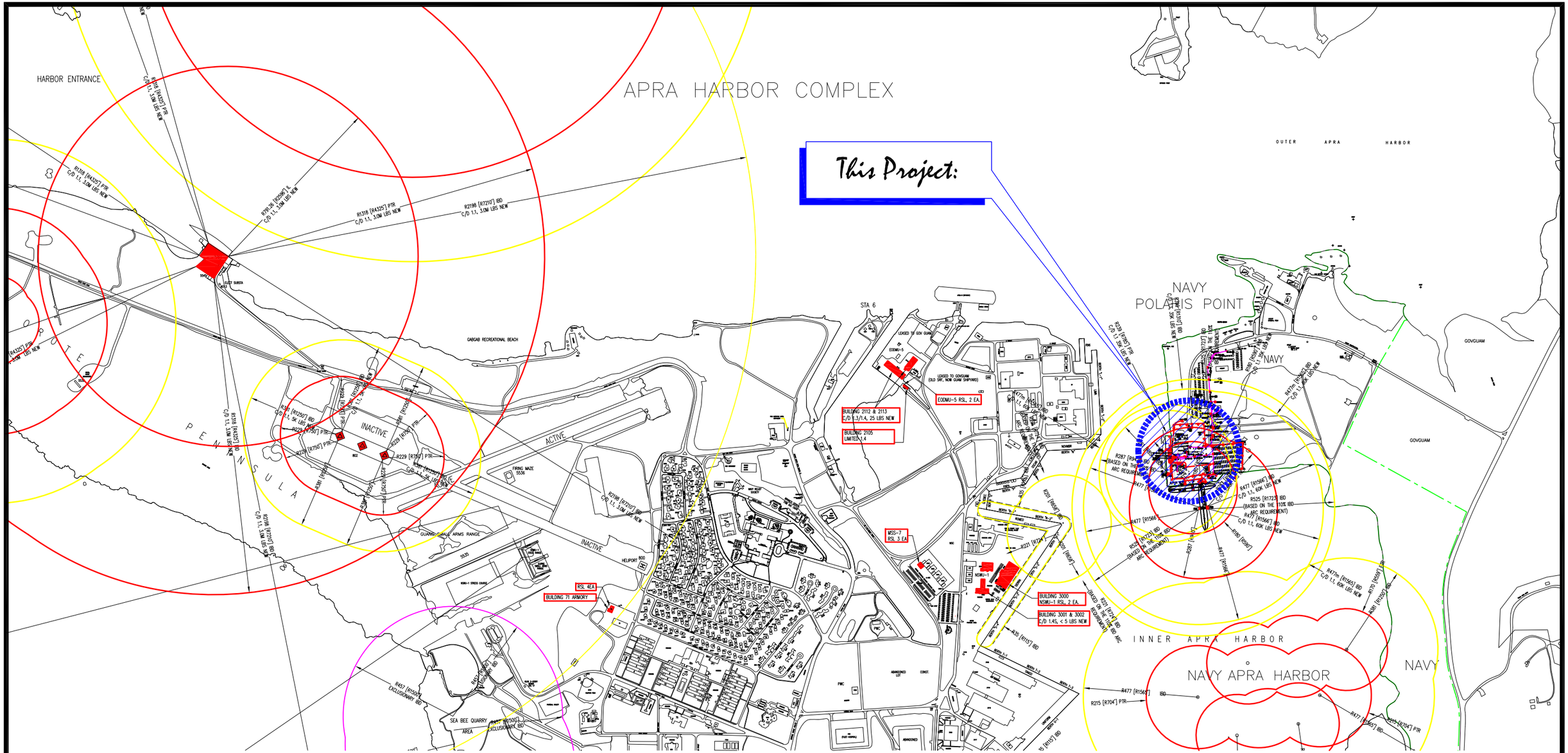
PES (potential explosion site) - ES (exposed site)

Paired PES-ES Relationships

WebSAR 2258

New Above Ground Storage Tank

FAC #	Facility Description	Distance Actual	Distance Required	Exposure	1.1	1.2.1 MCE	1.2.2	1.2.3 MCE	1.3	1.4
	Fire Protection Distance		50'	Exposure is not applicable.						
Bravo Wharf	ELP - Wharf; NAVSEA OP5 Table 7-10 Unbarricaded Col. 3 and NOSSA letter dtd 12 Jul 02	242'	245'	Ammo Loading Pt. @ Bravo Wharf as PES to the location of construction workers as ES ELP>> Construction Workers	2,500					
	N/A	242'	0	Exposure is not applicable.						
Bravo Wharf	ELP - Wharf; NAVSEA OP5 Table 7-13 and 7-14 Col. 11-K11 Application and paragraph 7-13.9.	242'	149'	Ammo Loading Pt. @ Bravo Wharf as PES to the new Above Ground Storage Tank as ES ELP >> AGT	2,500					
	Fire Protection Distance		50'	Exposure is not applicable.						
1. Compensatory Measure (Administrative Control): The site of the proposed repair work is encumbered by unbarricade (K18) from USS Frank Cable (AS-40) during standard moor along Alpha Wharf. Safety waiver is required for the contractor personnel who will be working within the arcs.										



LEGEND:

- YELLOW ARC - ESQD IBD ARCS
- ORANGE ARC - ESQD PTR, ARCS
- RED ARC - ESQD IL, K18 ARCS
- MAGENTA ARC - EXCLUSIONARY ARCS
- 110% OF IBD ARC
- POTENTIAL EXPLOSIVE SITES
- PROPOSED PROJECT
- INSTALLATION BOUNDARY

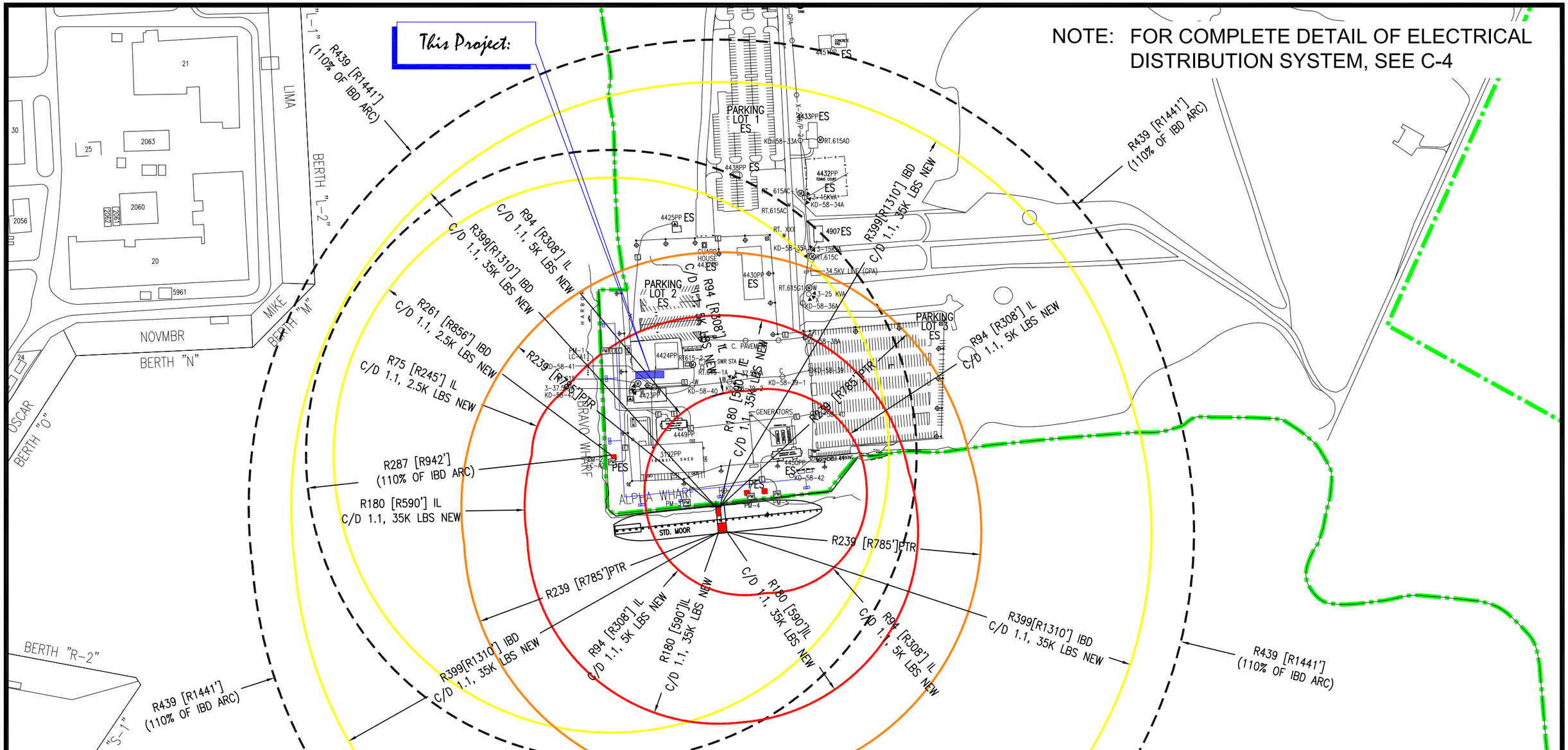
1 / C-1 **LOCATION MAP**

SCALE: NONE

N

SITE APPROVAL REQUEST

PROJECT TITLE: INSTALL 20K GAL ABOVE GROUND STORAGE TANK	WORK REQUEST NO. C6YXW	DATE 04/06/2011
	DRAWN	DWG. NO. C - 1
	CHECKED	
LOCATION: NAVAL BASE GUAM POLARIS POINT, NBGPP	REV. △ DATE	SHEET 1 OF 4



LEGEND:

- YELLOW ARC - ESQD IBD ARCS
- ORANGE ARC - ESQD PTR, ARCS
- RED ARC - ESQD IL, K18 ARCS
- MAGENTA ARC - EXCLUSIONARY ARCS
- 110% OF IBD ARC
- POTENTIAL EXPLOSIVE SITES
- PROPOSED PROJECT
- INSTALLATION BOUNDARY

1 / C-2 **SITE MAP** SCALE: 1"=300'

GRAPHIC SCALE : 0' 100' 200' 300' SCALE : 1"=300'

SITE - 1

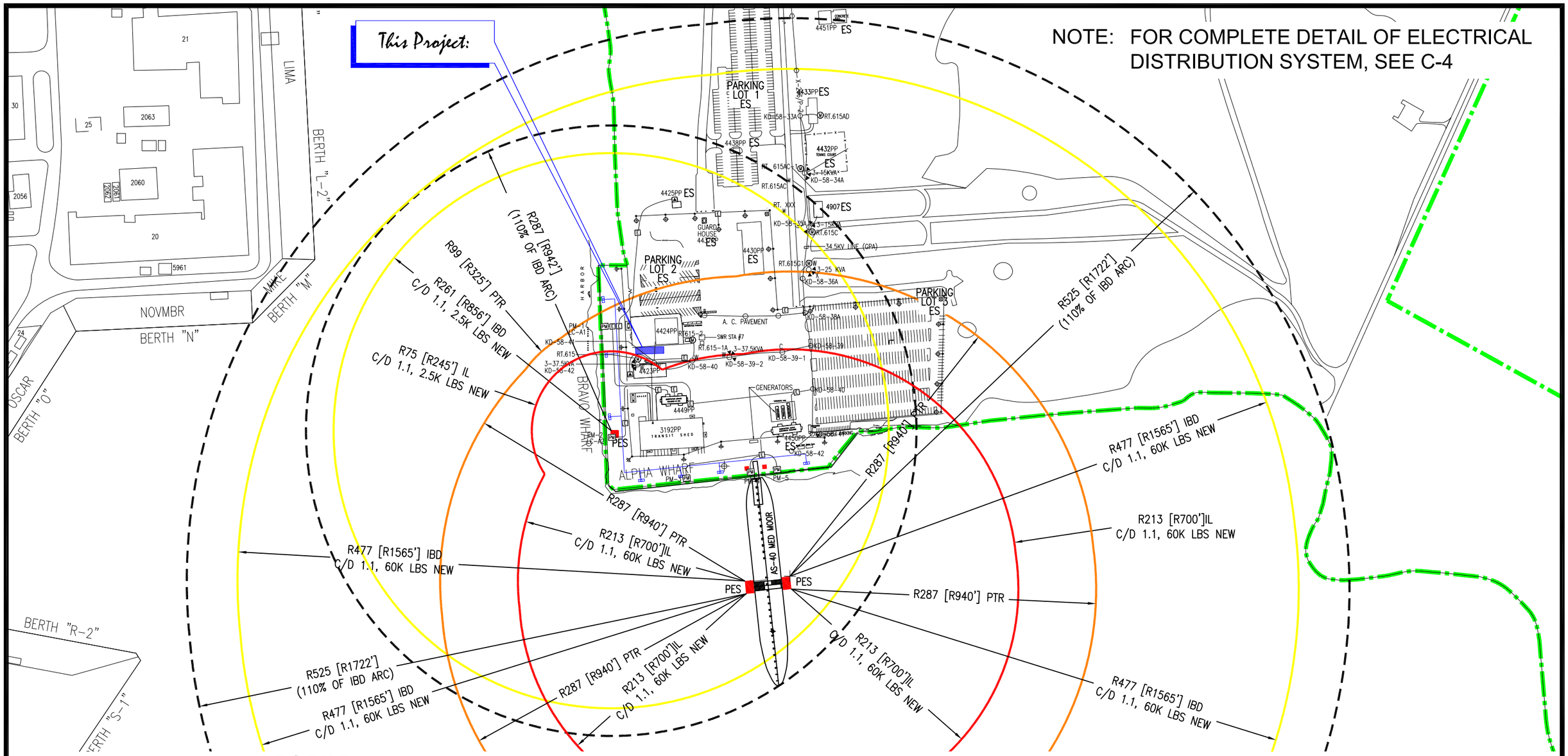
ALPHA WHARF, STD. MOOR, 35K NEW } IBD-R398 [1310'] K40; PTR-R239 [785'] K24; IL-R180 [590'] K18

DISTANCE TO PROPOSED PROJECT = 430'

BRAVO WHARF } IBD = 856'; PTR = 325'; IL = 245'

DISTANCE TO PROPOSED PROJECT = 242'

SITE APPROVAL REQUEST		WORK REQUEST NO. C6YXW	DATE 04/06/2011
PROJECT TITLE: INSTALL 20K GAL ABOVE GROUND STORAGE TANK		DRAWN / CHECKED	DWG. NO. C - 2
LOCATION: NAVAL BASE GUAM POLARIS POINT, NBGPP		REV. △ / DATE	SHEET 2 OF 4



LEGEND:

- YELLOW ARC - ESQD IBD ARCS
- ORANGE ARC - ESQD PTR, ARCS
- RED ARC - ESQD IL, K18 ARCS
- MAGENTA ARC - EXCLUSIONARY ARCS
- 110% OF IBD ARC
- POTENTIAL EXPLOSIVE SITES
- PROPOSED PROJECT
- INSTALLATION BOUNDARY

1 / C-3 **SITE MAP** SCALE: 1"=300'

GRAPHIC SCALE: 0' 100' 200' 300' SCALE : 1"=300'

ALPHA WHARF, AS-40 MED MOOR, 60K NEW: IBD - R477 [1565'] K40; PTR - R287 [940'] K24; IL - R213 [700'] K18

DISTANCE TO PROPOSED PROJECT = 745'

BRAVO WHARF: IBD = 856'; PTR = 325'; IL = 245'

DISTANCE TO PROPOSED PROJECT = 242'

SITE APPROVAL REQUEST

PROJECT TITLE: INSTALL 20K GAL ABOVE GROUND STORAGE TANK	WORK REQUEST NO. C6YXW	DATE 04/06/2011	
	DRAWN / CHECKED	DWG. NO. C - 3	
LOCATION: NAVAL BASE GUAM POLARIS POINT, NBGPP	REV.	DATE	SHEET 3 OF 4

This Project:

LIMA
BERTH "L-2"
MIKE
BERTH "M"
HARBOR
BRAVO WHARF
ALPHA WHARF
4425PP
GUARD HOUSE 4437PP
4438PP
4430PP
4424PP
4423PP
4449PP
3192PP TRANSIT SHED
4450PP
4451PP
4433PP
4432PP TENNIS COURT
4907
A. C. PAVEMENT
GENERATORS
PM-1 LC-A1
KD-58-41
RT.615
3-37.5KVA KD-58-42
PM-2 LC-A2
PM-3
PM-4
PM-5
RT615-2
SWR STA #7
RT.615-1A
3-37.5KVA
KD-58-40
KD-58-39-2
KD-58-39-1
KD-58-39
KD-58-38A
KD-58-36A
RT.615G1
3-25 KVA
KD-58-35A
3-15KVA
RT.615C
34.5KV LINE (GPA)
RT. XXX
RT.615AC
RT. 615AC-1
3-15KVA
KD-58-34A
KD-58-33A
RT.615AD
X-296/P-2
KD-58-44
KD-58-42

LEGEND:

- TRANSFORMER, POLE MOUNTED
- TRANSFORMER, PAD MOUNTED
- POWER POLE, CONCRETE
- POWER POLE, WOOD
- MANHOLE / HANDHOLE
- ELECTRICAL UNDERGROUND
- ELECTRICAL OVERHEAD
- METER
- POWER MOUND
- LIGHT

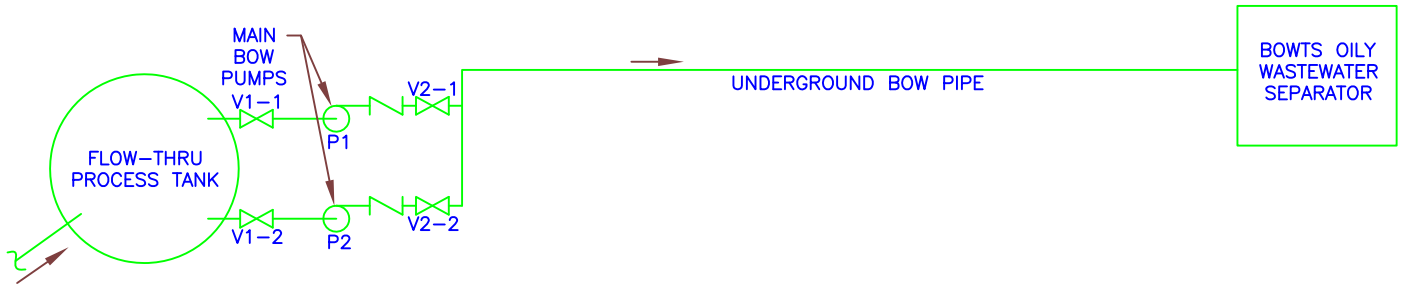
1 / C-4 **ELECTRI AL SITE MAP**

SCALE: 1"=200'

GRAPHIC SCALE : 0' 50' 100' 150' 200'
SCALE : 1"=200'

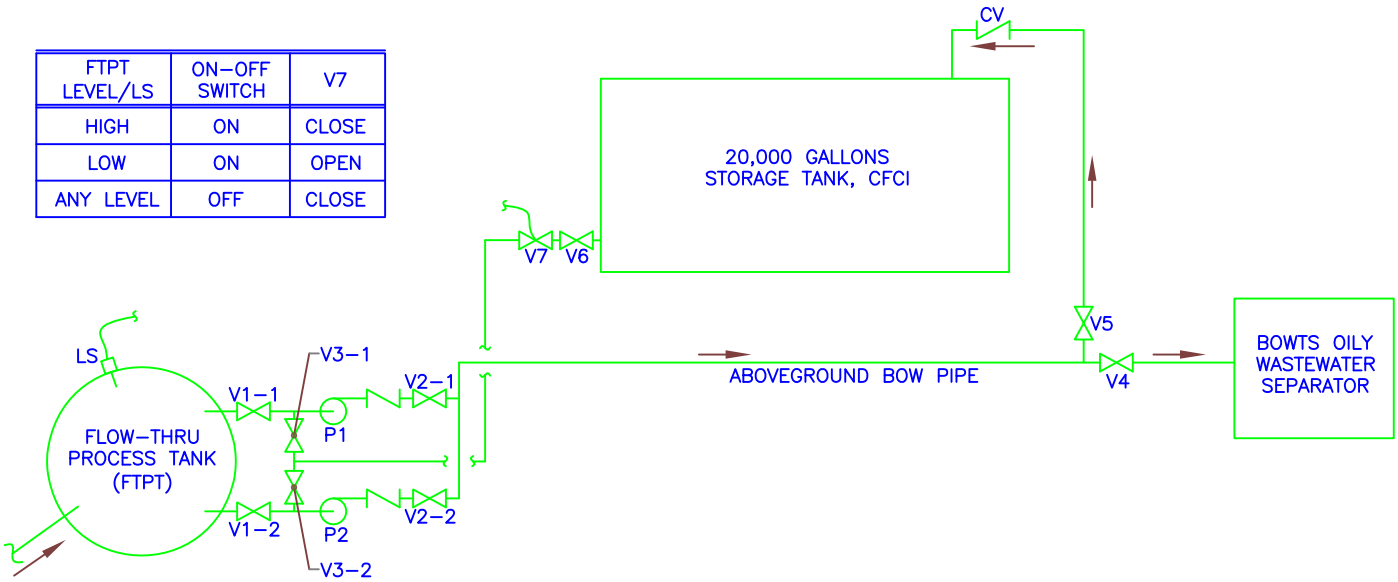
SITE APPROVAL REQUEST		WORK REQUEST NO. C6YXW	DATE 04/06/2011
PROJECT TITLE: INSTALL 20K GAL ABOVE GROUND STORAGE TANK		DRAWN / CHECKED	DWG. NO. C - 4
LOCATION: NAVAL BASE GUAM POLARIS POINT, NBGPP		REV. / DATE	SHEET 4 OF 4

EXISTING CONDITION



PROPOSED CONDITION

FTPT LEVEL/LS	ON-OFF SWITCH	V7
HIGH	ON	CLOSE
LOW	ON	OPEN
ANY LEVEL	OFF	CLOSE



LOGIC OF OPERATION

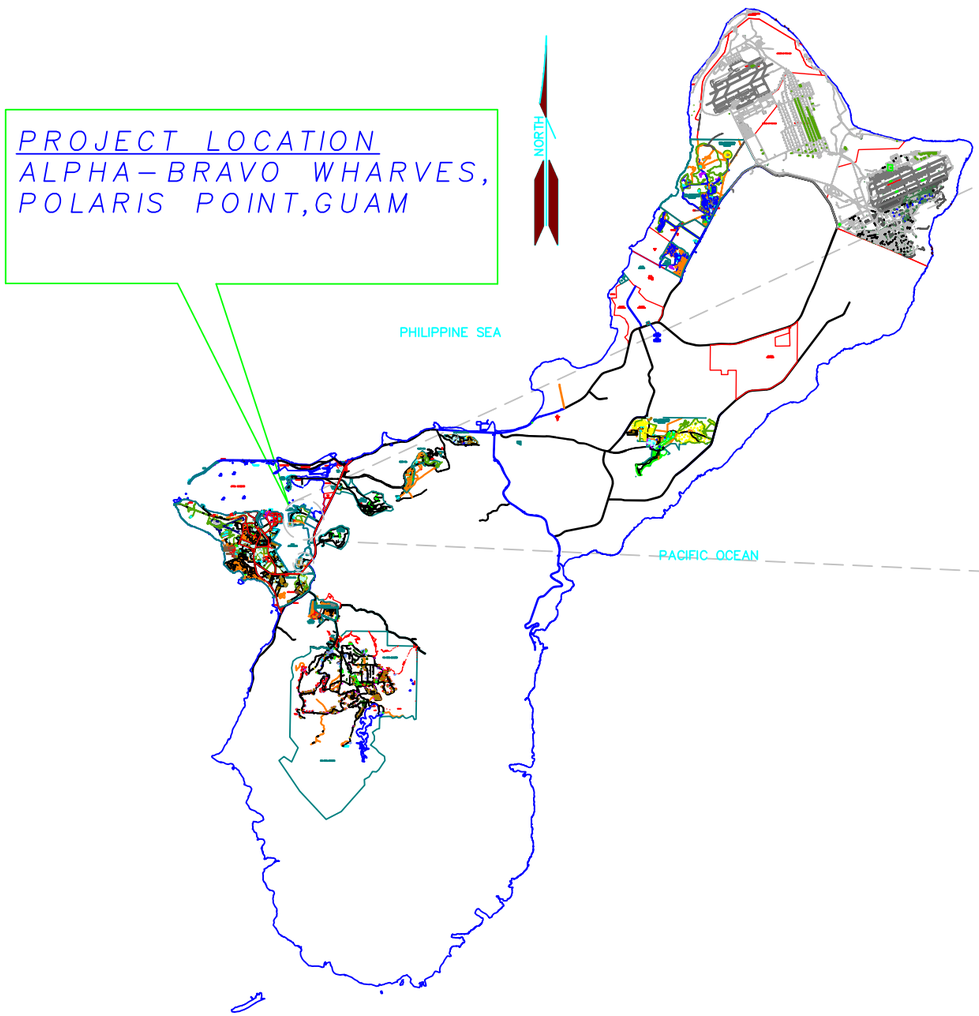
1. WHEN IT IS DESIRED TO DIVERT THE BOW TO THE 20,000 GALLONS STORAGE TANK, OPEN V1-1/2, OPEN V2-1/2, CLOSE V3-1 & V3-2, CLOSE V4, OPEN V5, CLOSE V6 & V7 AND THEN PLACE THE MAIN BOW TRANSFER PUMPS P1/P2 IN OPERATION.

2. WHEN READY TO TREAT THE BOW CONTAINED IN THE 20,000 GALLONS STORAGE TANK, CLOSE V1-1 & V1-2, OPEN V2-1/2, OPEN V3-1/2, OPEN V4, CLOSE V5, OPEN V6 & V7 AND THEN PLACE THE MAIN BOW TRANSFER PUMPS P1/P2 IN OPERATION.

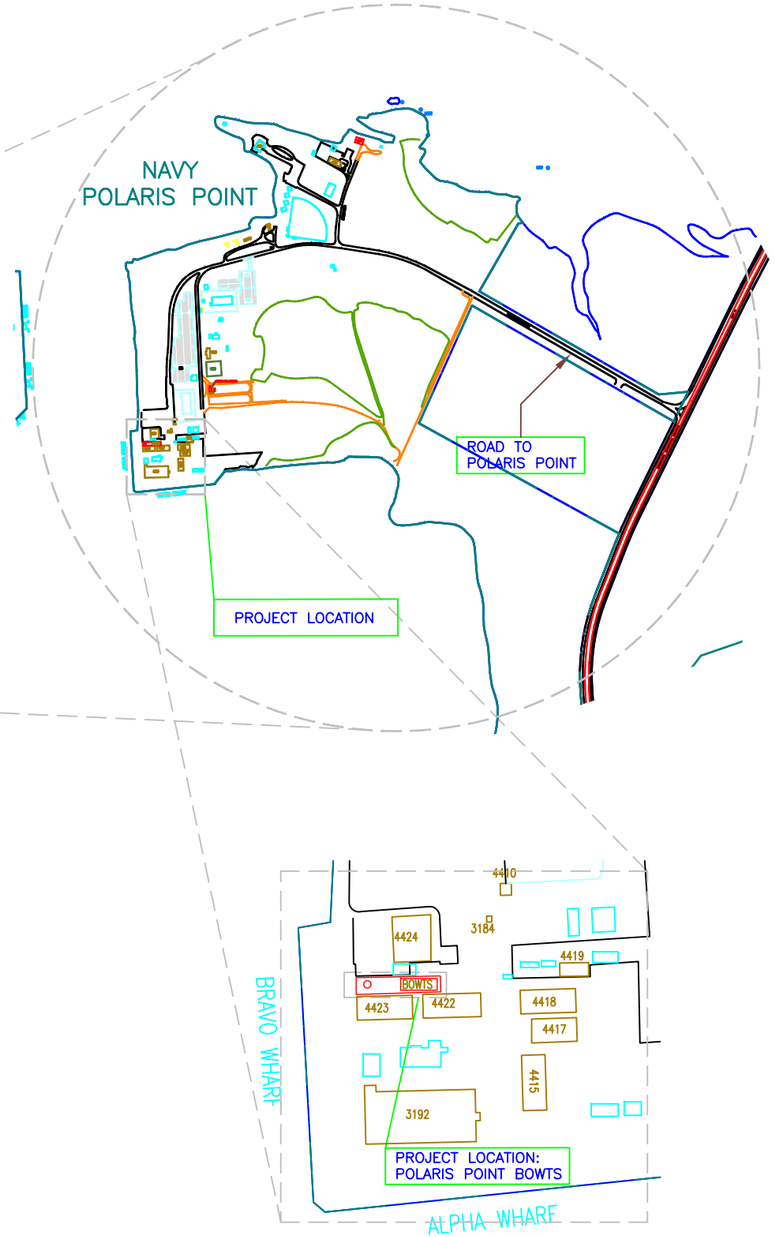
NAVFAC Naval Facilities Engineering Command NAVFAC MARIANAS	Project Title and Location: PROVIDE 20,000 GALLONS ABOVE GROUND STORAGE TANK POLARIS POINT BOWTS, GUAM	Sheet Contents: ONE LINE DIAGRAM OF EXISTING & PROPOSED CONDITION	PM/DM:	ATTACHMENT
			DRAWN BY:	A
			REVIEWED BY:	
			DATE: 12 JANUARY 2011	
			WR NO.: 31208	

SAMPLE PICTURE OF A BOW TANK (FOR REFERENCE ONLY)

SAMPLE STORAGE TANK MANAGEMENT SYSTEM (LEVEL MONITORING, AUDIBLE ALARM CONTROL PANELS) FOR REFERENCE ONLY.



1 LOCATION MAP
1 SCALE: NTS

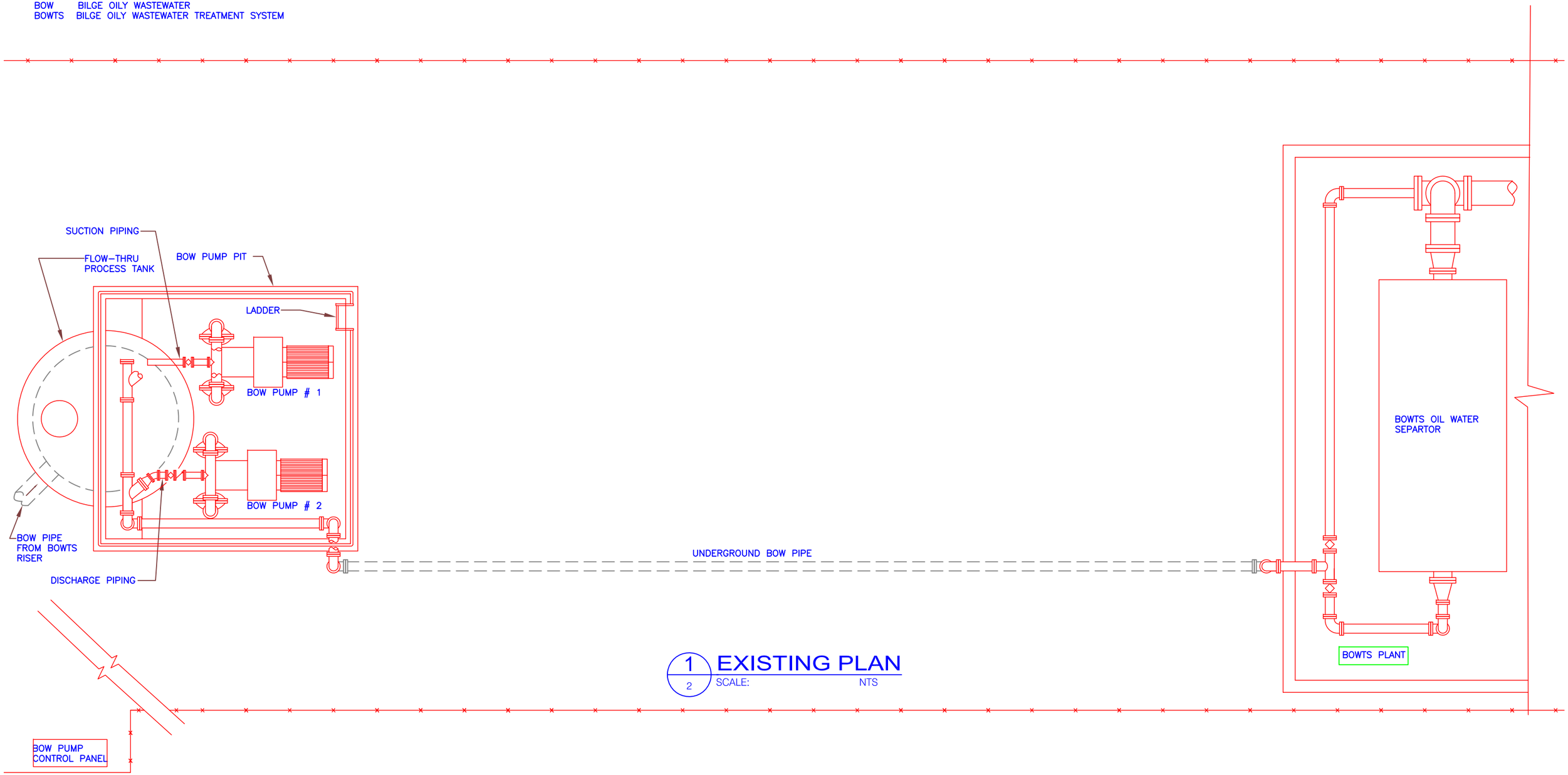


2 VICINITY MAP
1 SCALE: NTS

NAVFAC Naval Facilities Engineering Command NAVFAC MARIANAS	Project Title and Location: PROVIDE 20,000 GALLONS ABOVE GROUND STORAGE TANK POLARIS POINT BOWTS, GUAM	Sheet Contents: LOCATION & VICINITY MAP	PM/DM:
			DRAWN BY:
			REVIEWED BY:
			DATE: 12 JANUARY 2011
			WR NO.: 31208
			DRAWING NO. 1
			SHEET 1 OF 3

ABBREVIATIONS:

BOW BILGE OILY WASTEWATER
BOWTS BILGE OILY WASTEWATER TREATMENT SYSTEM



1 / 2 EXISTING PLAN
SCALE: NTS

NAVFAC
Naval Facilities Engineering Command
NAVFAC MARIANAS

Project Title and Location:
PROVIDE 20,000 GALLONS ABOVE GROUND STORAGE TANK
POLARIS POINT BOWTS, GUAM

Sheet Contents:
EXISTING PLAN

PM/DM:	DRAWING NO.
DRAWN BY:	2
REVIEWED BY:	
DATE: 12 JANUARY 2011	
WR NO.: 31208	SHEET 2 OF 3

N62742-19-R-1199

NOTES:

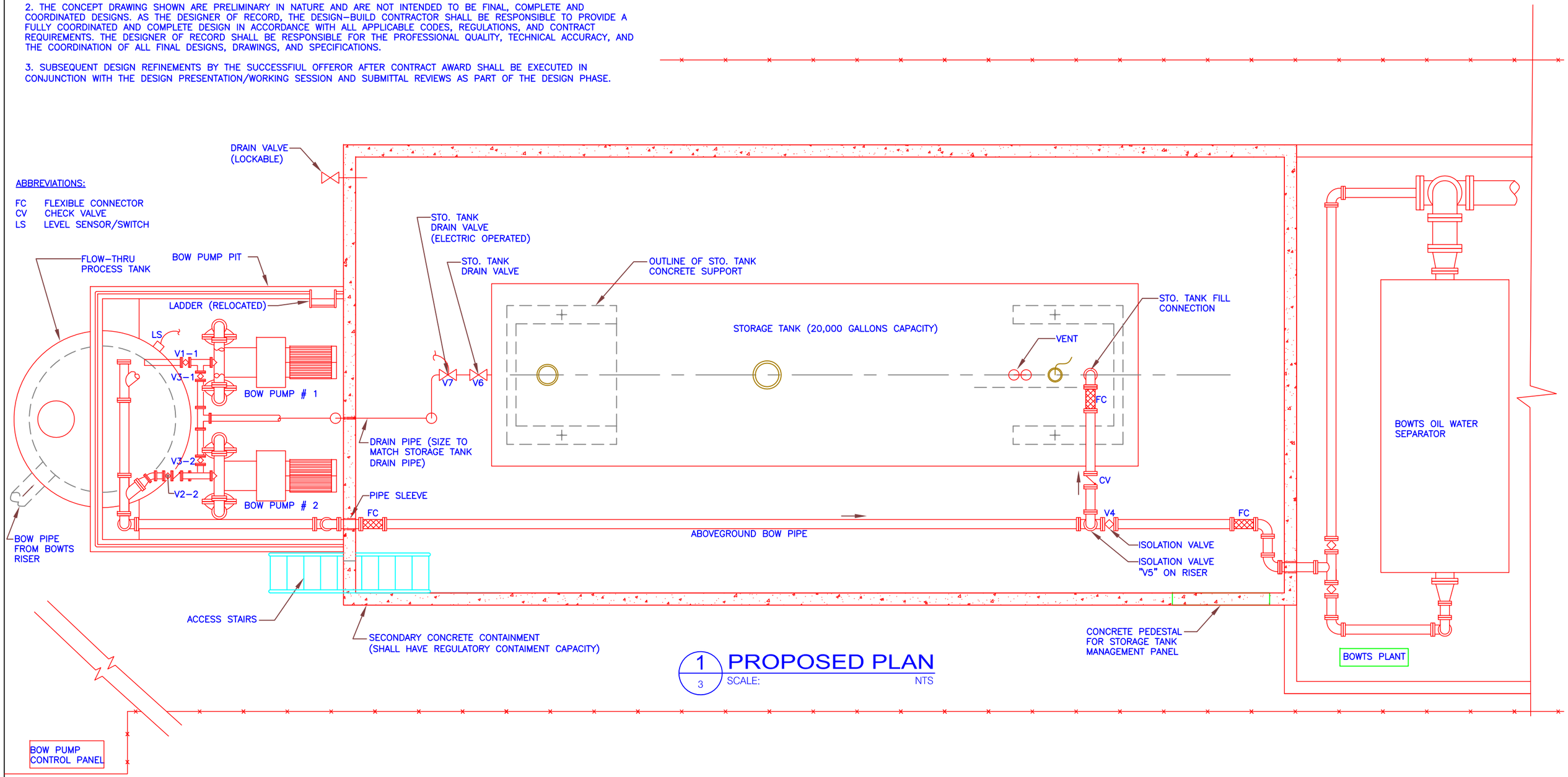
1. THE CONTRACTOR SHOULD RECOGNIZE AND ACKNOWLEDGE THAT THIS IS A DESIGN–BUILD CONTRACT. THE RFP SETS FORTH THE PROJECT'S MINIMUM REQUIREMENTS WHICH SHALL BE USED BY THE DESIGN–BUILD CONTRACTOR TO DESIGN, DOCUMENT, AND CONSTRUCT A COMPLETE & USABLE FACILITY.

2. THE CONCEPT DRAWING SHOWN ARE PRELIMINARY IN NATURE AND ARE NOT INTENDED TO BE FINAL, COMPLETE AND COORDINATED DESIGNS. AS THE DESIGNER OF RECORD, THE DESIGN–BUILD CONTRACTOR SHALL BE RESPONSIBLE TO PROVIDE A FULLY COORDINATED AND COMPLETE DESIGN IN ACCORDANCE WITH ALL APPLICABLE CODES, REGULATIONS, AND CONTRACT REQUIREMENTS. THE DESIGNER OF RECORD SHALL BE RESPONSIBLE FOR THE PROFESSIONAL QUALITY, TECHNICAL ACCURACY, AND THE COORDINATION OF ALL FINAL DESIGNS, DRAWINGS, AND SPECIFICATIONS.

3. SUBSEQUENT DESIGN REFINEMENTS BY THE SUCCESSFIUL OFFEROR AFTER CONTRACT AWARD SHALL BE EXECUTED IN CONJUNCTION WITH THE DESIGN PRESENTATION/WORKING SESSION AND SUBMITTAL REVIEWS AS PART OF THE DESIGN PHASE.

ABBREVIATIONS:

FC FLEXIBLE CONNECTOR
CV CHECK VALVE
LS LEVEL SENSOR/SWITCH



1 / 3 PROPOSED PLAN
SCALE: NTS

NAVFAC Naval Facilities Engineering Command NAVFAC MARIANAS	Project Title and Location: PROVIDE 20,000 GALLONS ABOVE GROUND STORAGE TANK POLARIS POINT BOWTS, GUAM	Sheet Contents: PROPOSED PLAN	PM/DM:
			DRAWN BY:
			REVIEWED BY:
			DATE: 12 JANUARY 2011
			WR NO.: 31208
			DRAWING NO. 3
			SHEET 3 OF 3

SITE APPROVAL CHECKLIST

PROJECT NO. & TITLE:
WR #C6YXW, PROVIDE 20,000 GALLONS ABOVE GROUND STORAGE TANK AT NAVAL BASE GUAM POLARIS POINT, NBGPP

ACTIVITY & UIC:
COMMANDING OFFICER, NAVAL FACILITIES ENGINEERING COMMAND MARIANAS, N61755

ITEM	YES	NO	NA	REMARKS
COORDINATION WITH REAL ESTATE "OWNER"	X			No encroachment issues because project is inside the installation boundary.
SITE VISIT DONE, NOTING USE OF ADJACENT AREAS		X		
CONSISTENT WITH LAND USE PLAN IN MASTER PLAN				Forward to Clarence Feagin
SHOWN IN CAPITAL IMPROVEMENTS PLAN (without significant change in conditions)				Forward to Clarence Feagin.
BFR/FPD (supported by shore facilities planning system)			X	
EXPLOSIVES SAFETY CONCERN (Part II, Division A)	X			If "YES", continue with sheet 2. If "NO", continue with sheet 3. The proposed project site is encumbered by unbarricade (K18) from USS Frank Cable (AS-40) during standard moor along Alpha wharf.
AIRFIELD SAFETY CONCERNS (Part II, Division B)			X	
ELECTROMAGNETIC RADIATION HAZARDS CONCERN (Part II, Division C)			X	
COMMUNICATIONS RECEIVER FUNCTION CONCERN			X	
LIVE-FIRE RANGE SAFETY CONCERN			X	
ANTI-TERRORISM / FORCE PROTECTION CONCERN (refer to AT/FP Questionnaire)			X	
LOCATION MAP	X			
SITE PLAN MAP(S)	X			

OTHER GRAPHIC DOCUMENTS	X			
UTILITIES (Availability, location, capacity)			X	The proposed aboveground storage tank will be connected to the existing riser connection, valves and fittings.
ENVIRONMENTAL (NEPA, Flood Plane, Geology)			X	
CONSISTENT WITH THE CURRENT MASTER PLAN				Forward to Clarence Feagin.
WITHIN THE MUNITIONS AND EXPLOSIVES OF CONCERN?	X			MEC is within the “low” probability.
PREPARED BY:				**DATE**: 14 APR 2011

Explosives safety site approval is required for the following cases:	YES	NO	NA	REMARKS
1. All new construction of facilities used for ammunition and explosive activities.		X		
2. Changes in the use or mission of explosives facilities that result in a modification to the established ESQD arcs or an increase in hazards.		X		
3. Downgrading an ordnance facility to an inert function or reducing an explosives limit to remove an ESQD arc from an area to allow additional development.		X		
4. New construction of facilities or temporary facilities not involving ammunition and explosives that are in such proximity to ammunition and explosives as to be exposed to hazards, or for which a reasonable doubt may exist regarding possible exposure to hazards. A minimum of 110 percent of inhabited building ESQD arcs is established as the zone for submission; however, construction of vulnerable facilities (for example, schools, high-rise buildings, restaurants, and family housing) is of particular concern.	X			
5. Changes in an installation mission that expose facilities not involving ammunition and explosives to blast, fire, or fragment hazards or to potential toxic chemical agent release.		X		
6. Modification or changes to existing facilities involving ammunition or explosives, or facilities encumbered by an inhabited building ESQD arc, unless they are minor in nature and do not introduce an additional hazard. Modifications are generally defined as any project which actually constructs or adds something new which has not previously existed or which requires wholesale removal of a system or part of a facility for eventual replacement with a like or similar system.	X			
7. Maintenance and repair projects (other than routine) to facilities involving ammunition and explosives, or facilities at less than K18 intraline distance from a potential explosive source, unless covered by paragraph 8-1.2.1b(4).		X		
8. Modification of facilities currently under waiver/exemption, or for construction of a facility which will replace another facility under waiver/exemption.		X		
9. For maintenance, repair and utility replacement on or within K18 distance of an explosive handling wharves at ordnance activities listed in paragraph 8-1.2.1b(7).		X		

10. Dredging areas known or suspected to contain munitions and explosives of concern (MEC) and/or Material Potentially Presenting an Explosive Hazard (MPPEH). This includes dredging operations at ammunition terminal piers that are beyond the channels and turning basins routinely maintenance dredged, increase water depth, or are under existing piers used for ammunition handling, as well as other areas known or suspected to contain MEC and/or MPPEH. In addition to site approval request, these areas may require an explosives safety submission, as defined in below:			X	
DREDGING. To support mission requirements, the Navy routinely dredges throughout the world to maintain ship access to ports and piers. These dredged areas may be located in areas that could contain munitions. Based on the Navy's dredging experience, the routine maintenance of channels and pier-side locations does not normally result in the discovery of MEC and/or MPPEH. Rather, first-time dredging operations (such as initial dredging operations), pier replacement, and increased dredging depths in areas near/adjacent to former or current piers where ammunition is or was handled present a higher risk of encountering MEC and/or MPPEH. For these non-routine dredging operations or dredging operations occurring in an area where MEC and/or MPPEH has been historically encountered, a risk assessment must be completed and an ESS prepared as appropriate.				
11. Non-DOD explosives operations conducted on DON activities.		X		
12. Where doubt exists concerning a project's relationship or proximity to explosives, submittal must be made to NOSSA (N5) for determination on the required approval level.	X			
13. Munitions responses involving the placement of explosives on a site, intentional physical contact with MEC and/or MPPEH, or ground-disturbing or other intrusive activities in areas known or suspected to contain MEC and/or MPPEH.	X			
PREPARED BY:	**DATE:** 14 APR 2011			

Explosives safety site approval is not required for the following cases:	YES	NO	NA	REMARKS
1. Routine maintenance or repair work which is performed on a regular basis where workers will be present for a short time. Examples include grass mowing, tree pruning, or underbrush removal in magazine areas; minor road maintenance/repair; routine track maintenance; utility line servicing; floor and roof repairs; and painting of facilities		X		
2. Casualty/emergency situations requiring minor repairs to restore the facility to its original condition.		X		
3. Maintenance and repair projects (other than routine) located outside the K18 intraline distance from any potential explosion site (PES), provided there is no increase in the number of personnel exposed to an explosives hazard after project completion. Examples include road repairs and re-paving; railroad track and bridge repairs; utilities repairs/replacement; roof repairs/replacement, soil remediation (non-explosive, environmental work not requiring review by paragraph 13 of ESAR Required Checklist.		X		
4. Maintenance and repair (other than routine) and minor facility improvements to magazines, explosive operating buildings or other facilities involving explosives and ammunition when the following conditions are met:		X		
(a) All explosives are removed from the facility.				
(b) There is no change in the explosive or personnel limit of any portion of the facility as a result of the work performed.				
(c) The facility or work site is not encumbered by K18 intraline distance arcs from surrounding facilities.				
(d) The planned work does not involve facility elements covered by explosive safety criteria (that is, lightning protection, grounding, emergency exits, and sprinkler systems) or affect the inherent safety of the structure.				
(e) A work plan is reviewed by the station explosives safety officer prior to beginning work, followed by an inspection and final certification by a member of the safety office after completion.				
(f) The conditions below are observed: Repairs to ammunition and explosive facilities not requiring explosive safety review shall observe the following conditions:		X		
a. Routine, minor repairs may be made during regular operations with the written approval of the supervisor in charge.				
b. Repairs to explosives operating buildings and magazines, or				

equipment shall be made only by competent persons under close supervision. Only authorized, qualified employees shall repair or make changes in any electric equipment, circuit, or switches.				
c. Before repairs are permitted on any equipment that may be contaminated with explosives, a certification tag signed by the facility supervisor shall be placed on the equipment certifying that all explosives have been removed from the equipment and from the surrounding area. If it has been impossible to clean some portion of the equipment or surrounding area, the situation should be noted, and the operations of maintenance personnel restricted accordingly. Maintenance personnel shall be instructed not to attempt any repairs unless proper certification is present.				
d. Certain explosives operations require that spark resistant safety tools be used. If the maintenance employees must use steel tools for repair work where non-sparking tools are specified, the equipment and surrounding area shall be cleaned as specified in the preceding paragraph. In addition, all explosives must be removed, and all explosive operations in the vicinity shall be discontinued until the repair operation is finished.				
(5) Maintenance dredging unless the entire ESQD arc is enlarged, a new arc is created as a result of the dredging project, or any of the other conditions defined below are present.			X	
Dredging areas known or suspected to contain munitions and explosives of concern (MEC) and/or Material Potentially Presenting an Explosive Hazard (MPPEH). This includes dredging operations at ammunition terminal piers that are beyond the channels and turning basins routinely maintenance dredged, increase water depth, or are under existing piers used for ammunition handling, as well as other areas known or suspected to contain MEC and/or MPPEH. In addition to site approval request, these areas may require an explosives safety submission, as defined below:				
DREDGING. To support mission requirements, the Navy routinely dredges throughout the world to maintain ship access to ports and piers. These dredged areas may be located in areas that could contain munitions. Based on the Navy's dredging experience, the routine maintenance of channels and pier-side locations does not normally result in the discovery of MEC and/or MPPEH. Rather, first-time dredging operations (such as initial dredging operations), pier replacement, and increased dredging depths in areas near/adjacent to former or current				

piers where ammunition is or was handled present a higher risk of encountering MEC and/or MPPEH. For these non-routine dredging operations or dredging operations occurring in an area where MEC and/or MPPEH has been historically encountered, a risk assessment must be completed and an ESS prepared as appropriate.				
(6) Minor facility improvements outside K18 intraline arcs that do not introduce additional personnel to an explosive hazard or do not involve items covered by explosive safety criteria. Examples include installation of fencing, sidewalks, lighting and utilities (that is, pipelines, power lines, transformers, pumping stations).		X		
(7) Airfield and waterfront maintenance and repair and utility replacement projects where the construction work can be controlled so as not to occur concurrent with explosives handling and no other ESQD arcs are present. This would apply to most Naval Stations, Supply Centers, Ship Repair Facilities and Submarine Base piers as well as aircraft cargo loading (red label areas) and combat aircraft loading areas that do not have explosives hazards constantly present. This does not apply to work performed on or within K18 intraline distance of explosive handling wharves at ordnance activities at Commander, Naval Activities U.S. Forces, Marianas Guam (Kilo Wharf).			X	
PREPARED BY:	**DATE**: 14 APR 2011			

Deliverables Form Preparation Instructions
Deliverable Title: 1501000/3.6.3 – Project Package
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Instructions:

The Project Package consists of documents needed for contracting execution of maintenance, repair and construction work to be accomplished by another contractor (not the BOS contractor). The documents shall include, but are not limited to:

- Project Statement of Work (SOW)
- Detailed cost estimates
- Drawings
- Specifications
- Site Approval documents
- NEPA documents

The Contractor shall work with the Government in identifying the scope of the work and coordinating milestones and submission deadlines.

Design drawings shall be certified by a professional engineer responsible for the work.

Submit an initial, electronic draft copy for Government review and comment.

1. If applicable recipients accept this draft version as final, the Government shall notify the Contractor of Government approval.
2. If applicable recipients respond to this draft version with review comments, the Contractor shall incorporate the Government's comments and resubmit the revised draft version to the applicable recipients. Continue this review cycle until the Government notifies the Contractor of Government approval.

Deliverables Form Preparation Instructions
Deliverable Title: 1501000/3.7.2 – Munitions and Explosives of Concern (MEC) Work Plan and Site-Specific Work Plans
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Instructions: Prepare and submit an initial overarching MEC Work Plan and as required Site-Specific Work Plans, to include, a work plan for MEC Clearance, Site Safety and Health Plan, Project Quality Control Plan and Traffic Plan. Submit to the Government for approval prior to beginning any MEC related activities on the site. Submit an initial, electronic draft copy for Government review and comment. 1. If applicable recipients accept this draft version as final, the Government shall notify the Contractor of Government approval. 2. If applicable recipients respond to this draft version with review comments, the Contractor shall incorporate the Government's comments and resubmit the revised draft version to the applicable recipients. Continue this review cycle until the Government notifies the Contractor of Government approval. Sample MEC Work Plan is attached and contains elements required for the MEC Work Plan and Site-Specific Work Plans.

SAMPLE MEC WORK PLAN

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AAR	After Action Report
AHA	Activity Hazard Analysis
APP	Accident Prevention Plan
BSI	Blind Seed Item
CFR	Code of Federal Regulation
CHSM	Corporate Health and Safety Manager
CPR	Cardiopulmonary Resuscitation
CQM	Corporate Quality Manager
CTO	Contract Task Order
DDESB	Department of Defense Explosives Safety Board
DGM	Digital Geophysical Mapping
DGPS	Differential Global Positioning System
DMM	Discarded Military Munition
DOD	Department of Defense
DQO	Data Quality Objective
EM	Engineer Manual
EOD	Explosive Ordnance Disposal
EPA	Environmental Protection Agency
ESRI	Environmental Systems Research Institute
ESS	Explosive Safety Submission
EZ	Exclusion Zone
FGDC	Federal Geographic Data Committee
FMT	Field Management Team
GIS	Geographical Information System
GPS	Global Positioning System
GVS	Geophysical Verification System
HAZWOPER	Hazardous Waste Operations and Emergency Response
HE	High Explosive
HFD	Hazardous Fragment Distance
IAW	In Accordance With
ISO	Industry Standard Object
ITP	Instrument Test Plot
IVS	Instrument Verification Strip
MAC	Multiple Award Contract
MC	Munitions Constituent
MDAS	Material Documented as Safe
MEC	Munitions and Explosives of Concern
MFD-H	Maximum Fragment Distance - Horizontal
MGFD	Munition with the Greatest Fragmentation Distance

mm	Millimeter
MPPEH	Material Potentially Presenting an Explosive Hazard
MR	Munitions Response
MSD	Minimum Separation Distance
MWR	Moral Welfare Recreation
NEW	Net Explosive Weight
NAVFAC MAR	NAVFAC Marianas
NHPA	National Historic Preservation Act
NIOSH	National Institute for Occupational Safety and Health
NTP	Notice to Proceed
OSHA	Occupational Safety and Health Administration
PAO	Public Affairs Office
PDF	Portable Document Format
PM	Project Manager
POC	Point of Contact
POSM	Program Occupational Safety Manager
PPE	Personal Protective Equipment
PQCP	Project Quality Control Plan
PWS	Performance Work Statement
QA	Quality Assurance
QC	Quality Control
RFP	Request for Proposal
RRD	Range-Related Debris
RTK	Real Time Kinematic
SM	Site Manager
SOP	Standard Operating Procedure
SQL	Structured Query Language
SSHP	Site Safety and Health Plan
SUXOS	Senior Unexploded Ordnance Supervisor
TIFF	Tagged Image File Format
TP-18	DDESB Technical Paper 18
UEG	Unitek Environmental Guam
USGS	U.S. Geological Survey
UTM	Universal Transverse Mercator
UXO	Unexploded Ordnance
UXOQCS	Unexploded Ordnance Quality Control Specialist
UXOSO	Unexploded Ordnance Safety Officer
UXOTI	Unexploded Ordnance Technician I
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WP	Work Plan

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MEC Work Plan
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Deliverables Form Preparation Instructions
Deliverable Title: 1501000/3.7.3 – electronic Operation and Maintenance Support Information (eOMSI)
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ***X*** Hard Copy ***X*** Electronic ___ Direct System Input
Instructions: The eOMSI deliverables consist of the eOMSI Manuals and the eOMSI Facility Data Workbook. The eOMSI Facility Data Workbook can be downloaded at: http://www.wbdg.org/FFC/NAVGRAPH/eOMSIfacilitydataworkbook.zip. The Operation and Maintenance Manual shall provide specific guidance for operating and maintaining the piece of equipment. Hard copies shall be collected in three ring binders and labeled on the cover and spine of the binder. eOMSI in hard copy and electronic format shall be stored in the Technical Library.

Deliverables Form Preparation Instructions
Deliverable Title: 1501000/3.8.1 – Facility Energy and Water Evaluation Report
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input

Instructions:

The Facility Energy and Water Evaluation Report shall be a compilation of energy and water conservation measures. At a minimum, the following information shall be submitted:

a. Site ID (10501 – Marianas)
b. Summary description of the energy conservation measure (ECM)
c. Location (Facility ID number as specified in Maximo)
d. Work type (Requirement)
e. Sub Work Type (Energy Audit)
f. Business line (PW)
g. PS deliverable (H74)
h. NAVFAC Work Category (3)
i. Description of ECM location
j. Service provider Ref Code (unique identifier)
k. Classification (160727)
l. Audit Completion date (yyyy-mm-dd)
m. Auditor Name (BOSC: Company Name)
n. Specify Audit Category: Boiler Plant Improvements, Chiller Plant Improvements, Building Automation Systems (BAS)/Energy Management Control Systems (EMCS), Heating, Ventilating, and Air Conditioning (HVAC), Lighting Improvements, Building Envelope Modifications, Chilled Water, Hot Water, and Steam Distribution Systems, Electric motors and drives, Refrigeration, Distributed Generation, Renewable Energy Systems, Energy/Utility Distribution Systems, Water and Sewer Conservation systems, Electrical Peak Shaving/Load Shifting, Energy Cost Reduction Through Rate Adjustments, Energy Related Process Improvements, Advanced Metering Systems, Appliance/Plug-Load Reductions, Commissioning Measures
o. Audit Level (ASHRAE- Level 1)
p. ECM description
q. Estimated annual energy savings (MBTU) and cost savings ($)
r. Estimated annual water savings (KGALS) and cost savings ($)
s. ECM Total Cost ($)
t. Estimated Simple Pay Back
u. Installation (Naval Base Guam)

The report shall be prepared using Microsoft Office Excel® software. A sample report is provided as a separate attachment, Attachment F-1501000-14 Facility Energy and Water Evaluation Report_SAMPLE.xlsx.

Submit an initial, electronic draft copy for Government review and comment.

1. If applicable recipients accept this draft version as final, the Government shall notify the Contractor of Government approval.
2. If applicable recipients respond to this draft version with review comments, the Contractor shall incorporate the Government's comments and resubmit the revised draft version to the applicable recipients. Continue this review cycle until the Government notifies the Contractor of Government approval.

Additional training can be provided by the Government upon request.

Deliverables Form Preparation Instructions
Deliverable Title: 1501000/3.5 – BEM Training Presentation
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Instructions: Develop Building Energy Monitor (BEM) training presentation in coordination with the Installation Energy Manager (IEM). Presentation shall be developed using MS Power Point. At a minimum, BEM Training presentation shall cover the following required elements: 1. Joint Region Marianas Energy Instruction 2. Review installation energy and water consumption reduction goals 3. CJRM/NAVFAC Marianas BEM Instruction 4. Roles and Responsibilities of a BEM 5. Audit form/checklist 6. How and when to conduct a facility audit 7. Examples of common infractions 8. Point of contacts for submitting facility maintenance service requests or concerns 9. Examples of energy and water conservation measures 10. Energy and water management best practices 11. Audit Tools and usage

Section F – 1502000 Facilities Investment						
DELIVERABLES						
				Distribution		
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
1502000/ 2.2.1	N/A	Certification and Training	Within 30 calendar days after award and within four hours of request	KO and COR	1	Once for initial submittal, then as requested
1502000/ 3.1	See attached	Monthly Work Schedule	By the first working day of each month	KO and COR	1	Monthly
1502000/ 3.1	See attached	Recurring Work Summary Report	By the first working day of each month	KO and COR	1	Monthly
1502000/ 3.1.4	N/A	Project Plan of Action and Milestone (POAM)	Five working days prior to scheduled start date	KO and COR	1	As required
1502000/ 3.1.4	N/A	Project Work Order Updates Report	By the first working day of each month	KO and COR	1	Monthly
1502000/ 3.3	N/A	IMP Maintenance Schedule and Repair Status Report	By the first working day of each month	KO and COR	1	Monthly
1502000/ 3.3	N/A	Generator Log and Test Result	By the first working day of each month	KO and COR	1	Monthly
1502000/ 3.6	N/A	Inspection, Testing, and Certification Schedule	By the first working day of each month	KO and COR	1	Monthly
1502000/ 3.6	N/A	Inspection, Testing, and Certification Summary Report	By the first working day of each month	KO and COR	1	Monthly
1502000/ 3.6	N/A	Certification Certificate	Within one working day of work completion	KO and COR	1	As required
1502000/ 3.6.1	See attached	Boiler and UPV Inspection, Test, and Certification Report	Within five working days of work completion	KO and COR	1	As required

Section F – 1502000 Facilities Investment						
DELIVERABLES						
				Distribution		
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
1502000/ 3.6.2	N/A	Backflow Prevention Inspection, Test, and Certification Report	Within five working days of work completion	KO and COR	1	As required
1502000/ 3.6.3	See attached	VTE Inspection, Test, and Certification Report	Within five working days of work completion	KO and COR	1	As required
1502000/ 3.6.4	N/A	Water Testing Report	By the first working day of each month	KO and COR	1	Monthly
1502000/ 3.6.5	See attached	Lightning Protection and Grounding Systems Report	By the first working day of each month	KO and COR	1	Monthly
1502000/ 3.6.6	N/A	Fire Alarm and Suppression Report	By the first working day of each month	KO and COR	1	Monthly
1502000/ 3.6.7	N/A	Radon Testing, Monitoring, and Mitigation Report	By the first working day of each month	KO and COR	1	Monthly
1502000/ 3.6.8	N/A	Led Testing Report	By the first working day of each month	KO and COR	1	Monthly
1502000/ 3.6.9	N/A	WHE and trackage certification of load test and condition inspection report	Within five working days of work completion	KO and COR	1	As required
1502000/ 3.7	N/A	Other Recurring Services Program Summary Report	By the first working day of each month	KO and COR	1	Monthly

Deliverables Form Preparation Instructions
Deliverable Title: 1501000/3.1 – Monthly Work Schedule
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ***X*** Hard Copy ***X*** Electronic ***X*** Direct System Input
Instructions: The Contractor shall provide a Monthly Work Schedule for all PM and IMP work.

Deliverables Form Preparation Instructions
Deliverable Title: 1501000/3.1 – Recurring Work Summary Report
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ***X*** Hard Copy ***X*** Electronic ***X*** Direct System Input
Instructions: The reports shall include all work performed during the previous month. The reports shall identify the Maximo work request, work order, system, asset, and/or service tags on which the work was performed. The report shall include all pertinent work order information and status, including but not limited to, service request received date, work order approval date, work order completion date, labor, material/equipment, and costs. The report shall include maintenance/repair performed, any other deficiencies noted, cause of failure/repair, missing/mismatched assets with Maximo data, and if the Direct Condition Rating (DCR) and Condition Index was updated.

Deliverables Form Preparation Instructions
Deliverable Title: 1501000/3.6.1 – Boiler and UPV Inspection, Test, and Certification Report
Form Attachment No.: J-1502000-XX
Government Approval Required: ***X*** Yes ___ No
Media: ***X*** Hard Copy ***X*** Electronic ***X*** Direct System Input
Instructions: Reports shall be in accordance with MIL-HDBK 1152. Reports shall include record of the condition of the systems, tests performed, status, and issuance of the certification certificates including dates and inspector's signature. The reports shall identify the Maximo system, asset, and/or service tags on which the work was performed.

Deliverables Form Preparation Instructions
Deliverable Title: 1501000/3.6.3 – VTE Inspection, Test, and Certification Report
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ***X*** Hard Copy ***X*** Electronic ***X*** Direct System Input
Instructions: Reports shall be in accordance with MO 118. Reports shall include record of the condition of the systems, tests performed, status, and issuance of the certification certificates including dates and inspector's signature. The reports shall identify the Maximo system, asset, and/or service tags on which the work was performed.

Deliverables Form Preparation Instructions
Deliverable Title: 1501000/3.6.5 – Lightning Protection and Grounding Systems Report
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ***X*** Hard Copy ***X*** Electronic ***X*** Direct System Input
Instructions: Reports shall be in accordance with PACNAVFACENGCOMINST 9633.1. Reports shall include record of the condition of the systems, tests performed, status, and issuance of the certification certificates including dates and inspector's signature. The reports shall identify the Maximo system, asset, and/or service tags on which the work was performed.

Section F – 1601000
Utility Management

DELIVERABLES

Spec Item	Additional Information	Deliverable Title	Date(s) of Submission	Distribution		Frequency
				Original	Copies (including original)	
1601000/ 3.2.1	See attached	Monthly Update of AutoCAD and GIS System Maps	Submitted first working day of the following month.	KO and COR	2	Monthly
1601000/ 3.2.1	See attached	Monthly Update of AutoCAD and GIS Oneline (Schematic) Drawings	Submitted first working day of the following month.	KO and COR	2	Monthly
1601000/ 3.2.2	See attached	Utility Outage Request and Plan	Submitted first working day of the following month.	KO and COR	2	Monthly
1601000/ 3.2.2	See attached	Scheduled Weekend Utility Outage Report	Before 1200 hours every Friday	KO and COR	2	Weekly
1601000/ 3.2.2	See attached	Monthly Utility Unscheduled Outage Report	Submitted first working day of the following month.	KO and COR	2	Monthly
1601000/ 3.2.3	See attached	Meter Reading Data for Utility Consumption	Schedule to be furnished by the Government	KO and COR	1	Monthly and as required
1601000/ 3.2.3	See attached	Meter Inventory and Change Report	Within 60 calendar days after award and within five days of modifica-tion	KO and COR	1	Initial and as required
1601000/ 3.2.3	N/A	Walking Sequence and Updated Meter Map for CIRCUITS Report	Schedule to be furnished by the Government	KO and COR	1	Monthly
1601000/ 3.2.5	See attached	Sampling and Analyses Results Report	Submittal date	KO and COR	2	As required
1601000/ 3.2.5	See attached	Laboratory Certification and Accredita-tion	Submittal date	KO and COR	2	As required
1601000/ 3.2.5	See attached	Sample Analysis	Submitted first working day of the following month.	KO and COR	1	Monthly

Section F – 1601000 Utility Management						
DELIVERABLES						
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Distribution**		**Frequency**
				Original	**Copies (including original)**	
		Completion Rate Report				
1601000/ 3.2.6	See attached	Air Emission Inventory	Submit on 15 January.	KO and COR	2	Annual
1601000/ 3.2.6	See attached	Clean Air Act Permit Application	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	Relocated Air Emissions Unit Notifica-tion (NFM UEM Assets)	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	Clean Air Act Permit Compliance Certification	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	Clean Air Act Permit Compliance Report	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	Clean Air Act Annual Emissions Fee Report	Submit on 15 January.	KO and COR	2	Annually
1601000/ 3.2.6	See attached	Clean Air Act Data Call Submittal	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	Clean Air Act Risk Manage-ment Plan (RMP) and Updates	30 calendar days prior to full contract performance	KO and COR	2	Triennial updates: 1 April
1601000/ 3.2.6	See attached	Clean Air Act Program Oversight Certification	Submitted first working day of the following month.	KO and COR	2	Monthly
1601000/ 3.2.6	See attached	NPDES Permit Notification (NFM UEM Assets)	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	NPDES Surveys	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	NPDES Studies	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	NPDES Permit Compliance	Submittal date	KO and COR	2	As required

Section F – 1601000 Utility Management						
DELIVERABLES						
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Distribution**		**Frequency**
				Original	**Copies (including original)**	
		Report (NFM UEM Assets)				
1601000/ 3.2.6	See attached	NPDES Permit Application (NFM UEM Assets)	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	NPDES Permit Renewal Application (NFM UEM Assets)	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	NPDES Discharge Monitoring Report (DMR) (NFM UEM Assets)	Within five working days after the end of the compliance periods ending in the months of March, June, September and December	KO and COR	2	Quarterly
1601000/ 3.2.6	See attached	NPDES Biosolids Report (NFM UEM Assets)	Submit on 15 January.	KO and COR	2	Annually
1601000/ 3.2.6	See attached	NPDES Monitoring Report (NFM UEM Assets)	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	Non-Domestic Wastewater and Pretreat-ment Surveys (NFM UEM Assets)	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	Non-Domestic Wastewater Discharge Certificates (NFM UEM Assets)	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	Non-Domestic Wastewater Discharge Monitoring Report (NFM UEM Assets)	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	Department of the Army	Submittal date	KO and COR	2	As required

Section F – 1601000 Utility Management						
DELIVERABLES						
				Distribution		
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
		Permit Applications				
1601000/ 3.2.6	See attached	Clean Water Act (CWA) Section 401 Water Quality Certification Application	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	Drinking Water Well Permit Application (NFM UEM Assets)	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	Monitoring Well Permit Application (NFM UEM Assets)	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	Drinking Water Well Production Report (NFM UEM Assets)	Submitted first working day of the following month.	KO and COR	2	Monthly; annual summary
1601000/ 3.2.6	See attached	Drinking Water Well Inspection and Assessment Report (NFM UEM Assets)	Submit on 15 January.	KO and COR	2	Annually
1601000/ 3.2.6	See attached	SDWA (Interim Enhanced) Surface Water Treatment Regulations Compliance Monitoring Report (NFM UEM Assets)	Submitted first working day of the following month.	KO and COR	2	Monthly
1601000/ 3.2.6	See attached	Bacteriological Quality of Potable Water Monitoring Report (NFM UEM Assets)	Submitted first working day of the following month.	KO and COR	2	Monthly

Section F – 1601000 Utility Management						
DELIVERABLES						
				Distribution		
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
1601000/ 3.2.6	See attached	Distribution System Chlorine Residual Monitoring Report (NFM UEM Assets)	Submitted first working day of the following month.	KO and COR	2	Monthly
1601000/ 3.2.6	See attached	Finished Fluoride (Average) Monitoring Report (NFM UEM Assets)	Submitted first working day of the following month.	KO and COR	2	Monthly
1601000/ 3.2.6	See attached	SDWA Disinfection By-Product (DBP) Monitoring Report (NFM UEM Assets)	First working day after the end of the compliance periods ending in the months of March, June, September and December	KO and COR	2	Quarterly
1601000/ 3.2.6	See attached	SDWA Disinfection By-Product (DBP) Precursor Monitoring Report (NFM UEM Assets)	First working day after the end of the compliance periods ending in the months of March, June, September and December	KO and COR	2	Quarterly
1601000/ 3.2.6	See attached	SDWA Synthetic Organic Compounds (SOC) Monitoring Report (NFM UEM Assets)	First working day after the end of the compliance periods ending in the months of March, June, September and December	KO and COR	2	Quarterly
1601000/ 3.2.6	See attached	SDWA Volatile Organic Compounds (VOC) Monitoring Report (NFM UEM Assets)	First working day after the end of the compliance periods ending in the months of March, June, September and December	KO and COR	2	Quarterly
1601000/ 3.2.6	See attached	SDWA Lead and Copper Monitoring	First working day in January	KO and COR	2	Annually

Section F – 1601000 Utility Management						
DELIVERABLES						
				Distribution		
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
		Report (NFM UEM Assets)				
1601000/ 3.2.6	See attached	SDWA Inorganic Chemicals (IOC) Monitoring Report (NFM UEM Assets)	First working day in January	KO and COR	2	Annually
1601000/ 3.2.6	See attached	SDWA Nitrate Monitoring Report (NFM UEM Assets)	First working day in January	KO and COR	2	Annually
1601000/ 3.2.6	See attached	SDWA Radionuclides Monitoring Report (NFM UEM Assets)	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	SDWA Asbestos Monitoring Report (NFM UEM Assets)	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	SDWA Consumer Confidence Report (NFM UEM Assets)	End of the compliance period. No later than 1 April.	KO and COR	2	Annually
1601000/ 3.2.6	See attached	SDWA Consumer Confidence Report Data for Consecu-tive Water Systems (NFM UEM Assets)	End of the compliance period. No later than 15 March.	KO and COR	2	Annually
1601000/ 3.2.6	See attached	New and Emerging SDWA Regulations Assessment Report (NFM UEM Assets)	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	Safe Drinking Water Act Data Call Submittal	Submittal date	KO and COR	2	As required

Section F – 1601000 Utility Management						
DELIVERABLES						
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Distribution**		**Frequency**
				Original	**Copies (including original)**	
		(NFM UEM Assets)				
1601000/ 3.2.6	See attached	SDWA Notification for SDWA Regulation Variances (NFM UEM Assets)	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	Water Quality Complaint Findings Report (NFM UEM Assets)	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	Evaluation of Backflow Prevention and Cross Connec-tion Control Program (NFM UEM Assets)	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	Backflow Prevention Device Inspection and Certification Reports (NFM UEM Assets)	Submittal date	KO and COR	2	As required
1601000/ 3.2.6	See attached	Sanitary Survey Self-Assessment Report for Navy's Water Treatment and Distribution Systems (NFM UEM Assets)	Submittal date	KO and COR	2	Annually
1601000/ 3.2.7	N/A	Monthly Operating Records Report	Submitted first working day of the following month.	KO and COR	1	Monthly
1601000/ 3.2.7	N/A	Standard Operating Procedures (SOPs)	Posted as specified and upon request.	KO and COR	1	As required

Section F – 1601000 Utility Management						
DELIVERABLES						
				Distribution		
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
1601000/ 3.2.7	See attached	Technical Information and Manuals for Newly Installed Equipment	Within 30 calendar days after project completion	KO and COR	2	As required
1601000/ 3.4	See attached	Cyberhygiene Checklist	First working day after the end of the compliance periods ending in the months of March, June, September and December.	KO and COR	2	Quarterly
1601000/ 3.4.2	See attached	Utility Control Systems Control Planned Maintenance (PM) Plan	Initial due within 60 calendar days after full contract performance and shall be in place within 90 calendar days after full contract performance. Any changes due within five days of occurrence.	KO and COR	1	Initial and as required
1601000/ 3.4.2	See attached	Utility Control Systems Maintenance and Repair History	No later than five working days after the end of the quarter.	KO and COR	1	Quarterly, and as required

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.1 – Monthly Utility Update of AutoCAD and GIS (or compatible format) System Maps
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ____ Hard Copy ***X*** Electronic ***X*** Direct System Input (G-Net)
Description/Purpose of Report: Contractor shall ensure system maps are current. Instructions: Include authorized configuration changes and locations of any utility distribution upgrades and configuration or additions to the existing Navy Utility Systems. Submit an initial, electronic draft copy to PW Utilities Department for Government review and comment. 1. If PW Utilities Department accepts this draft version as final, the Government shall notify the Contractor of Government review. 2. If PW Utilities Department responds to this draft version with review comments, then incorporate the Government's comments and resubmit the revised draft version to PW Guam Utilities Department. Continue this review cycle until the Government notifies the Contractor of Government acceptance/approval. After Government acceptance/approval forward hard copy to the Government Technical Library, and upload electronic copy onto G-Net.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.1 – Monthly Update of AutoCAD and GIS One Line (Schematic) Drawings
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ***X*** Direct System Input (G-Net)
Description/Purpose of Report: One-line diagrams, AutoCAD and GIS drawings are current. Instructions: Include authorized configuration changes.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.2 – Utility Outage Request and Plan
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ***X*** Hard Copy ***X*** Electronic ***X*** Direct System Input (G-Net)
Description/Purpose of Report: The Government will provide a sample template of a Utilities Connection/Outage Request post award. The Contractor may revise the sample template, upon concurrence of the KO. Instructions: Include area affected, identification of customers affected, information on coordination efforts already made with customer affected, period of outage and mitigation measures to be performed during outage.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.2 – Scheduled Weekend Electrical and Steam Utility Outage Report
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ***X*** Hard Copy ***X*** Electronic ***X*** Direct System Input (G-Net)
Description/Purpose of Report: To provide NBG PWD weekly advanced situational awareness of all confirmed weekend Scheduled Electrical and Steam Utility Outages occurring on Saturdays, Sundays and Mondays. The Government will provide a sample template of an Electrical and Steam Utility Outage Report post award. The Contractor may revise the sample template, upon concurrence of the KO. Instructions: Report must include but not limited to the following: Utility Outage Request Number; Work Order Number; Affected Circuit(s), Customer(s), Facilities, and Locations; Outage Start, End, Date, and Time; and Requesting Contractor or Entity. Additionally, Report shall include final Utility Outage Notification Confirmation Update containing Customer POC/facility manager concurrences and/or COR/ACOR waiver or approval for each outage.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.2 – Monthly Utility Unscheduled Outage Report
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ***X*** Direct System Input (G-Net)
Description/Purpose of Report: The purpose of the report is to provide pertinent information on a monthly basis for all utility unscheduled outages; this will include unscheduled outages due to system or equipment failure. Instructions: 1) Prepare report using Microsoft Excel and upload report to G-Net on a monthly basis. 2) Create two separate reports one for Navy and the other for Andersen. Prepare each report to include, but not limited to the following: a. Year b. Unscheduled Outage (USO) Number c. JON d. Description e. Project Abbreviation f. Location / Circuit g. Outage Start (date / time) h. Outage End (date / time) i. Outage Duration (hour: minutes) j. Determined Cause k. Corrective Action l. Restoration Work Performed m. Associated Costs / Incurred Costs (labor, materials, etc.) 3) Send email notification monthly to COR and UEM advising the report has been uploaded to G-Net; include in the email notification a copy of the report in excel format.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.3 – Meter Reading Data for Utility Consumption
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ____ Hard Copy ***X*** Electronic ***X*** Direct System Input (G-Net)
Description/Purpose of Report: Raw meter readings for utility consumption of electrical, wastewater, and water. Instructions: Provide separate reports for all commodities, and separate reports for ashore and afloat, using Government provided data file. Provide Current Reading, Actual Date/Time of Reading, Reader, Comments as applicable and verify all data provided by the Government for each meter. Any changes required to correct Government provided meter data will be submitted using Meter Inventory Report. For Afloat Consumption add: Name of Vessel, Type of Vessel, Vessel Serial Number, Pier berthed, Date/Time Connected, Date/Time Disconnected, Estimated Arrival Date/Time and Estimated Departure Date/Time.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.3 – Meter Inventory and Change Report
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Manage meter inventory, modifications and conditions. Instructions: Provide initial complete inventory and meter information when customers change and meters are replaced, repaired, or removed/disconnected. This Meter Inventory and Change report is required for all meters connected to Navy utilities. Provide table with the following boxes: Report Number, Date/Time Requested, Activity/Requested By, Prepared By, Customer, Job Number and Approved By. Provide report with heading METER INVENTORY REPORT, to include the information: Installation, Special Area, Facility Name, Facility Number, Commodity, Device ID, Meterpoint ID, Exact Device Location, Enclosure Label, NFM UEM ID Number, Route Number, Route Book Number, Walking Sequence, Placement/Location on Meter Map, Meter Serial Number, Make, Type/Model/Variant, Size/Unit of Measure, Number of Digits in Reading, Multiplier, Current (or Initial if new) Reading including date/time, Final Reading for disconnected meters, Active (Y/N), Firmware Version (for AMI), Condition, Date Installed (if new meter), Date Last Inspected, Pending Actions and comments. For Electrical: Add Service Voltage and Wiring Configuration, CT and PT Ratios. For Water and Wastewater: Add Size (diameter inches). Report shall list electric, water, and wastewater meters, RTUs and switches (for AMI), and shall include a box to account for any inspected accessories such as enclosures, power supplies, mechanical encoders, and antennas.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.5 – Sampling and Analyses Results Report
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Sampling and Analyses Results. Instructions: Document all processes, procedures and assumptions used in developing the determination. Form shall be used for Routine, Rush and Urgent Sampling and Analyses requirements and completed per the performance objective and standards in Specification Item 3.2.4. Routine analysis results reported within 14 calendar days of submittal. Rush analysis results reported in seven calendar days. Urgent oil and biological analysis results reported in one day except HPC or other analyses, which shall be reported in three days. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.5 – Laboratory Certification and Accreditation
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Laboratory Certifications and Accreditations obtained. Instructions: None. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.5 – Sample Analysis Completion Rate Report
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Sample Analysis Performance Completion Rate. Instructions: Document all processes, procedures and assumptions used in developing the completion rate report. Include as a minimum customer usage of laboratory services, priority and type of analysis for the reporting period. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Air Emission Inventory
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Air Emission Inventory. Instructions: Costs to meet the requirements of this deliverable for NFM UEM assets to be captured separately. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Clean Air Act Permit Application
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Air Permit Applications. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than 45 days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the Permit application. Costs to meet the requirements of this deliverable for NFM UEM assets to be captured separately. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Relocated Air Emissions Unit Notification (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document relocation of portable air emission notification. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Clean Air Act Permit Compliance Certification
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document CAA Compliance Certifications. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than 45 days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the compliance certifications. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Clean Air Act Permit Compliance Report
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Compliance Reports required by Air Permits. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than 45 days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the report. Costs to meet the requirements of this deliverable for NFM UEM assets are to be captured separately. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Clean Air Act Annual Emissions Fee Report
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Annual Emissions Fee Reports required by Air Permits. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than 45 days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the report. Costs to meet the requirements of this deliverable for NFM assets are to be captured separately. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Clean Air Act Data Call Submittal
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document CAA Data Call submissions. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Document all processes, procedures and assumptions used in developing the data call submittal package. Costs to meet the requirements of this deliverable for NFM UEM assets are to be captured separately. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Clean Air Act Risk Management Plan (RMP) and Updates
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document CAA Risk Management Plan and updates. Instructions: The draft RMP is due no later than six months from date of contract award. Document all processes, procedures and assumptions used in developing the Plan. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Clean Air Act Program Oversight Certification
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document CAA Program Oversight certifications. Instructions: Document all processes, procedures and assumptions used in developing the compliance certifications. Costs to meet the requirements of this deliverable for NFM UEM assets are to be captured separately. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – NPDES Permit Notification (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Report all situations identified by NPDES permits and all applicable water pollution control laws, standards, and regulations as requiring notification (e.g., spills of sewage or hyperchlorinated water). Instructions: Document all processes, procedures and assumptions used in developing the survey. Initial notification shall be telephonic or in person to Navy POC. Follow the initial notification with a draft letter with necessary accompanying documentation as required by the NPDES permit. Navy will sign and submit the notification to the regulatory agencies. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – NPDES Surveys
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Additional surveys may be required for compliance with the NPDES program. Instructions: Document all processes, procedures and assumptions used in developing the survey. Costs to meet the requirements of this deliverable for NFM UEM assets are to be captured separately. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – NPDES Studies
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Additional studies may be required for compliance with the NPDES program. Instructions: Document all processes, procedures and assumptions used in accomplishing the specific scope of the NPDES study. Costs to meet the requirements of this deliverable for NFM UEM assets are to be captured separately. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – NPDES Permit Compliance Report (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Additional NPDES data reporting may be required for compliance with the NPDES program. Instructions: Document all processes, procedures and assumptions used in accomplishing the specific data gathering requirement of the NPDES report. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – NPDES Permit Application (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document NPDES Permit Applications for permit coverage for new activities, operations and point source discharges. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than 45 days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the Permit application. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – NPDES Permit Renewal Application (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document NPDES Permit Renewal Applications. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than 45 days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the Permit renewal application. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – NPDES Discharge Monitoring Report (DMR) (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document discharge monitoring results required by NPDES Permit Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Include three monthly discharge monitoring reports (EPA Form No. 3320-1) for each outfall in the quarterly submittal. Include offshore and shoreline sampling narrative and discussion of the results. Document all processes, procedures and assumptions used in developing the monitoring report. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – NPDES Biosolids Report (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document biosolid monitoring required by NPDES Permit. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Include sampling and analyses results for biosolids. Document all processes, procedures and assumptions used in accomplishing the specific monitoring and data collection and reporting requirement. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – NPDES Monitoring Report (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Additional NPDES monitoring efforts may be required for compliance with the NPDES program. Instructions: Document all processes, procedures and assumptions used in accomplishing the specific monitoring and data collection and reporting requirement. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Non-Domestic Wastewater and Pretreatment Surveys (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Additional surveys may be required for non-domestic wastewater monitoring and pretreatment program in support of the NPDES permit. Instructions: Evaluate sources of discharges to the Navy wastewater system for compliance with all applicable standards and limits. Document all processes, procedures and assumptions used in developing the survey. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Non-Domestic Wastewater Discharge Certificates (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document certificate of discharge for sources of non-domestic wastewater to the Navy collection system as part of a monitoring and pretreatment program under the NPDES program. Instructions: Evaluate sources of discharges to the Navy wastewater system for compliance with all applicable standards and limits. Compare with activity-specific discharge limits and determine necessary best management practices and recommended pretreatment requirements. Document all processes, procedures and assumptions used in developing the discharge certificate terms and conditions. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Non-Domestic Wastewater Discharge Monitoring Report (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Additional non-domestic wastewater monitoring efforts may be required to support the monitoring and pretreatment program and to minimize occurrence of illicit discharges. Instructions: Document all processes, procedures and assumptions used in accomplishing the specific monitoring and data collection and reporting requirement. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Department of the Army Permit Applications
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: A Department of the Army Permit is required for projects involving work or structures in navigable waters of the U.S. and/or the discharge of dredged or fill material. Instructions: Complete Department of the Army (DA) application form (ENG 4345) with all revisions incorporated, if needed and applicable drawings. DA Permit applications to consist of relevant project information and applicable drawings. Drawings to be on 8.5" x 11" size sheets. ENG Form 4345 can be obtained at the U.S. Army Corps of Engineers website: http://www.usace.army.mil. Navy to sign and submit. Document all processes, procedures and assumptions used in developing the application. Costs to meet the requirements of this deliverable for NFM UEM assets are to be captured separately. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Clean Water Act (CWA) Section 401 Water Quality Certification Application
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: A CWA Section 401 Water Quality Certification (WQC) is required for the discharge of dredged or fill material into waters of the US. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. The Guam Environmental Protection Agency (GEPA) is responsible for processing the Section 401 WQC. The Section 401 WQC application forms can be obtained at the GEPA web site: http://www.guamepa.govguam.net/permits/water.html. Provide for Government review no later than 45 days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. The Section 401 Water Quality Certifications (WQC) to be complete with all revisions incorporated, if needed. The Section 401 WQC shall consist of relevant project information and applicable drawings. Document all processes, procedures and assumptions used in developing the Plan. Costs to meet the requirements of this deliverable for NFM UEM assets are to be captured separately. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Drinking Water Well Permit Application (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Drinking Water Well Permit New and Renewal Applications. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than 45 days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the Permit application. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Monitoring Well Permit Application (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Monitoring Well Permit New and Renewal Applications. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than 45 days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the Permit application. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Drinking Water Well Production Report (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Drinking Water Well production with individual monthly reports and annual roll-up summary. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than seven days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the compliance certifications. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Drinking Water Well Inspection and Assessment Report (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Drinking Water Well Inspection and Assessments. Instructions: Review and assess Drinking Water Well compliance with operating permit conditions and regulatory requirements. Document all processes, procedures and assumptions used in developing the report. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – SDWA (Interim Enhanced) Surface Water Treatment Regulations Compliance Monitoring Report (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Drinking Water Quality. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than seven days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the monitoring report. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Bacteriological Quality of Potable Water Monitoring Report (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Drinking Water Quality. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than seven days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the monitoring report. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Distribution System Chlorine Residual Monitoring Report (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Drinking Water Quality Residual Chlorine concentration. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than seven days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the monitoring report. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Finished Fluoride (Average) Monitoring Report (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Drinking Water Quality for Average Fluoride concentration. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than seven days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the monitoring report. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – SDWA Disinfection By-Product (DBP) Monitoring Report (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Drinking Water Quality. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than seven days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the monitoring report. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – SDWA Disinfection By-Product (DBP) Precursor Monitoring Report (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Drinking Water Quality. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than seven days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the monitoring report. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – SDWA Synthetic Organic Compounds (SOC) Monitoring Report (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Drinking Water Quality. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than seven days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the monitoring report. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – SDWA Volatile Organic Compounds (VOC) Monitoring Report (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Drinking Water Quality. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than seven days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the monitoring report. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – SDWA Lead and Copper Monitoring Report (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Drinking Water Quality. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than seven days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the monitoring report. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – SDWA Inorganic Chemicals (IOC) Monitoring Report (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Drinking Water Quality. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than seven days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the monitoring report. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – SDWA Nitrate Monitoring Report (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Drinking Water Quality. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than seven days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the monitoring report. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – SDWA Radionuclides Monitoring Report (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Drinking Water Quality. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than seven days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the monitoring report. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – SDWA Asbestos Monitoring Report (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Drinking Water Quality. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than seven days prior to the deadline specified in the applicable permit or regulation for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the monitoring report. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – SDWA Consumer Confidence Report (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Drinking Water Quality. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than 45 days prior to the deadline specified in the applicable permit or regulation for publishing and distribution to drinking water customers and for submittal to regulatory agencies. Document all processes, procedures and assumptions used in developing the monitoring report. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – SDWA Consumer Confidence Report Data for Consecutive Water Systems (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Drinking Water Quality. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Provide for Government review no later than 15 days prior to the deadline specified in the applicable permit or regulation for submittal to consecutive water systems. Document all processes, procedures and assumptions used in developing the monitoring report. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – New and Emerging SDWA Regulations Assessment Report (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Assessment of Impacts from New and Emerging Drinking Water Regulations. Instructions: None. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Safe Drinking Water Act Data Call Submittal (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document SDWA Data Call submissions. Instructions: Prepare as required by the regulatory agency and to meet Joint Region Marianas requirements including draft cover letters, attachments and supporting documentation. Document all processes, procedures and assumptions used in developing the data call submittal package. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – SDWA Notification for SDWA Regulation Variances (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document and report all situations with impact to compliance with applicable SDWA requirements. **PREPARATION INSTRUCTIONS:** Document all processes, procedures and assumptions used in developing the oversight, review and reporting process. Initial notification shall be telephonic or in person to Navy POC within the day of the event. Follow the initial notification with a draft letter with necessary accompanying documentation as required by the SDWA regulation. Navy will sign and submit the notification to the regulatory agencies. Events to be reported by the next working day include but not limited to equipment breakdowns that could lead to compliance problems; positive tests for total and fecal coli form bacteria, tests above the action level for lead and copper, undetected levels of disinfectant residual and turbidity readings above 0.3 NTU. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Water Quality Complaint Findings Report (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Response to Drinking Water Quality Consumer Complaint. Instructions: Prepare response letter for customer water quality complaint to include: lab analysis and summary of primary and secondary compliance status, including appropriate recommendations to customer. Use OPNAVINST 5090.1 (most current) for additional preparation guidance unless otherwise directed. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Evaluation of Backflow Prevention and Cross Connection Program (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Evaluation of Backflow Prevention and Cross Connection Program. Instructions: Review and assess Drinking Water Distribution System compliance with backflow prevention and cross connection industry standards and Navy requirements. Document all processes, procedures and assumptions used in developing the report. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Backflow Prevention Device Inspection and Certification Reports (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Inspection and Certification Results for Backflow Prevention Devices. Instructions: Include device test results and corrective actions required. Document all processes, procedures and assumptions used in developing the report. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.6 – Sanitary Survey Self-Assessment for Navy's Water Treatment and Distribution Systems (NFM UEM Assets)
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document Sanitary Survey (self-assessments) performed on the Navy Water Treatment and Distribution Systems. Instructions: Review and assess Navy Drinking Water Treatment and Distribution System compliance with drinking water industry standards and Navy and regulatory requirements. Document all processes, procedures and assumptions used in developing the report. Include but not limited to verification and re-evaluation of vulnerability assessments, watershed protection programs and wellhead protection programs; schematic diagrams of the treatment process and examination and evaluation of the adequacy and appropriateness of all elements of the current treatment process including an assessment of operation flow versus treatment process rated capacity; examination and evaluation of the operation and maintenance of the treatment facility including the condition and reliability of equipment, operator qualifications, use of approved chemicals, recordkeeping, process control and safety programs; evaluation of the ability of the treatment plant to respond to changes in raw water fluctuations; and evaluation of the treatment plant's emergency power supply and security measures. Note: Copy COR via G-NET only.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.2.7 – Technical Information and Manuals for Newly Installed Equipment
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Ensures that equipment information from manufacturer's operations and maintenance (technical) manuals, manufacturer's catalogs, brochures and instruction manuals for all newly installed equipment is readily available and accessible as needed. Instructions: Provide and maintain technical information, including operation and maintenance manuals, manufacturer's catalogs, brochures, instruction manuals for newly installed equipment from the manufacturer or installation contractor in the Technical Library and G-NET. Hard copies shall be collected in three ring binders and labeled on the cover and spine of the binder. Technical Information/Manuals shall identify the MAXIMO asset or assets that the Technical Information/Manuals supports, to include MAXIMO location(s). Technical information in hard copy and electronic format shall be stored in the Utilities Technical Library/G-Net. Notification shall be provided to the COR that the information has been placed in the Technical Library and a copy provided if requested.

Deliverables Form Preparation Instructions		
Deliverable Title: 1601000/3.4 – Cyberhygiene Checklist		
Form Attachment No.: N/A		
Government Approval Required: ____ Yes	***X*** No	
Media: ***X*** Hard Copy	***X*** Electronic	***X*** Direct System Input (G-Net)
Description/Purpose of Report: The Government will provide the Cyberhygiene Checklist post-award. Instructions: Provide/Update the Cyberhygiene Checklist on a quarterly basis for all Utility Control Systems.		

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.4.2 – Utility Control Systems Planned Maintenance (PM) Plan
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: To provide a Maintenance Plan that ensures all performance objectives of the Program will be met. The Plan should address actions which result in minimal downtime (e.g., prevent unscheduled outages due to missed maintenance) and assures full life expectancy of all equipment in accordance with manufacturer's technical manual(s). Instructions: The Maintenance Plan shall outline manufacturer's instructions and recommendations, commercially accepted practices or related Government standards, and ensure that they are abided by. The maintenance program shall include all operational technology (OT) equipment and components of each system (e.g. power supplies, enclosures, terminations, programmable logic controllers, remote terminal units, communications processors, meters, encoders, antennas, etc.). The Program shall also provide all necessary test instruments, equipment, and tools required for maintenance.

Deliverables Form Preparation Instructions
Deliverable Title: 1601000/3.4.2 – Utility Control Systems Maintenance and Repair History
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document and maintain records of maintenance and repair history for all control systems operational technology (OT) equipment and components. Instructions: Records shall include but not be limited to complete maintenance and repair history for each piece of equipment or appurtenance associated with the facility; names of the workers, dates and types of service performed; and when service will be required again. Note whether maintenance work was completed in accordance with the maintenance program. Evaluate if the work was completed successfully and the impact to future maintenance and the systems.

Section F – 1602000 Electrical						
DELIVERABLES						
				Distribution		
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
1602000/3	N/A	Plan of Action and Milestones (POA&M)	One Time – within 60 calendar days after Start of Full Performance. Revisions – within five days of identification of change.	KO and COR	1	One time and as required
1602000/3	N/A	Major Maintenance, Repair and other Non-Routine Utility Project Status Report	No later than 1600 hours every Monday	KO and COR	2	Weekly
1602000/3	See attached	System Performance Status Report	One Time – within 60 calendar days after Start of Full Performance. Revisions – within five days after the end of the month.	KO and COR	1	Initial, monthly and as required
1602000/3	N/A	Annual and Monthly Monitoring Schedule	One Time – within 30 calendar days after Start of Full Performance. Monthly – beginning of each month	KO and COR	1	Initial and monthly
1602000/3.1.2	See attached	Power System Dispatcher's Log	Daily (no later than 24 hours)	KO and COR	1	Daily
1602000/3.1.2	See attached	Power System Dispatcher's Unscheduled and Scheduled Outage Report	Monthly – no later than three working days after the end of the month.	KO and COR	1	Monthly
1602000/3.1.2	See attached	After Action Report, Unscheduled Outage (Navy and NSAA)	No later than one working day after Unscheduled Outage.	KO and COR	1	As required

Section F – 1602000 Electrical						
DELIVERABLES						
				Distribution		
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
1602000/ 3.1.2	See attached	Monthly Report SAIDI and SAIFI	Monthly – beginning of each month	KO and COR	1	Monthly
1602000/ 3.1.4, 3.3.5	See attached	Standby Power Plant Operations and Maintenance Log	Monthly – no later than five working days after the end of the month.	KO and COR	1	Monthly
1602000/ 3.1.4	See attached	Standby Power Plant Status Report	Initially when generating unit is down and update as directed by NFM Guam PWO.	KO and COR	1	As required
1602000/ 3.1.5, 3.3.6	See attached	Emergency Generators Status Report	Monthly – no later than five working days after the end of the month.	KO and COR	1	Monthly
1602000/ 3.1.7	N/A	Switching Configuration Report	Within four hours of request	KO and COR	3	As required
1602000/ 3.1.7	N/A	Operational Configuration Review	Initial report within 180 calendar days after Start of Full Performance. Semi-annual revisions.	KO and COR	2	Semi-annually
1602000/ 3.1.7	N/A	Ships Utility Connection Report	Monthly – submitted within five working days of the end of each billing cycle.	KO and COR	1	Monthly
1602000/ 3.1.8	N/A	Standard Operating Procedures (SOP)	One Time – within 30 calendar days after Start of Full Performance. Annually – from initial submission	KO and COR	1	Initial and annually
1602000/ 3.2, 3.3.1, 3.3.2, 3.3.3	See attached	Planned Maintenance (PM) Plan	Initial due within 60 calendar days after full contract performance and shall be in place within 90 calendar days after full contract	KO and COR	2	Initial and as required

Section F – 1602000 Electrical						
DELIVERABLES						
				Distribution		
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
			performance. Any changes due within five working days of occurrence.			
1602000/ 3.2, 3.3.1, 3.3.2, 3.3.3	See attached	Planned Maintenance (PM) Schedule	Weekly – two working days before the start of the reporting period.	KO and COR	1	Weekly
1602000/ 3.2	See attached	Maintenance and Repair History	One Time – within 90 calendar days after Start of Full Performance. Revisions – within one working day after the end of the month.	KO and COR	1	One time and as required
1602000/ 3.3.4	N/A	Manholes Visual Inspection	One Time – within 30 calendar days after Start of Full Performance. Biennial from initial submission. Inspection reports to be submitted within five days of conducting inspection	KO and COR	1	Initial and biennially
3.3.4	N/A	Splice Cabinets and Transformers Inspection	One Time – within 30 calendar days after Start of Full Performance. Annual from initial submission. Inspection reports to be submitted within five days of conducting inspection	KO and COR	1	Initial and annually
1602000/ 3.3.4	N/A	Updated Manhole CAD Drawing	One Time – within five working days	KO and COR	1	As required

Section F – 1602000 Electrical						
DELIVERABLES						
				Distribution		
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
			of manhole inspection. Revisions within five working days of modifications.			
1602000/ 3.3.7	N/A	Direct Current Systems (battery charger and batteries)	Waterfront Substation – no later than 10 working days after end of the quarter. Major Substation – no later than five working days after the end of the month.	KO and COR	1	As required
1602000/ 3.3.7	See attached	Status Report of Medium and Low Voltage Switchgears, Circuit Breakers, Substation Meters, Instruments, and Protective Relays	Waterfront Substation – no later than 10 working days after end of the quarter. Major Substation – no later than five working days after the end of the month.	KO and COR	1	Monthly, quarterly, and as required
1602000/ 3.3.7	See attached	Medium and Low Voltage Circuit Breakers (NSAA)	No later than five working days after the end of the month.	KO and COR	2	Monthly
1602000/ 3.3.7	See attached	Pad Mounted Switches and Enclosures, and Low Voltage Circuit Breakers (NSAA)	One Time – within 90 calendar days after Start of Full Performance. Revisions – within five working days after the end of the month.	KO and COR	2	One time and as required
1602000/ 3.3.7	See attached	Overhead & Underground	No later than five working days after	KO and COR	1	Monthly

Section F – 1602000 Electrical						
DELIVERABLES						
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Distribution**		**Frequency**
				Original	**Copies (including original)**	
		Lines Status Report	the end of the month.			
1602000/ 3.3.7	See attached	Underground Power Line and Manholes (NSAA)	One Time – within 180 calendar days after Start of Full Performance. Revisions – within five working days after the end of the month.	KO and COR	2	One time and as required
1602000/ 3.3.7	See attached	Status Report, Transformers 500 KVA & Above	No later than five working days after the end of the month.	KO and COR	1	Monthly
1602000/ 3.3.7	See attached	Status Report, Pole-Top and Pad Mounted Transformers Less Than 500 KVA	No later than five working days after the end of the month.	KO and COR	1	Monthly
1602000/ 3.3.7	See attached	Oil Filled Transformers (Pole and Pad Mounted) Less Than 500 kVA (NSAA)	No later than five working days after the end of the month.	KO and COR	2	Monthly
1602000/ 3.3.7	See attached	Oil Filled Transformers (Pole and Pad Mounted) 500 kVA or above (NSAA)	No later than five working days after the end of the month.	KO and COR	2	Monthly
1602000/ 3.3.7	See attached	kWH Meters (Navy)	No later than five working days after the end of the month.	KO and COR	1	Monthly
1602000/ 3.3.7	See attached	kWh Meters (NSAA)	No later than five working days after the end of the month.	KO and COR	2	Monthly
1602000/ 3.3.8	See attached	Warranty and Guarantee Certificate	Five working days after the end of the reporting period	KO and COR	1	Monthly

Deliverables Form Preparation Instructions
Deliverable Title: 1602000/3 – System Performance Status Report
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ___ No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: System performance report is used to evaluate, maintain, and document status of the electrical power distribution systems' performance, availability and effectiveness. Instructions: Provide information regarding unusual conditions, unexplained increases or decreases in consumption and line losses. Provide evaluation of systems configuration, operations, efficiency and capacity, and recommendations for improvements. List adjustments made to associated equipment to ensure proper operation of equipment and processes. List corrective actions and measures taken. Report shall include reason(s) for unexplained line losses exceeding 10%, location of losses, and recommendation(s) for reducing these losses. Compare efficiency and capacity against manufacturer's standards. * The format of the report, such as content, level of detail, presentation style, clarity, etc. shall be accepted by the Government. Accepted format for the report shall be in place within 90 calendar days after full contract performance.

Deliverables Form Preparation Instructions

Deliverable Title: 1602000/3.1.2 – Power System Dispatcher's Log

Form Attachment No.: N/A

Government Approval Required: ___ Yes ***X*** No

Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input

Description/Purpose of Report: To chronologically collect, record, and document all vital information on the Utility Power System.

Instructions:

Develop Dispatcher's daily log readings, Trouble-Call (Status), Major Substations check, Generation and Hazardous Spill report forms.

- Dispatcher's Daily Log Readings Report will chronologically record and document all events occurring within the Utility Power System. Log shall include voltage, current, load readings for each primary Electrical Distribution Circuits.
- Trouble-Call (Status) Report shall classify each call as either Emergency, Urgent or Routine, describe trouble, list response and completion times, and actions taken to mitigate problem(s). Also, identify person who placed trouble-call and all associated personnel involved.
- Major Substation Check Report shall physically check the overall condition including oil level, temperature, pressure, external rust and oil leaks of the transformers. Check the switchgear indicating lights, batteries and charger. Check the condition of the interior and exterior of the substation, such as roof leaks, cleanliness, check functional integrity of doors, windows, exhaust fans, etc.
- Generation Report shall report status of all standby, stationary and portable generating units. At a minimum, include the following data for Standby Power Plant Units:
    - Running-Plant-Capacity factor
    - Load (continuous wherever instruments permit)
    - Load factor
    - Peak load and time of occurrence
    - Total KWH produced (Gross KWH)
    - Full description of all failures and corrective actions
- Hazardous Spill Report shall identify location, time, personnel reporting hazardous spill, including actions taken. Negative status report is required daily, such as no spills.

Deliverables Form Preparation Instructions
Deliverable Title: 1602000/3.1.2 – Power System Dispatcher's Unscheduled and Scheduled Outage Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: To collect vital information on the power system. Instructions: Develop a monthly Power System Dispatcher's Unscheduled and Scheduled Power Outage report form. The form shall include a list of all scheduled and unscheduled power outages that occurred in the previous month. See attached UNSCHEDULED POWER OUTAGE REPORT sample form. Scheduled Power Outage: For each power outage identify, time and duration of outage, location, date, loads and circuits affected and reason for the scheduled outage. Also describe if portable generator(s) were used. Unscheduled Power Outage: For each power outage identify, time and duration of outage, location, date, loads and circuits affected. Determine cause of power outage and corrective actions taken. Calculate an annual performance standard and submit unscheduled power outage reports as described on the following page. Sample Reports are attached.

ANNUAL POWER OUTAGE PERFORMANCE STANDARD

Thresholds: Limit 2 unscheduled power outages per facility per year. Limit the duration of each power outage per facility to 2.5 hours.

Contractor shall develop and submit a monthly list of facilities that experienced an unscheduled power outage as follows:

1. Duration of the outage per facility
2. Frequency
3. Date of occurrence.
4. Number of facilities failing to meet either the duration or frequency thresholds.

This list must be updated every month and submitted to the government. Contractor shall total the number of facilities that did not meet the thresholds. (Note, if the same facility experiences multiple unscheduled power outages or duration of power outages repeatedly went beyond the threshold, the same facility will be counted more than once.

Each Critical facility as identified in the inventory list shall be counted as 10 failed facilities, when either duration or frequency thresholds are not met.

Suggested monthly list:

Item	Facility ID #	Frequency of Unscheduled Power Outages (Threshold = 2 per year)	Duration Of Power outage in hours (Duration = 2.5 hours per outage)	Dates of Power Outage	Power to Facility That Met Thresholds (Yes or No)
1					
2					

Annual Performance Standard based on following ratio:

Percent Of Meeting
The Perform Standard = (# of fac. meeting threshold)/(Total # of Facilities) x100%

UNSCHEDULED POWER OUTAGE REPORT

Date of Outage:_____

Reported by: _____
Utility affected: _____
Area and Buildings affected: _____
_____
Circuit/Equipment No.: _____
Weather condition at the time Outage occurred: _____
Nature of problem and cause: _____
Date/Time Outage occurred: _____
Date/Time of Restoration: _____
Department responding to Outage: _____

RELAY OPERATION

BREAKER No.	**RELAY (TYPE PHASE)**
_____	_____
_____	_____

TRANSFORMER INTERRUPTION AND/OR FUSE OPERATION

Transformer No.: _____KVA Rating: _____
Primary Voltage: _____Sec. _____Pole No.: _____
Fuse Rating: _____Type and Size Cutout: _____
Standby Auxiliary Generators required: _____
Power Plant Generators on line at time of Outage: North _____South_____
Load prior to Outage: _____KW Drop at Time of Outage: _____
What was required to correct the problem?_____
_____
Other actions taken (if any):_____

Additional comments: _____
_____

Date: _____ Submitted By: _____

Deliverables Form Preparation Instructions
Deliverable Title: 1602000/3.1.2 – After Action Report for Unscheduled Outage
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: To collect, record, and document pertinent information for all Unscheduled Outage events affecting Utility Power System. Instructions: Contractor shall develop a report providing pertinent information for all Unscheduled Outages (USO). The form shall include: USO no., Work Order/Project Abbreviation, Reported Date & Time, Affected Circuit, Affected Customers (locations), Root Cause, Protective Relay Target(s), Repair Actions, Restoration Times for each affected area(s) and/or customer(s), Preventive Actions (if Applicable), Frequency (Total during Calendar year), and Trend Analysis (related past outage(s) or emergencies). Contractor shall also provide a brief narrative statement suitable for posting on authorized social media venues. Sample Report is attached.

Annex 1602 Unscheduled Outage After Action Report

UNSCHEDULED OUTAGE #_____ WORK ORDER/PROJECT ABBREV: _____

REPORTED: _____ _____
DATE TIME

CIRCUIT (DoD or GPA): _____

CUSTOMERS AFFECTED (Locations): _____

ROOT CAUSE: _____

_____

RELAY TARGETS: _____

_____

REPAIR ACTIONS: _____

_____

_____

_____

RESTORED (Date / Time for each area affected):

_____ _____ _____
DATE TIME LOCATION

_____ _____ _____
DATE TIME LOCATION

_____ _____ _____
DATE TIME LOCATION

_____ _____ _____
DATE TIME LOCATION

PREVENTIVE ACTIONS (If Applicable): _____

_____

_____

_____

_____

FREQUENCY (Total during CY): _____

_____

TREND ANALYSIS (Any relation to past outages or emergencies): _____

_____

_____

_____

Deliverables Form Preparation Instructions
Deliverable Title: 1602000/3.1.2 – Monthly Report of System Average Interruption Duration Index (SAIDI) and System Average Interruption Frequency Index (SAIFI)
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: Industrial Standards for reporting unscheduled power interruptions. To be used for gauging system reliability and improvement progress for Annex 1602. Instructions: The report will require research or a survey to determine the number of customers each feeder circuit supports. The number of customers is equal to number of kWh meters on each feeder. In cases where one large kWh meter is used to support multiple structures on a feeder, such as the family housing area and dormitories, the number of customers will be equal to the number of housing units or number of Dormitory rooms.

Deliverables Form Preparation Instructions
Deliverable Title: 1602000/3.1.4, 3.3.5 – Standby Power Plant Operations and Maintenance Log
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input

Description/Purpose of Report:

1. To collect, record, and document vital information on the Power Generation System.
2. To conduct monthly maintenance on the standby power plants to ensure the proper operation of the standby power plants.

Instructions:

Develop a monthly Plant Operation & Maintenance Log form. Engine-generator data will be accumulated hourly via the electronic control system and printed daily for machinery history. Ensure printout of data generated is complete for engine under load.
In the event of malfunction or non-availability of the electronic system, maintain daily logs for each engine-generator under load. At a minimum, include the following data:

- Identification
- Accumulated running hours
- Starting/stopping time
- Loads
- Operating parameters
- Fuel and lube oil consumption
- Daily KWH output
- Running-Engine-Capacity factor
- Notable conditions indicating a requirement for attention
- Maintenance performed; material and spare parts required

Keep records in permanent form at the power plant, or at the Contractor's option, at an alternate customer approved location.

Create a monthly checklist form for the standby power plant at Orote and Naval Hospital. The form shall include but not limited to electrical and load tests. This form shall include a checklist of the inspection and test procedures as stated in the NETA standard. The checklist form should also address recommendations to correct the deficiencies found. Contractor shall record inspection and test results using the contractor's checklist form. One report can be submitted by contractor that includes/satisfies all the requirements/data/information stated above.

Maintain power plant data for minimum of five (5) years to be used for operation and maintenance trend analysis.

Deliverables Form Preparation Instructions
Deliverable Title: 1602000/3.1.4 – Status Reports for Standby Power Plant
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: To provide information on critical equipment that support Mission Essential loads. Instructions: Contractor shall explain the cause for generating unit being out of service, e.g., malfunction(s), mechanical breakdown, operator error, or equipment fatigue. Contractor shall estimate cost of repair. Following initial report, contractor shall provide updates as directed by the NFM PWO on the status of the unit and estimated time when unit shall be returned to service. Contractor shall report status via electronic mail format.

Deliverables Form Preparation Instructions
Deliverable Title: 1602000/3.1.5, 3.3.6 – Emergency Generators Status Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input

Description/Purpose of Report:

1. To collect, record, and document vital information on the operational capability of all emergency generators.
2. To conduct monthly maintenance on the emergency generators to ensure equipment is kept in good operating condition.

Instructions:

Create a MONTHLY EMERGENCY GENERATOR STATUS REPORT form. The form shall include the operating status of all generating units and provide a schedule of the stationary emergency generator units that will be out of service due to repairs or preventive maintenance. Contractor will also list the size of the portable unit(s) that will backup the stationary units that are out of service due to breakdown. Contractor shall explain the cause for a generator unit being out of service, such as malfunctions or mechanical breakdown. Contractor shall provide estimate cost of repair and estimated time for return to service. The report form shall address recommendations, POA&M required to correct the deficiencies found, and status. Contractor shall record inspection, maintenance, and test results using the developed checklist form.

Develop a report form that lists results of the monthly load (1/2 hour) and operational run-up tests for all units. The report shall also provide a schedule of the units to be tested under the load condition for the upcoming month. The report shall indicate as required all units tested and include fuel inventory.

Visual and Mechanical inspections (monthly) shall conform to manufacturer's recommendations and the NETA standard on "Emergency systems, Engine Generator".

Deliverables Form Preparation Instructions
Deliverable Title: 1602000/3.2, 3.3.1, 3.3.2, 3.3.3 – Planned Maintenance Plan
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: To provide a Maintenance Plan that ensures all performance objectives of the Program will be met. The Plan should address actions which result in minimal downtime (e.g., prevent unscheduled outages due to missed maintenance) and assures full life expectancy of all equipment in accordance with manufacturer's technical manual(s). Instructions: The Maintenance Plan shall outline manufacturer's instructions and recommendations, commercially accepted practices or related Government standards, and ensure that they are abided by. The maintenance program shall include all equipment and components of the system [e.g. generators, electric motors, substations, transformers, utility poles, lighting, relays, instrumentation and controls, motor control centers, facility appurtenances (e.g. interior & security lighting, diesel engines, air compressors, water/fuel/oil pumps, radiators, piping, insulation, valves, oil centrifuges, wiring, gages, metering devices, etc.)]. The Program shall also provide all necessary test instruments, equipment, and tools required for maintenance.

Deliverables Form Preparation Instructions
Deliverable Title: 1602000/3.2, 3.3.1, 3.3.2, 3.3.3 – Planned Maintenance Schedule
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: To provide a weekly schedule of maintenance actions. Instructions: The report shall include the daily work plan for each day of the week for the maintenance actions planned. Work schedule shall be based on the Maintenance Plan. Report shall include the following information: 1) Number of hours projected for work on maintenance 2) Project description 3) Work order number 4) Location of work 5) Overtime hours 6) Weekend work hours 7) Shift work hours

Deliverables Form Preparation Instructions
Deliverable Title: 1602000/3.2 – Maintenance and Repair History
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ***X*** Hard Copy ___ Electronic ___ Direct System Input
Description/Purpose of Report: Document and maintain records of maintenance and repair history for all major electrical power equipment and components. Instructions: Records shall include but not be limited to complete maintenance and repair history for each piece of equipment, line or appurtenance associated with the facility; names of the workers, dates and types of service performed; and when service will be required again. Note whether maintenance work was completed in accordance with the maintenance program. Evaluate if the work was completed successfully and the impact to future maintenance and the systems.

Deliverables Form Preparation Instructions

Deliverable Title: 1602000/3.3.7 – Status Report of Medium and Low Voltage Switchgears, Circuit Breakers, Substation Meters, Instruments, and Protective Relays

Form Attachment No.: N/A

Government Approval Required: ___ Yes ***X*** No

Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input

Description/Purpose of Report:

1. To conduct quarterly visual inspections on all waterfront substations including the power mounds and to conduct annual visual inspections on all major substations.
2. To provide status report on the conditions of medium and low voltage circuit breakers.
3. To provide up to date information on monthly preventive maintenance on substation instruments.

Instructions:

Develop Medium Voltage Switchgear and Low Voltage Switchboard checklist forms that correspond with the NETA standard on "Switchgear and Switchboard Assemblies".

Develop checklist forms that corresponds to the NETA standard for the following types of circuit breakers:

1) Insulated-Case/Molded Case
2) Air, Low-voltage Power
3) Air, Medium-Voltage
4) Oil, Medium-Voltage
5) Vacuum, Medium-Voltage

Develop a checklist form to calibrate the substation meters (voltmeters, power-factor meters, KW meters, VAR meters, and ammeters), instruments and protective relays within all major substations.

Contractor shall maintain the equipment based on the NETA inspections and test procedures. Contractor shall record inspection and test results using the contractor's checklist form. The checklist form should also address recommendations to correct the deficiencies found. See sample forms/inspection sheets: MEDIUM VOLTAGE SWITCHGEARS,LOW VOLTAGE SWITCHBOARD,VACUUM CIRCUIT BREAKER, LOW VOLTAGE POWER CIRCUIT BREAKERS, MOLDED CASE CIRCUIT BREAKERS, PROTECTIVE RELAYS, and MAINTENANCE INSPECTION CHECKLIST SHEET. One report can be submitted by the contractor that includes/satisfy all the requirements/data/information stated above.

Sample Report is attached.

Note: For water front stations, minimum PM on two substations per quarter will meet the requirements of maintaining all substations annually. For major substations, minimum PM on two substations per month will meet the requirement of maintaining all substations on a two year cycle.

VACUUM CIRCUIT BREAKERS

INSPECTION SHEET

DATE:	SUBSTATION NO.:
MANUFACTURER:	CIRCUIT BREAKER TYPE

OPERATIONS COUNTER	AS FOUND:	AS LEFT:
COIL RESISTANCE	CLOSING COIL: OHM	TRIPING COIL: OHM

BREAKER OPENING SPEED (CYCLES)			CONTACT RESISTANCE (MILLIOHMS)		
	AS FOUND	AS LEFT		AS FOUND	AS LEFT
PHASE A			PHASE A		
PHASE B			PHASE B		
PHASE C			PHASE C		

VACUUM CIRCUIT BREAKER INSULATING TEST	VOLTAGE VALUE OF MEGGER: _____V

PHASE	AS FOUND	AS LEFT	AS FOUND	AS LEFT	AS LEFT
A	MEG/GIGOHMS	MEG/GIGOHMS			MEG/GIGOHMS
B	MEG/GIGOHMS	MEG/GIGOHMS			MEG/GIGOHMS
C	MEG/GIGOHMS	MEG/GIGOHMS			MEG/GIGOHMS

VACUUM BOTTLE INTEGRITY TEST

PHASE A	SEC/MIN	KV @		PASSED		FAILED
PHASE A	SEC/MIN	KV @		PASSED		FAILED
PHASE A	SEC/MIN	KV @		PASSED		FAILED

REMARKS/DEFICIENCIES AND CORRECTIVE ACTIONS

LOW VOLTAGE POWER CIRCUIT BREAKERS

INSPECTION SHEET

DATE:	SUBSTATION NO:
EQUIPMENT:	FRAME SIZE:
VOLTAGE RATING:	MFG:

MEGGER TEST OF CIRCUIT BREAKER

PHASE A TO GROUND MEG/GIGOHMS	PHASE A TO GROUND MEG/GIGOHMS	PHASE A TO GROUND MEG/GIGOHMS:
PHASE A TO PHASE B MEG/GIGOHMS	PHASE A TO PHASE C MEG/GIGOHMS	PHASE A TO PAHSE C MEG/GIGOHMS:

CONTACT RESISTANCE OF CIRCUIT BREAKER

PHASE A MEG/GIGOHMS	PHASE B MEG/GIGOHMS	PHASE A MEG/GIGOHMS:

TRIP UNIT SETTINGS

DEVICE TYPE		CURRENT RATING		LONG TIME		SHORT TIME		INST AMPS	GROUND	
				DELAY (SEC)	PU (AMP)	DELAY (SEC)			PU (AMP)	DELAY (SEC)
SETTINGS										

REMARKS/DEFICIENCIES AND CORRECTIVE ACTIONS

MOLDED CASE CIRCUIT BREAKERS
INSPECTION SHEET

SUBSTATION NO.	DATE
REMARKS/DEFICIENCIES AND CORRECTIVE ACTIONS	

MEDIUM VOLTAGE SWITCHGEARS
INSPECTION SHEET

SUBSTATION NO.	DATE
REMARKS/DEFICIENCIES AND CORRECTIVE ACTIONS	

LOW VOLTAGE SWITCHBOARD
INSPECTION SHEET

Date	SWGR VOLTAGE:	SUBSTAION NO:
REMARKS/DEFICIENCIES AND CORRECTIVE ACTIONS		

MAINTENANCE INSPECTION CHECKLIST

PROTECTIVE RELAY

DATE:	LOCATION:	LAST TEST DATE:
SUBSTATION NO:	BUILDING NO:	SWITCHGEAR CUBICLE:

RELAY TYPES:					

OPERATIONS COUNTER:	AS FOUND	AS LEFT
RELAY COIL RESISTANCE	OHM	OHM

CONTACT RESISTANCE (MILLIOHMS)

TYPE OF RELAY	EXISTING	REPLACED

RELAY PICKUP TEST				RELAY DROPOUT TEST			
RELAY	VOLTAGE	CURRENT	POWER	RELAY	VOLTAGE	CURRENT	POWER
	V	MA			V	MA	
	V	MA			V	MA	
	V	MA			V	MA	
	V	MA			V	MA	
	V	MA			V	MA	

OPERATIONAL TEST			OPERATIONAL TEST		
RELAY	PASSED	FAILED	RELAY	PASSED	FAILED

MAINTENANCE INSPECTION CHECKLIST
PROTECTIVE RELAY
ATTACHMENT #4A (Cont.)

REMARKS/DEFICIENCIES AND CORRECTIVE ACTIONS

Deliverables Form Preparation Instructions
Deliverable Title: 1602000/3.3.7 – Medium and Low Voltage Circuit Breakers (NSAA)
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: To provide status report on the conditions of medium and low voltage circuit breakers, protective relays and switchboard meters, to include any work performed. Instructions: Develop checklist forms that correspond to the NETA standard for the following types of circuit breakers: 1) Insulated-Case/Molded- Case 2) Air, Low-Voltage Power 3) Air, Medium-Voltage 4) Oil, Medium-Voltage 5) Vacuum, Medium-Voltage Contractor shall maintain the equipment based on the NETA inspection and test procedures. The checklist forms should also address recommendations to correct the deficiencies found. Contractor shall record inspection and test results using the contractor's checklist forms. See attached sample test forms VACUUM CIRCUIT BREAKER, LOW VOLTAGE POWER CIRCUIT BREAKERS AND MOLDED CASE CIRCUIT BREAKERS INSPECTION SHEETS. Contractor shall also record visual inspections findings, condition of the protective relays and switchboard indicating meters. "As Found" and "As Left" test results and conditions using the checklist form. The checklist form shall also address recommendations to correct deficiencies found. Sample Report is not attached. Note: for major substations minimum PMI on two substations per month will meet the requirement of maintaining all substations on a two year cycle.

Deliverables Form Preparation Instructions
Deliverable Title: 1602000/3.3.7 Pad Mounted Switches and Enclosures, and Low Voltage Safety Switches (NSAA)
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: To provide information on the work performed and the "As Found" and "As Left" conditions of the pad mounted switches and enclosures and the low voltage safety switches to include any work performed. Instructions: For pad mounted switches and enclosures, develop two checklist forms. A visual inspection form and an "As Found" and "As Left" form. Contractor shall record visual inspection findings, condition of the pad mounted switches and enclosures, work performed, "As Found" and "As Left" test results and condition using the checklist form. The checklist form shall also address recommendations to correct deficiencies found, provide POA&M for mitigation, and status. For low voltage safety switches, develop two checklist forms. A visual inspection form and an "As Found" and "As Left" form. Contractor shall record visual inspection findings, condition of the low voltage safety switches, work performed, "As Found" and "As Left" conditions using the checklist form. The checklist form shall also address recommendations to correct deficiencies found, provide POA&M for mitigation, and status.

Deliverables Form Preparation Instructions
Deliverable Title: 1602000/3.3.7 – Status Report of Overhead & Underground Lines (Navy and NSAA)
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: To report on visual inspections for individual circuits and provide information on the conditions of the overhead and underground lines through preventive maintenance inspections. Instructions: Develop a checklist form that corresponds to the NETA standard for "Cables, Medium- & High- Voltage" inspection and test procedures. The checklist form should also address recommendations to correct the deficiencies found, provide POA&M, and resolution updates. Contractor shall record inspection and test results using the contractor's checklist forms. Note: For Navy, survey a minimum of 47 miles of lines per month will meet the requirement of maintaining approximately 560 miles annually. For NSAA, survey a minimum of five miles of lines per month will meet the requirement of maintaining NSAA Electrical Distribution System annually.

Deliverables Form Preparation Instructions
Deliverable Title: 1602000/3.3.7 – Underground Power Line and Manholes (NSAA)
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: To Provide Information On The Work Performed And The "As Found" And "As Left" Conditions Of The Underground Power Lines And Associated Manholes To Include Any Work Performed. Instructions: Develop two checklist forms. A visual inspection form and an "As Found" and "As Left" form. Contractor shall record visual inspection findings, condition of the underground power lines and manholes, work performed, "As Found" and "As Left" conditions using the checklist form. The checklist form shall also address recommendations to correct deficiencies found.

Deliverables Form Preparation Instructions
Deliverable Title: 1602000/3.3.7 – Status Report of Transformers 500 KVA & Above
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: To provide data on the conditions of the oil type transformer over 500 kVA. Instructions: Develop two checklist forms, visual inspection form and liquid–filled transformer and oil-test form. The liquid – filled transformer and oil-test form shall correspond with the NETA standard for "Transformers, Liquid-Filled". Contractor shall maintain the equipment based on the NETA inspection and test procedures. Contractor shall record inspection and test results using the contractor's checklist forms The checklist form should also address recommendations to correct the deficiencies found and provide POA&M, and resolution updates... Sample Report is attached. Note: For visual inspections, six transformers per month will meet the requirement of inspecting all transformers annually. For as required inspections, oil and electrical test report including test forms for three transformers.

OIL-TYPE TRANSFORMERS
INSPECTION SHEET

DATE:	SUBSTATION NO:	
TRANSFORMER SIZE:	MFG:	TYPE (Sealed, gas or breather)
PRIMARY VOLTAGE:	SECONDARY VOLTAGE:	
TEMPERATURE	LIQUID LEVEL	PRESSURE
TRANSFORMER WINDING (PRIMARY COILS) MEGGER TEST		
PHASE A TO GROUND MEG/GIGOHMS	PHASE B TO GROUND MEG/GIGOHMS	PHASE C TO GROUND MEG/GIGOHMS
PHASE A TO PHASE B MEG/GIGOHMS	PHASE B TO PHASE C MEG/GIGOHMS	PHASE A TO PHASE C MEG/GIGOHMS
TRANSFORMER WINDING (SECONDARY COILS) MEGGER TEST		
PHASE A TO GROUND MEG/GIGOHMS	PHASE B TO GROUND MEG/GIGOHMS	PHASE C TO GROUND MEG/GIGOHMS
PHASE A TO PHASE B MEG/GIGOHMS	PHASE B TO PHASE C MEG/GIGOHMS	PHASE A TO PHASE C MEG/GIGOHMS
REMARKS/DEFICIENCIES AND CORRECTIVE ACTIONS		

OIL TESTING
INSPECTION SHEET

DATE:	SUBSTATION:
TRANSFORMER Serial # & Size:	TYPE (sealed, gas, breather):
TRANSFORMER	
BREAKDOWN VOLTAGE (KV):	COLOR:
ACIDITY CHECK: _____ PASS _____ MARGINAL _____ FAIL NEUTRALIZATION NO. _____	
REMARKS/DEFICIENCIES AND CORRECTIVE ACTIONS	

Deliverables Form Preparation Instructions
Deliverable Title: 1602000/3.3.7 – Status Report Pole-Top and Pad Mounted Transformers Less Than 500 KVA
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: To provide report on visual inspections and information on the conditions of pole-top and pad mounted transformers less than 500 kVA. Instructions: Develop report form for visual inspection results for pole-top transformers and pad mounted transformers less than 500 kVA. The liquid –filled transformers shall correspond with the NETA standard for "Transformers, Liquid-Filled". Contractor shall maintain the equipment based on the NETA inspection and test procedures. Contractor shall record inspection and test results using the report form. The report form should also address recommendations to correct the deficiencies found and provide POA&M, and resolution updates. Note: Inspecting 84 transformers per month will meet the requirement of inspecting all transformers annually.

Deliverables Form Preparation Instructions
Deliverable Title: 1602000/3.3.7 – Oil Filled Transformers (Pole and Pad Mounted) Less Than 500 kVA (NSAA)
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: To provide report on visual inspections for transformers and information on the conditions of pole-top and pad mounted transformers less than 500 kVA. Instructions: Develop report form for visual inspection results for pole-top transformers and padmounted transformers less than 500 kVA. The liquid –filled transformers shall correspond with the NETA standard for "Transformers, Liquid-Filled". Contractor shall maintain the equipment based on the NETA inspection and test procedures. Contractor shall record inspection and test results using the report form. The report form should also address recommendations to correct the deficiencies found and provide POA&M, and resolution updates. Note: Inspecting five transformers per month will meet the requirement of inspecting all transformers annually.

Deliverables Form Preparation Instructions
Deliverable Title: 1602000/3.3.7 – Oil Filled Transformers Pad Mounted 500 kVA or Above (NSAA)
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: To provide information on the conditions of pad mounted transformers 500 kVA or above. Instructions: Develop report form for visual inspection results for pad mounted transformers 500 kVA or above. The liquid – filled transformers shall correspond with the NETA standard for "Transformers, Liquid-Filled". Contractor shall maintain the equipment based on the NETA inspection and test procedures. Contractor shall record inspection and test results using the report form. The report form should also address recommendations to correct the deficiencies found and provide POA&M, and resolution updates. Sample Report is attached. Note: Inspecting five transformers per month will meet the requirement of inspecting all transformers annually.

<u>OIL-TYPE TRANSFORMERS</u>
500 kVA or above
INSPECTION SHEET
NSAA

DATE:	SUBSTATION NO:	
TRANSFORMER SIZE:	MFG:	TYPE (Sealed, gas or breather)
PRIMARY VOLTAGE:	SECONDARY VOLTAGE:	
TEMPERATURE	LIQUID LEVEL	PRESSURE
TRANSFORMER WINDING (PRIMARY COILS) MEGGER TEST		
PHASE A TO GROUND MEG/GIGOHMS	PHASE B TO GROUND MEG/GIGOHMS	PHASE C TO GROUND MEG/GIGOHMS
PHASE A TO PHASE B MEG/GIGOHMS	PHASE B TO PHASE C MEG/GIGOHMS	PHASE A TO PHASE C MEG/GIGOHMS
TRANSFORMER WINDING (SECONDARY COILS) MEGGER TEST		
PHASE A TO GROUND MEG/GIGOHMS	PHASE B TO GROUND MEG/GIGOHMS	PHASE C TO GROUND MEG/GIGOHMS
PHASE A TO PHASE B MEG/GIGOHMS	PHASE B TO PHASE C MEG/GIGOHMS	PHASE A TO PHASE C MEG/GIGOHMS
REMARKS/DEFICIENCIES AND CORRECTIVE ACTIONS		

OIL TESTING
500 kVA or above
INSPECTION SHEET
NSAA

DATE:	SUBSTATION:
TRANSFORMER Serial # & Size:	TYPE (sealed, gas, breather):
TRANSFORMER	
BREAKDOWN VOLTAGE (KV):	COLOR:
ACIDITY CHECK: _____ PASS _____ MARGINAL _____ FAIL NEUTRALIZATION NO. _____	
REMARKS/DEFICIENCIES AND CORRECTIVE ACTIONS	

Deliverables Form Preparation Instructions
Deliverable Title: 1602000/3.3.7 – kWH Meters (Navy)
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input

Description/Purpose of Report: To provide data on preventive maintenance of KWH meters.

Instructions:

Develop a kWH meter checklist form using the following Maintenance Guidelines:

1) Write KWH meter reading on checklist before performing maintenance.
2) Inspect moving elements, discs, shafts, jewel bearings and electro-elements.
3) Check operation and connections.
4) Clean instrument and inspect for signs of friction, moisture, or corrosion.
5) Inspect gear train mechanism.
6) Replace burned out indicating lamps.
7) Check and clean meter glass cover, meter base, mountings, and magnets.
8) Replace defective weather seals on outdoor meters.
9) Check torque equality of moving elements.
10) Test and record voltage at terminals.
11) Check and calibrate meter to conform to manufacturer's specifications.
12) Perform Planned Maintenance as required.
13) Check meter socket condition and the mounting condition.
14) Install or reinstall proper I. D. number on equipment.
15) Record "after calibration" KWH meter reading on Maintenance Checklist.
16) Prepare written report to describe condition of the kWH meter. Report should describe any deficiencies and recommend corrective action and Sample KWH Meters Inspection Sheets. The checklist form should also address recommendations to correct deficiencies found and provide POA&M, and resolution updates. Contractor shall record inspection and test results using the contractor's checklist form. See government sample test forms kWH METERS INSPECTION SHEET.

Sample Report is attached.

*Note: Monthly report to address a minimum of 14 kWH meters calibration and test results except for meters within waterfront substations. For Waterfront Substations, submit annual kWH meters calibration and test report for one substation per month. Calibrating 14 meters per month meters the requirement of calibrating all meters on a 3 year cycle; meters within waterfront substation shall be calibrated on an annual cycle.

KWH METERS
INSPECTION SHEET

DATE:	SUBSTATION NO.	
EQUIPMENT NAME:	TYPE	MODEL NO:
MFG:	RANGE:	CIRCUIT

KWH METER READING BEFORE CALIBRATION	
KWH METER READING AFTER CALIBRATION	
VOLTAGE ACROSS TERMINALS	

HIGH-LOAD TEST	AS FOUND:	AS LEFT:
APPLIED TEST CURRENT	AMPS:	AMPS:
REVOLUTIONS OF METER UNDER TEST	REVS:	REVS:
REVOLUTIONS OF STANDARD	REVS:	REVS:
PERCENT ACCURACY	%:	%:

LOW-LOAD TEST	AS FOUND:	AS LEFT:
APPLIED TEST CURRENT	AMPS:	AMPS:
REVOLUTIONS OF METER UNDER TEST	REVS:	REVS:
REVOLUTIONS OF STANDARD	REVS:	REVS:
PERCENT ACCURACY	%:	%:

$$\underline{\text{ACCURACY}} = \frac{\text{(Kh of Meter) X (Revolutions of Meter)}}{\text{(Kh of Standard) X (Revs of Standard) X (Current Coils)}} =$$

PERCENT ACCURACY = ACCURACY X 100

KWH METERS
INSPECTION SHEET

SUBSTATION NO.	**DATE**
REMARKS/DEFICIENCIES AND CORRECTIVE ACTIONS	

Deliverables Form Preparation Instructions
Deliverable Title: 1602000/3.3.7 – kWH Meters (NSAA)
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input

Description/Purpose of Report: To provide data on preventive maintenance of KWH meters. Report to address a minimum of five kWH meters calibration and test results.

Instructions:

Develop a checklist form for digital kWH meters.

When applicable for electro-mechanical meters, use the following
Maintenance Guidelines:

1) Write KWH meter reading on checklist before performing maintenance.
2) Inspect moving elements, discs, shafts, jewel bearings and electro-elements.
3) Check operation and connections.
4) Clean instrument and inspect for signs of friction, moisture, or corrosion.
5) Inspect gear train mechanism.
6) Replace burned out indicating lamps.
7) Check and clean meter glass cover, meter base, mountings, and magnets.
8) Replace defective weather seals on outdoor meters.
9) Check torque equality of moving elements.
10) Test and record voltage at terminals.
11) Check and calibrate meter to conform to manufacturer's specifications.
12) Perform Planned Maintenance adjustments as required.
13) Check meter socket condition and the mounting condition.
14) Install or reinstall proper I. D. number on equipment.
15) Record "after calibration" KWH meter reading on Maintenance Checklist.
16) Prepare written report to describe condition of the kWh meter. Report should describe any deficiencies and recommend correct action and Sample KWH Meters Inspection Sheets. The checklist form should also address recommendations to corrective the deficiencies found. Contractor shall record inspection and test results using the contractor's checklist form, METERS INSPECTION SHEET.

Note: Calibrating five meters per month meets the requirement of calibrating all meters on a three year cycle.

Deliverables Form Preparation Instructions
Deliverable Title: 1602000/3.3.8 – Warranty and Guarantee Certificate
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: Status of equipment and systems under warranties/guarantees, to include both Navy and NSAA. Instructions: For all major equipment under warranty, provide maintenance and repair history, including repair under warranty of major equipment, malfunctions, unscheduled downtime, and spare parts requirements.

Section F – 1604000 Wastewater						
DELIVERABLES						
				Distribution		
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
1604000/3	See attached	Critical Wastewater Equipment Status Report	Five business days after the end of the month	KO and COR	1	Monthly
1604000/3	See attached	System Performance Status Report	One time – within 60 calendar days after Start of Full Performance for review. Approved format for the report shall be in place within 90 calendar days after Start of Full Performance. Revisions – within five business days after the end of the month.	KO and COR	1	One time with monthly revisions
1604000/3	N/A	Contractor's Identification of Noncompli-ance	Within two hours of violation.	KO and COR	1	As required
1604000/3.1	See attached	Wastewater Treatment Chemical Stock Inventory	Five working days after the end of the month	KO and COR	1	Monthly
1604000/3.1	See attached	Equipment Breakdown Report	End of week and when equipment is replaced	KO and COR	1	Weekly and as required
1604000/3.1	See attached	Sewer Line Break, Overflow, and/or Backup Report	One working day after the completion of repairs	KO and COR	1	As required
1604000/3.1	See attached	Emergency Repair Status Report	A written report is due when the eighth hour occurs during regular work hours (0630-1630, business days). A verbal telephonic report is due when the eighth hour occurs	KO and COR	1	Every eight hours

Section F – 1604000 Wastewater						
DELIVERABLES						
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Distribution**		**Frequency**
				Original	**Copies (including original)**	
			during non-regular work hours, followed by a written report no later than 1200 hours on the first following business day. The COR/ PWO/OPS may suspend the eight hour reporting requirement when appropriate.			
1604000/ 3.1.2	See attached	BOWTS Services	Five working days after end of month	KO and COR	1	Monthly
1604000/ 3.1.3	See attached	Annual Operations and Maintenance Plan of BOWTS	One time – within 30 days prior to Start of Full Performance. Updates – within five working days of change.	KO and COR	2	One time with updates as needed
1604000/ 3.1.3	N/A	Sludge Disposal Test Results	Prior to Disposal	KO and COR	1	As needed
1604000/ 3.1.5	See attached	Wastewater Treatment Plant Flow Reading Report	Three working days after the end of the previous month	KO and COR	1	Monthly
1604000/ 3.1.5	See attached	Daily Operations Logbook Report	One working day after the end of the day	KO and COR	1	Daily
1604000/ 3.1.5	See attached	Daily Operations Readings Report	One working day after the end of the day	KO and COR	1	Daily
1604000/ 3.2	See attached	Planned Maintenance (PM) Plan	One time – within 90 calendar days after Start of Full Performance. Revisions – 10 working days after	KO and COR	1	One time – date of submission Revisions – end of each calendar year

Section F – 1604000 Wastewater						
DELIVERABLES						
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Distribution**		**Frequency**
				Original	**Copies (including original)**	
			the end of each calendar year.			
1604000/ 3.2	See attached	Maintenance Schedule	Five working days before the start of the reporting period	KO and COR	1	Weekly
1604000/ 3.2	See attached	Maintenance and Repair History	One time – within 90 calendar days after Start of Full Performance. Revisions – one working day after the end of the month.	KO and COR	1	One time and monthly revisions
1604000/ 3.2	N/A	Manhole Photographs and Reports	One working day following completion of each section.	KO and COR	1	Monthly
1604000/ 3.2	N/A	Wet Well Photographs and Reports	One working day following completion of each section.	KO and COR	1	Quarterly
1604000/ 3.2	See attached	Sewage Lift Station Check Lists	One working day after the end of the reporting period	KO and COR	1	Daily
1604000/ 3.3.1	See attached	Warranty and Guarantee Certificate Status Report	Five working days after the end of the month	KO and COR	1	Monthly
1604000/ 3.3.2	See attached	Utilities Cost Analysis Report	One working day after the end of the reporting period	KO and COR	1	Monthly

Deliverables Form Preparation Instructions
Deliverable Title: 1604000/3 – Critical Wastewater Equipment Status Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: To provide Navy Command monthly status of wastewater equipment at the Apra Harbor Wastewater Treatment Plant and Sewer Lift/Pump Stations in the collection system. Instructions: Update monthly data status of wastewater equipment at the Apra Harbor Wastewater Treatment Plant and Sewer Lift/Pump Stations in the collection system.

Deliverables Form Preparation Instructions
Deliverable Title: 1604000/3 – System Performance Status Report
Form Attachment No.: N/A
Government Approval Required: __ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: System Performance Status Report is used to evaluate and improve the wastewater treatment and collection systems performance, availability and effectiveness. Instructions: Provide information regarding unusual conditions (e.g., petroleum, color, etc.), wastewater treatment, and unexplained increases or decreases in volume. Provide evaluation of systems configuration, operations, efficiency and capacity with recommendations for improvements. List adjustments made to associated equipment to ensure proper operation of equipment and processes. List corrective actions and measures taken. Report shall include reason(s) for unexplained increases or decreases in volume exceeding 12%, location of unexplained increases and decreases, and recommendation(s) for addressing these conditions. Compare efficiency and capacity against manufacturer's standards. * The format of the report, such as content, level of detail, presentation style, clarity, etc. shall be approved by the Government.

Deliverables Form Preparation Instructions
Deliverable Title: 1604000/3.1 – Wastewater Treatment Chemical Stock Inventory
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Monthly chemical demand and inventory. Instructions: Provide table with the following columns: ID, Nomenclature, Package (Quantity, Unit, Type), Cost per Unit, Supplier, Shipment Size, Annex, Project Abbreviation, Projected Monthly Demand, Minimum Supply Threshold, On Order, Used, On Hand, Total, Months in Stock, Typical Delivery Time, Order Threshold, Due, Storage Capacity (WWTP, CCD Storage, C-800 Storage/Container) and Remarks.

Deliverables Form Preparation Instructions
Deliverable Title: 1604000/3.1 – Equipment Breakdown Report
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Provide status of response to equipment breakdown. Submission of this report is required for credit of the repair. Instructions: Include date/time reported; name, activity name, and telephone number for person reporting; a description of the problem; verification inspection information; work control submission information; progress report; and description of outstanding equipment/facility discrepancies. Report will contain Maximo asset number and new Maximo asset number (if asset requiring repair was replaced). Report generated from CMMS in progress jobs.

Deliverables Form Preparation Instructions
Deliverable Title: 1604000/3.1 – Sewer Line Break, Overflow, and/or Backup Report
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Provides summary of response and repair work completed for each sewer line break and overflow and/or backup of wastewater. Submission of this report is required for credit of the repair. Provide GIS location of sewer line breaks and overflows. Instructions: Includes Initial Trouble Call Report, Verification Inspection, Job Order Submission, Clearances/Excavation Permits, System Outages, Repair Crew/Team, and Progress Report Log.

Deliverables Form Preparation Instructions
Deliverable Title: 1604000/3.1 – Emergency Repair Status Report
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Provide status report for emergency repairs. Submission of this report is required for credit of the repair. Instructions: Describe the conditions requiring emergency repair. Assess damage. Describe activities done in providing assistance in life-threatening situations and reduce probability of additional injury or damage (if necessary). Provide procedures to isolate area. List coordination activities to notify the affected parties. Describe the types of repairs considered. Provide evaluation of the repairs considered and type of repair selected. Provide estimated time to complete the work. Provide description on how the work is to be done and impact to the systems. List times for each activity.

Deliverables Form Preparation Instructions
Deliverable Title: 1604000/3.1.2 – BOWTS Services
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Monthly disposal summary sheet. The Contractor shall provide the following documented reports: a) Total oily wastes processed b) Determined what is processed and released to sewer manhole and what is collected as sludge for disposal at landfill Instructions: As determined by the Contractor to include, but not limited to: The Contractor shall turn-in monthly reports two working days after completion of operation. Report shall identify the following: - Customer name or vessel - Oily wastes processed, tons - Sludge, tons

Deliverables Form Preparation Instructions
Deliverable Title: 1604000/3.1.3 – Annual Operations and Maintenance Plans of BOWTS
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Annual Operations & Maintenance Plans outline the weekly, monthly and quarterly maintenance required by the manufacturer's Operations and Maintenance Manuals. A separate O&M plan shall be developed for Polaris Point and Victor BOWTS. Instructions: As determined by the Contractor to include, but not limited to: - Develop separate checklists of maintenance tasks that are required to be performed weekly, monthly and quarterly with projected timeframes for these tasks to be accomplished. - Submit a monthly report summarizing all maintenance that was performed on the BOWTS. An explanation will be required if maintenance was scheduled but not performed.

Deliverables Form Preparation Instructions
Deliverable Title: 1604000/3.1.5 – Wastewater Treatment Plant Flow Reading Report
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Record daily flow for the Apra Harbor Wastewater Treatment Plant. Instructions: Report actual influent and effluent flow in MGD for each day of the month

Deliverables Form Preparation Instructions
Deliverable Title: 1604000/3.1.5 – Daily Operations Logbook Report
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Daily log of wastewater treatment plant. Instructions: Report to provide daily operational, maintenance, and repair activity at Wastewater Treatment Plant. Provide information as per attached sample, or per DAILY LOG MAR-PWC 10-11300/4 (REV. 3-60) as an alternate method. Sample Report is attached.

DAILY LOG
MAR-PWC 10-11300/4 (REV. 3-60)

DUTY STATION		DATE
SHIFT DISPATCHER OR SUPERVISOR		
1ST	2ND	3RD

TIME	REMARKS

NPPSBO GUAM

Deliverables Form Preparation Instructions
Deliverable Title: 1604000/3.1.5 – Daily Operations Readings Report
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Daily plant operations record. Instructions: Includes wastewater meter readings, flow levels, clarifier tank levels, sludge management, Apra Harbor WWTP equipment operations, treatment process levels and chlorine residuals results. Include Paint Filter and Sludge Volume Log for disposal at Sanitary Landfill. Submitted as “Daily Report” format approved by COR

Deliverables Form Preparation Instructions
Deliverable Title: 1604000/3.2 – Planned Maintenance (PM) Plan
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Plan of maintenance actions for the year. Instructions: Provide information including but not limited to personnel qualifications, corrective maintenance procedures, painting, schedules for accomplishment during the contract year, record keeping, housekeeping, security, and equipment status. Keep the maintenance procedures current and complete. Maintenance plan will be in accordance with P-603, and will contain Maximo MasterSystem, System, Subsystem, Location, CLASS_DESC, Subtype, Assetnum, FEATUREID, Whether or not the assets is on an OMI plan, Whether or not the assets has a standard Gov't PM Plan, Whether or not the assets is a critical asset, Assigned Job Plan, Assigned Frequency, Job Plan Justification, whether or not an outage is required, Comments, ASSIGNED ROUTE, ROUTE TYPE, ASSIGNED PM, PARENT PM, PM PRIORITY, and ASSIGNED START DATE. Sample Report is attached.

	Filters (Tag = PMTOOL)						Asset Data		OMI	PM Team Evaluation														
									Step 1	Not editable	Step 1	Step 1	Step 2	Step 2	Step 2	Step 2	Step 2 through 4	Step 3	Step 3	Step 4	Step 4	Step 4	Step 4
SITETEAM	MasterSystem	System	Subsystem	Location	CLASS_DESC	Subtype	Assetnum	FEATUREID	ADD TO OMI PLA	ASSET HAS STD JP	ADD TO PWC PM PLA	CRITICAL ASSET	ASSIGNED JOB PLAN	ASSIGNED FREQ	JOB PLAN JUSTIFICATION	OUTAGE REQUIRE	COMMENT	ASSIGNED ROUTE	ROUTE TYPE	ASSIGNED PM	PARENT PM	PM PRIORITY	ASSIGNED START DATE
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Mechanical Meter	Turbine		12" METER	YES	NO	YES	YES	UEM-MAR-BPS3-IM-A	A	ADD_IND	YES	Industry standard	UEM-MAR-PW-A-BPS3_IM	MULTI ASSET	UEM-MAR-PW-A-BPS3_IM	UEM-MAR-PW-A-BPS3_IM		
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Tank	Above Ground		BRINE TANK	YES	YES	YES	YES	UEM-MAR-BPS3-IM-S	SY	IMP	YES	Job plan to incorporate all tasks for	UEM-MAR-PW-S-BPS3	MULTI ASSET	UEM-MAR-PW-S-BPS3			
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Dynamic Protective	Circuit Breaker			YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Dynamic Protective	Circuit Breaker		TRANSFORMER - BRINE TANK ROOM	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Transformer			STEPDOWN - BRINE TANK ROOM	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Switch Unit	Transfer			YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Control System	Motor Control		MIOX BOOSTER PUMP	YES	YES	YES	YES	UEM-MAR-BPS3-EN-A	A	IMP	YES	Will implement standardize job pla	UEM-MAR-PW-BPS3_EN	MULTI ASSET	UEM-MAR-PW-BPS3_EN	UEM-MAR-PW-A-BPS3_IM		
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Dynamic Protective	Circuit Breaker		MIOX SYSTEM	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Dynamic Protective	Circuit Breaker		MAIN PANEL	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Pump	Centrifugal		MIOX BOOSTER PUMP	YES	OMI	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Motor	Synchronous		MIOX BOOSTER PUMP	YES	YES	NO				NO_OMI		Motor is submersible no ROI						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Chemical Addition			WATER SOFTENER	YES	YES	YES	YES	UEM-49-MAR-IM-SA-01	SA	RED_ROI	NO	Reduced no ROI	UEM-MAR-PW-68S_CHEM	MULTI ASSET	UEM-MAR-PW-SA-68S_CHEM			
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Dynamic Protective	Circuit Breaker		EXHAUST FAN - BRINE TANK ROOM	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Fan	Induced Draft		EXHAUST FAN - BRINE TANK ROOM	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Instrumentation	Gauge		PRESSURE WATER SOFTENER	YES	OMI	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Instrumentation	Gauge		PRESSURE WATER SOFTENER	YES	OMI	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Instrumentation	Indicator		CHLORINE ALARM	YES	OMI	YES		UEM-MAR-BPS3-IM-A	A	ADD_MFR	NO	Manufacturer requirement	UEM-MAR-PW-A-BPS3_IM	MULTI ASSET	UEM-MAR-PW-A-BPS3_IM	UEM-MAR-PW-A-BPS3_IM		
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Fan	Induced Draft		EXHAUST FAN - FLUORIDE TANK ROOM	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Instrumentation	Analyzer		FLUORIDE ANALYZER	YES	OMI	YES	YES	UEM-MAR-BPS3-IM-A	A	ADD_MFR	NO	Manufacturer requirement	UEM-MAR-PW-A-BPS3_IM	MULTI ASSET	UEM-MAR-PW-A-BPS3_IM	UEM-MAR-PW-A-BPS3_IM		
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Pump	Turbine		FLUORIDE CONTAINER TRANSFER PUMP	YES	OMI	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Pump	Metering		MIOX Injection Pump A	YES	YES	YES	YES	UEM-MAR-BPS3-IM-A	A	IMP	NO	Will implement standardize job pla	UEM-MAR-PW-A-BPS3_IM	MULTI ASSET	UEM-MAR-PW-A-BPS3_IM	UEM-MAR-PW-A-BPS3_IM		
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Pump	Metering		MIOX Injection Pump B	YES	YES	YES	YES	UEM-MAR-BPS3-IM-A	A	IMP	NO	Will implement standardize job pla	UEM-MAR-PW-A-BPS3_IM	MULTI ASSET	UEM-MAR-PW-A-BPS3_IM	UEM-MAR-PW-A-BPS3_IM		
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Pump	Metering		Fluoride Injection Pump A	YES	YES	YES	YES	UEM-MAR-BPS3-IM-A	A	IMP	NO	Will implement standardize job pla	UEM-MAR-PW-A-BPS3_IM	MULTI ASSET	UEM-MAR-PW-A-BPS3_IM	UEM-MAR-PW-A-BPS3_IM		
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Pump	Metering		Fluoride Injection Pump B	YES	YES	YES	YES	UEM-MAR-BPS3-IM-A	A	IMP	NO	Will implement standardize job pla	UEM-MAR-PW-A-BPS3_IM	MULTI ASSET	UEM-MAR-PW-A-BPS3_IM	UEM-MAR-PW-A-BPS3_IM		
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Control System	Motor Control		Fluoride Injection Pump A/B	YES	YES	YES	YES	UEM-MAR-BPS3-EN-A	A	IMP	YES	Will implement standardize job pla	UEM-MAR-PW-BPS3_EN	MULTI ASSET	UEM-MAR-PW-BPS3_EN	UEM-MAR-PW-A-BPS3_IM		
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Tank	Above Ground		Fluoride Tank	YES	YES	YES	YES	UEM-MAR-BPS3-IM-S	SY	IMP	YES	Job plan to incorporate all tasks for	UEM-MAR-PW-S-BPS3	MULTI ASSET	UEM-MAR-PW-S-BPS3			
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Switch Unit	Disconnect		MIOX Injection Pump A	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Switch Unit	Disconnect		MIOX Injection Pump B	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Switch Unit	Disconnect		EXHAUST FAN - FLUORIDE TANK ROOM	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Dynamic Protective	Circuit Breaker		TRANSFORMER - FLUORIDE TANK ROOM	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Tank	Above Ground		MIOX SOLUTION TANK	YES	YES	YES	YES	UEM-MAR-BPS3-IM-S	SY	IMP	YES	Job plan to incorporate all tasks for	UEM-MAR-PW-S-BPS3	MULTI ASSET	UEM-MAR-PW-S-BPS3			
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Switch Unit	Disconnect		EXHAUST FAN - MIOX SOLUTION TANK ROO	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Instrumentation	Indicator		MIOX SOLUTION TANK LEVEL INDICATOR	YES	OMI	YES	YES	UEM-MAR-BPS3-IM-A	A	ADD_MFR	NO	Manufacturer requirement	UEM-MAR-PW-A-BPS3_IM	MULTI ASSET	UEM-MAR-PW-A-BPS3_IM	UEM-MAR-PW-A-BPS3_IM		
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJIW-68S	Relief Valve	Air Release			YES	NO	YES	YES	UEM-MAR-BPS3-IM-A	A	ADD_IND	YES	Industry standard	UEM-MAR-PW-A-BPS3_IM	MULTI ASSET	UEM-MAR-PW-A-BPS3_IM	UEM-MAR-PW-A-BPS3_IM		

Deliverables Form Preparation Instructions
Deliverable Title: 1604000/3.2 – Maintenance Schedule
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Schedule of maintenance actions. Instructions: Daily work plan for each day of the week for the maintenance actions planned. Work schedule shall be based on the Maintenance Plan.

Deliverables Form Preparation Instructions
Deliverable Title: 1604000/3.2 – Maintenance and Repair History
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document and maintain records of maintenance and repair history for each facility [feed line (main) and its associated valves, vents, piping, manholes, meters, and other appurtenances; lift station; wastewater treatment plant unit]. Instructions: Records on the Government's Computerized Maintenance Management System (CMMS) and local intranet shall include but not be limited to complete maintenance and repair history for each piece of equipment, line, or appurtenance associated with the facility; names of the workers, dates and types of service performed; and when service will be required again. Note whether maintenance work was completed in accordance with the maintenance program. Evaluate if the work was completed successfully and the impact to future maintenance and the systems. Calibration records for meters and gauges shall also include exact location/site, serial number, make, type/model, size, digits, register US Gals, readings high side and readings low side, current reading, previous reading, difference Gals/passed, calibration results, remarks/ comments. Report generated from CMMS in progress jobs.

Deliverables Form Preparation Instructions
Deliverable Title: 1604000/3.2 – Sewage Lift Station Check Lists
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Results of inspections conducted at all sewage lift stations each day. Instructions: Report operational status, readings, and other conditions noted during inspections of the facilities and equipment at all of the sewage lift stations each day on the Sewage Lift Station Check Lists form. Format is to be approved by COR.

Deliverables Form Preparation Instructions
Deliverable Title: 1604000/3.3.1 – Warranty and Guarantee Certificate Status Report
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Status of equipment and systems under warranties/guarantees. Instructions: For all major equipment under warranty, provide maintenance and repair history, including repair under warranty of major equipment, malfunctions, unscheduled downtime, and spare parts requirements. Description of Maximo location(s) and asset(s) numbers spare part supports.

Deliverables Form Preparation Instructions
Deliverable Title: 1604000/3.3.2 Utilities Cost Analysis Report
Form Attachment No.: N/A
Government Approval Required: __ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose Of Report: Provide information for input into the Navy system. Instructions: Provide information per NAVCOMPT 2127 (REV 3-92)/PC-UCAR/PWMA PC-FORM 2127 (VER 2.I). Sample Report is attached.

UTILITIES COST ANALYSIS REPORT

REV 3-92) PC - UCAR PWMA PC-FORM 2127 (VER 2.0)

E	PERIOD: FEB 03	DBOF: X	PREPARED BY: DANNY DOLOR	REVIEWED BY: BRETT RAILEY
	MONTH: FEB	NON-DBOF:	DSN: (671) 339-5147	DSN: (671) 339-6109
	QTR: FIRST	OTHER:	COMMERCIAL: (671) 339-5147	COMMERCIAL: (671) 333-2111
E	YEAR: FY03		DATE: 18-Mar-2003	DATE: 18-Mar-2003

FUEL CONSUMED				HEAT SOURCE		ELECTRICITY		OTHER FUEL		TOTAL		
AMOUNT CONSUMED	TYPE UNITS	BTU CONTENT	UNIT COST PER MBTU	MBTUs A1	DOLLARS A2	MBTUs C1	DOLLARS C2	MBTUs J1	DOLLARS J2	MBTUs	DOLLARS	
0	THERM			0		0				0		
0	TON			0	0	0	0			0	0	
0	LB			0	0	0	0			0	0	
0	CORD			0	0	0	0			0	0	
0	GAL	137400	$0.00	0	0	0	0			0	0	
0	GAL	144660	$0.00	0	0	0	0			0	0	
0	GAL	147620	$0.00	0	0	0	$0			0	$0	
0	GAL	144620	$0.00	0	0	0	$0			0	$0	
0	GAL	138770	$4.98	0	0	0	$0			0	$0	
L- 1705255	GAL	138770	$4.98	236638	$1,178,458	0	0			236638	$1,178,458	
BTU		1708980.00		236638		0				236638		
OLLARS					$1,178,458		$0		0		$1,178,458	

		HEATING SUPPLY MBTU/HR A	NATURAL GAS MBTU B	ELECTRICITY MWH C	WATER POTABLE KGAL D	WATER NON-POTABLE KGAL E	SEWAGE KGAL F	CHILLER PLANT MBTU G	PNEUMATIC POWER KSCF H	MISC UTILITIES I	OTHER FUEL MBTU J	TOTALS K
TY TRANSFERS												
a. QUANTITY (MBTUs)			0	0	0	0	0	0	0	0	0	0
b. COST PER MBTU	$48.81		$48.81	$48.81	$48.81	$48.81	$48.81	$48.81	$48.81	$48.81	$48.81	
c. TOTAL COST			0	0	0	0	0	0	0	0	0	0
a. QUANTITY (MBTUs)												
b. COST PER MBTU	$0.00											
c. TOTAL COST												
a. QUANTITY (MWHs)		8	0		564	0	205	0	0	3	0	780
b. COST PER MWHs	$179.98	$179.98	$179.98		$179.98	$179.98	$179.98	$179.98	$179.98	$179.98	$179.98	
c. TOTAL COST		$1,418	0		$101,528	$0	$36,903	0	0	$605	0	$140,454
a. QUANTITY (KGALs)		109	0	5		0	0	0	0	0	0	114
b. COST PER KGAL	$1.95	$1.95	$1.95	$1.95		$1.95	$1.95	$1.95	$1.95	$1.95	$1.95	
c. TOTAL COST		$213	0	$10		0	$0	0	0	0	0	$222
a. QUANTITY (KGALs)		0	0	0	0		0	0	0	0	0	0
b. COST PER KGAL	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00	
c. TOTAL COST		0	0	0	0		0	0	0	0	0	0
IVE DATA												
T PRODUCTION		5631	0	0	342036	0	58786	0	0	0		
SED IN PRODUCTION		0	0	0	1710	0	0	0	0	0		
ODUCTION (8-9)		5631	0	0	340326	0	58786	0	0	0		
UTILITIES - INTRA NAVY		0	0	0	0	0	0	0	0	0		
UTILITIES - OTHER		0	0	19549	0	0	8738	0	0	0		
& PURCHASED (10+11+12)		5631	0	19549	340326	0	67524	0	0	0		
TRANSFERS (FROM)		0	0	1	114	0						
PROD & PURCHASED (13-14)		5631	0	19548	340212	0	67524	0	0	0		
TIES LOST IN DISTRIBUTION		279		0	59649	0		0	0	0		
ES DELIVERED (15-16)		5352	0	19548	280563	0	67524	0	0	0		
URSABLES SOLD		0	0	0	0	0	0	0	0	0		
CTION CAPACITY		80.278	0	263	20900S/9G/12P	2.5	2.5	0	0	0		
PLY		80.278	0	263	20900S/9G/12P	2.5	2.5	0	0	0		
MAND		55.168	0	19240274	13221	3600	2316	0	0	0		
OF DISTRIBUTION SYSTEM		0	0	0	0	0	0	0	0	0		
ON AND PURCHASE COST												
a. LABOR		$64,636	$0	$102,497	$39,826	$0	$26,465	$0	$0	$0	$0	$233,424
b. MATERIAL		$0	$0	$22,741	$54,266	$0	$13,999	$0	$0	$0	$0	$91,026
c. CONTRACT & OTHER		$19,829	$0	$2,537,886	$58,104	$0	$31,439	$0	$0	$0	$0	$2,647,258
d. FUEL		$1,178,458		$0							$0	$1,178,458

24	OVERHEAD	a. APPORT GEN PLANT EXP	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
		b. GEN EXP APPLIED (DBOF	$58,044	$0	$139,368	$40,798	$0	$38,957	$0	$0	$0	$0	$277,167
25	INTERUTILITY	a. STEAM TO:		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
		b. NATURAL GAS TO:	$0		$0	$0	$0	$0	$0	$0	$0	$0	$0
		c. ELECTRICITY TO:	$1,418	$0		$101,528	$0	$36,903	$0	$0	$605	$0	$140,454
		d. POTABLE WATER TO:	$213	$0	$10		$0	$0	$0	$0	$0	$0	$222
		e. NON-POTABLE WATER TO:	$0	$0	$0	$0		$0	$0	$0	$0	$0	$0
26	MAINTENANCE	a. LABOR	$35,863	$0	$132,958	$69,176	$0	$32,392	$0	$0	$0	$0	$270,389
		b. MATERIAL	$11,813	$0	$8,286	$16,480	$0	$5,973	$0	$0	$0	$0	$42,552
		c. CONTRACT & OTHER	$7,796	$0	$235,984	$45,103	$0	$27,973	$0	$0	$0	$0	$316,856
27	GROSS PLANT PROD (23 THRU 26)		$1,378,070	$0	$3,179,730	$425,301	$0	$214,101	$0	$0	$605	$0	$5,197,807
28	INTERUTILITY TRANSFERS FROM:		$0	$0	$140,454	$222	$0						$140,676
29	PURCHASED UTIL - INTRA NAVY		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
30	PURCHASED UTIL - OTHER		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
31	COST PROD & PURCH ((27-28)+29+30)		$1,378,070	$0	$3,039,276	$425,079	$0	$214,101	$0	$0	$605	$0	$5,057,131
	DISTRIBUTION COSTS												
32	OPERATIONS	a. LABOR	$0	$0	$106,196	$27,488	$0	$2,160	$0	$0	$0	$0	$135,844
		b. MATERIAL	$0	$0	$1,543	$3,297	$0	$0	$0	$0	$0	$0	$4,840
		c. CONTRACT & OTHER	$0	$0	$40,974	$6,789	$0	$21,653	$0	$0	$0	$0	$69,416
33	OVERHEAD	a. APPORT GEN PLANT EXP	$0	$0	$113,737	$29,440	$0	$2,313	$0	$0	$0	$0	$145,491
		b. GEN EXP APPLIED (DBOF	$4,735	$0	$179,635	$20,629	$0	$5,614	$0	$0	$0	$0	$211,013
34	MAINTENANCE	a. LABOR	$8,288	$0	$184,616	$4,190	$0	$6,131	$0	$0	$0	$0	$203,225
		b. MATERIAL	$0	$0	$28,951	$632	$0	$129	$0	$0	$0	$0	$29,912
		c. CONTRACT & OTHER	$7,184	$0	$155,113	$3,137	$0	$6,271	$0	$0	$0	$0	$171,705
35	TOTAL COST OF DISTRIBUTION (32+33+34)		$20,207	$0	$810,965	$95,602	$0	$44,471	$0	$0	$0	$0	$971,446
36	TOTAL COST UTILITIES DELIVERED (31+35)		$1,398,277	$0	$3,850,241	$520,681	$0	$258,573	$0	$0	$605	$0	$6,028,577
	UNIT COST AND RATES												
37	DELIVERED (36/17)		$261.24	$0.00	$196.96	$1.86	$0.00	$3.83	$0.00	$0.00	$0.00		
38	PRODUCED (27/10)		$244.71	$0.00	$0.00	$1.25	$0.00	$3.84	$0.00	$0.00	$0.00		
39	PURCHASED - INTRA NAVY (29/11)		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
40	PURCHASED - OTHER (30/12)		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
41	ESTABLISHED ACTIVITY RATE		$43.64	$0.00	$145.00	$2.20	$0.00	$3.65	$0.00	$0.00	$0.00		
42	PRIVATE PARTY RATE		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
	MISCELLANEOUS												
43	REIMBURSABLES		$0	$0	$0	$0	$0	$0	$0	$0	$0		$0
44	DBOF COST DISTRIBUTED TO PRODUCTION		$0	$0	$0	$0	$0	$0	$0	$0	$0		$0
45	DBOF COST DIST TO GEN EXP (36-43)		$1,398,277	$0	$3,850,241	$520,681	$0	$258,573	$0	$0	$605		$6,028,577
46	NET GAIN/LOSS ((41-37)x17) DBOF USE 18		($1,164,698)	$0	($1,015,711)	$96,357	$0	($12,111)	$0	$0	$0		($2,096,162)
47	NET GAIN/LOSS TO DATE (46 TO DATE)		($1,164,698)	$0	($1,015,711)	$96,357	$0	($12,111)	$0	$0	$0		($2,096,162)
48	NET DIRECT ACTUAL COST (36-43)		$1,398,277	$0	$3,850,241	$520,681	$0	$258,573	$0	$0	$605	$0	$6,028,577
49	NET DIRECT YTD COST (48 TO DATE)		$1,398,277	$0	$3,850,241	$520,681	$0	$258,573	$0	$0	$605	$0	$6,028,577
50	NET DIRECT BUDGET		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
51	CURRENT PLANT VALUE		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
52	SPECIAL PROJECTS		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
53	MILITARY LABOR		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

REMARKS:

POWER FACTOR PENALTY PAID: [X] YES [ ] NO AMOUNT: $ 50,000.00

DEMAND PENALTY PAID: [X] YES [ ] NO AMOUNT: $ 25,000.00

COST FACTOR CALCULATION:

$$CF = \frac{\text{CAN 8810}}{\text{(LINE 23a COL K)+(LINE 32a COL K)}} = \frac{250000}{233424 + 135844} = 1.07$$

rev: 6/95 csh

N62742-19-R-1199

Section F – 1605000 Steam						
DELIVERABLES						
				Distribution		
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
1605000/ 3	N/A	Special Tools and Critical Spare Parts List	One time – within 30 calendar days after full contract performance Revisions – first working day after the end of the month	KO and COR	1	Once for initial submittal, then as requested
1605000/ 3.1, 3.1.1, 3.1.1.5 3.1.2	N/A	Standard Operating Procedures (SOPs)	One time – within 30 calendar days after full contract performance Revisions – first working day after the end of the month	KO and COR	1	Once for initial submittal, then as requested
1605000/ 3.1.1.1	N/A	Steam Testing Program	One time – within 30 calendar days after full contract performance Revisions – first working day after the end of the month	KO and COR	1	Once for initial submittal, then as requested
1605000/ 3.1.1.1	N/A	Shipboard Steam Connec-tion Testing Data Sheets	Submitted prior to start of business the following day.	KO and COR	1	Daily
1605000/ 3.1.1.1	N/A	Pier Distribution Steam Testing Data Sheets	Submitted by the 10th working day of the following months: January, April, July, and October.	KO and COR	1	Quarterly
1605000/ 3.1.1.1	N/A	Shoreside Facilities Steam Testing Data Sheets	Submitted prior to start of business the following week.	KO and COR	1	Twice Weekly
1605000/ 3.1.1.2	N/A	Boiler Exhaust Testing Program	One time – within 30 calendar days after full contract performance	KO and COR	1	Once for initial submittal, then as requested

Section F – 1605000 Steam						
DELIVERABLES						
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Distribution**		**Frequency**
				Original	**Copies (including original)**	
			Revisions – first working day after the end of the month			
1605000/ 3.1.1.3	N/A	Steam Plant and Distribu-tion System Operator Attendance Schedule	One time – within 15 calendar days after full contract performance Revisions – first working day after the end of the month	KO and COR	1	Once for initial submittal, then as requested
1605000/ 3.1.1.4	N/A	Boiler and Feedwater Testing and Treatment Program	One time – within 30 calendar days after full contract performance Revisions – first working day after the end of the month	KO and COR	1	Once for initial submittal, then as requested
1605000/ 3.1.1.4	N/A	Shipboard Steam Boiler Feedwater Testing Data Sheets	Daily tests submitted weekly on the first working day after the end of the previous week's testing period	KO and COR	1	Weekly
1605000/ 3.1.1.4	N/A	Shoreside Facility Boiler Water Testing Data Sheets	Quarterly tests submitted annually within 15 calendar days of the new year.	KO and COR	1	Annually
1605000/ 3.1.1.6	N/A	Steam Plant Boiler Operating Records, Logs and Reports	Three working days after the end of the month	KO	1	Monthly
1605000/ 3.1.2.1	N/A	Demineralized Water Quality Testing Program	One time – within 30 calendar days after full contract performance Revisions – first working day after	KO and COR	1	Once for initial submittal, then as requested

Section F – 1605000 Steam						
DELIVERABLES						
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Distribution**		**Frequency**
				Original	**Copies (including original)**	
			the end of the month			
1605000/ 3.1.2.2	N/A	Demineralized Water System Operator Attendance Schedule	One time – within 15 calendar days after full contract performance Revisions – first working day after the end of the month	KO and COR	1	Once for initial submittal, then as requested
1605000/ 3.1.2.3	N/A	Demineralized Water Operating Records, Logs and Reports	Three working days after the end of the month	KO and COR	1	Monthly
1605000/ 3.2	N/A	Equipment and System Maintenance Program Plan	One time – within 30 calendar days after full contract performance Revisions – first working day after the end of the month	KO and COR	1	Once for initial submittal, then as requested
1605000/ 3.3	N/A	Tank Inspection Program	One time – within 30 calendar days after full contract performance Revisions – first working day after the end of the month	KO and COR	1	Once for initial submittal, then as requested
1605000/ 3.4.1	N/A	Steam Consumption Data Report	Three working days after the end of the month	KO and COR	1	Monthly
1605000/ 3.4.2	N/A	Boiler Fuel Consumption Data Report	Three working days after the end of the month	KO and COR	1	Monthly
1605000/ 3.4.3	N/A	Demineralized Water Produc-tion and Consumption Data Report	Three working days after the end of the month	KO and COR	1	Monthly

Section F – 1605000 Steam						
DELIVERABLES						
				Distribution		
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
1605000/ 3.4.4	N/A	Chemical Consumption and Inventory Data Report	Three working days after the end of the month	KO and COR	1	Monthly

Section F – 1606000 Water						
DELIVERABLES						
				Distribution		
Spec Item	**Additional Information**	**Deliverable Title**	**Date (s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
1606000/3	See attached	System Performance Status Report	Within 60 calendar days after full performance. Approved format for the report shall be in place within 90 calendar days after full performance. Revisions – within five working days after the end of the month	KO and COR	1	Once; monthly revisions
1606000/3	See attached	Water System Status Report (in dry season from January to June)	Close of business every Tuesday	KO and COR	1	Weekly
1606000/3.1	See attached	Fena Water Treatment Plant Potable Water Operations Record	One working day after the end of the day	KO and COR	1	Daily
1606000/3.1	See attached	Water Chemical Count	Three working days after the end of the week	KO and COR	1	Weekly
1606000/3.1	See attached	Fena Water System Total Water Production Report	Five working days after the end of the month	KO and COR	1	Monthly
1606000/3.1	See attached	Water Treatment Plant and Distribution System Daily Log	End of the day	KO and COR	1	Daily
1606000/3.1	See attached	Water Line Break Report	One working day after the completion of repairs.	KO and COR	1	As required
1606000/3.1	See attached	Equipment Breakdown Report	Three working days after the end of the reporting period.	KO and COR	1	Weekly and when equipment is replaced
1606000/3.1	See attached	Emergency Repair Status Report	A written report is due when the eighth hour occurs during regular	KO and COR	1	Every eight hours

Section F – 1606000 Water						
DELIVERABLES						
				Distribution		
Spec Item	**Additional Information**	**Deliverable Title**	**Date (s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
			work hours (0630-1630, business days). A verbal telephonic report is due when the eighth hour occurs during non-regular work hours, followed by a written report no later than 1200 hours on the first following business day. The COR/ PWO/OPS may suspend the eight-hour reporting requirement when appropriate.			
1606000/ 3.2	See attached	Planned Maintenance (PM) Plan	One time – within 90 calendar days after contract award. Revisions -– 10 working days after the end of each contract year.	KO and COR	1	Once; annual revisions
1606000/ 3.2	See attached	Maintenance Schedule	Five working days before the start of the reporting period.	KO and COR	1	Weekly
1606000/ 3.2	See attached	Monthly Utility Unscheduled Outage Report (Navy and NSAA)	First Tuesday of each month	KO and COR	1	Monthly
1606000/ 3.2	See attached	Technical Information and Manuals for Newly Installed Equipment	Within 30 calendar days after the installation of new equipment	KO and COR	1	As required
1606000/ 3.2	See attached	Maintenance and Repair History	One time – within 90 calendar days	KO and COR	1	One time and monthly revisions

Section F – 1606000 Water						
DELIVERABLES						
Spec Item	**Additional Information**	**Deliverable Title**	**Date (s) of Submission**	**Distribution**		**Frequency**
				Original	**Copies (including original)**	
			after full performance. Revisions – one working day after the end of the month.			
1606000/ 3.3	See attached	Hydrant Flushing Report	Three days after the end of the week	KO and COR	1	Weekly
1606000/ 3.3	See attached	Meter Calibra-tion/Repair Report	Monthly (five working days after the end of the month) for calibra-tion. Daily (one working day after repairs).	KO and COR	1	As required
1606000/ 3.3	See attached	Gauge Calibration/ Repair Report	Monthly (five working days after the end of the month) for calibra-tion. Daily (one working day after repairs).	KO and COR	1	As required
1606000/ 3.3.1	See attached	Warranty and Guarantee Certificate Status Report	Five working days after the end of the month	KO and COR	1	Monthly

Deliverables Form Preparation Instructions
Deliverable Title: 1606000/3 – System Performance Status Report
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: System Performance Status Report is used to evaluate and improve the water distribution systems performance, availability and effectiveness. Instructions: Provide information regarding unusual conditions, unexplained increases or decreases in consumption and line losses. Provide evaluation of systems configuration, operations, efficiency and capacity with recommendations for improvements. List adjustments made to associated equipment to ensure proper operation of equipment and processes. List corrective actions and measures taken. Report shall include reason(s) for unexplained line losses exceeding 10%, location of losses, and recommendation(s) for reducing these losses. Compare efficiency and capacity against manufacturer's standards. * The format of the report, such as content, level of detail, presentation style, clarity, etc. shall be approved by the Government. Submit a copy of the summary report via email to KO for Government review and comment.

Deliverables Form Preparation Instructions
Deliverable Title: 1606000/3 – Water System Status Report (in dry season from January to June)
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: To provide Navy Command weekly status of raw water production from the Navy Reservoir at NAVMAG and production availability of all Navy water wells and total volume storage of all Navy reservoirs. Instructions: Update weekly data status of raw water production from the Navy Reservoir at NAVMAG, production availability of all Navy water wells and total volume storage of all Navy reservoirs. Sample Report is attached.

Water Status Report

Date: 06/12/07

Current WCL: IV Set on 21 March

Raw Water Status

Fena Reservoir	Depth (ft)	Remarks
Level:	98.29	
10-Yr Avg:	102.16	
Delta:	-3.8742	WCL III invoked when -5.0ft

Springs	Avg Production	Remarks
Bona:	0 gpm	No production since 08May07
Almagosa:	260 gpm	

Treated Water Status

Storage	Status / Optimal Capacity (Kgal)	Remarks	Fire Pro Level	Current Level
Naval Magazine	720		Under Revision	
Maanot	1,180	Maanot is operating with 1 of 2 cells (590 Gal)		
Clearwell	530	Clearwell is operating with 1 of 2 cells		
Apra Heights	5,200			
Tupo	4,160	Tupo is operating with 4 of 5 cells		
Adelup	2,080	Adelup is operating with 2 of 3 cells		
Nimitz Hill	1,060			
Naval Hospital	1,060			
Barrigada	3,180			
NCTS Ground Tank	200			
NCTS North Elev Tank		Tank down since 1997		
South Finegayan	270			
Tanguisson	150			
Total Optimal Capacity	19,790			
Current TVS:	17.12 MG			

Wells	Status / Optimal Capacity (gpm)	Remarks
NCTS Well A	200	Historical intermittent high chloride content, currently OK
~~NCTS Well B~~		Well B is capped. Replaced by Well 13 or B-1
NCTS Well 2	200	Well pumping sand, foot screen is missing. Pump, motor and well column removed. History of intermittent high chlorides.
NCTS Well 3	100	
~~NCTS Well 4~~		Well is capped
NCTS Well 5	100	Well investigation report completed, screen is damaged. PDI recommends abandoning exicting well and redrilling new well next to it.
NCTS Well 6	200	13May07 Pump Motor Burned out, Pump needs replacement
NCTS Well 7	200	
NCTS Well 8	200	Well column failure. NFM MMRP project planned in FY09 to replace/re-drill well at existing site
NCTS Well 9	200	
NCTS Well 10 (New)	200	Warranty period expired Deepwell Pump motor open leg. Note: Control Valve replaced 01Jun07
NCTS Well 11 (New)	200	New Well: Operation Test Good- minor problems to be corrected GEPA Ops Permit in Progress
NCTS Well 12 (New)	200	New Well: Operation Test Good- minor problems to be corrected GEPA Ops Permit in Progress
NCTS Well B-1 (New)	200	DZSP21 to correct Chlorine system
NRMC Well 1	200	
NRMC Well 2	200	Production @ 70 GPM. Need to replace deep well pump.
NRMC Well 3	200	No production since 23May07 (High Chlorides)

Legend:
Fully Capable
Reduced Capability
Operational But Secured
OOC

Deliverables Form Preparation Instructions
Deliverable Title: 1606000/3.1 – Fena Water Treatment Plant Potable Water Operations Record
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Daily plant operations record. Instructions: Includes water meter readings, reservoir volumes, feeders, filter operations and backwash, clearwell levels, sludge bed management, Fena WTP equipment operations, and treatment process turbidity and chlorine residuals results. Submitted as “Daily Report” format approved by COR.

Deliverables Form Preparation Instructions
Deliverable Title: 1606000/3.1 – Water Chemical Count
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Inventory of water treatment chemicals. Instructions: Provide information weekly in the Daily Water Report.

Deliverables Form Preparation Instructions
Deliverable Title: 1606000/3.1 – Fena Water System Total Water Production Report
Form Attachment No.: N/A
Government Approval Required: ***X*** Yes ____ No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Monthly water production report. Instructions: Provide table with the following columns: Date, Springs Water (Bona-mech. meter, Almagosa-mech. meter, Combined-venturi meter), Raw Water (Fena-new flow meter, Combined-venturi meter springs + Fena), Finished Water (Venturi meter, sparling mech. meter) Submitted as tab at end of "Daily Report" spreadsheet; format approved by COR Submit a copy of the summary report via email to KO for Government review and comment.

Deliverables Form Preparation Instructions
Deliverable Title: 1606000/3.1 – Water Treatment Plant and Distribution System Daily Log
Form Attachment No.: N/A
Government Approval Required: ___ Yes _***X***_ No
Media: __ Hard Copy ***X*** Electronic ___ Direct System Input
Instructions: Provide a daily log of the water treatment plant and a daily record of the water distribution system. Sample Report is attached.

DAILY LOG
MAR-PWC 10-11300/4 (REV. 3-60)

DUTY STATION		DATE
SHIFT DISPATCHER OR SUPERVISOR		
1ST	2ND	3RD

TIME	REMARKS

NPPSBO GUAM

U.S. Navy Water System Daily Operations Record

JG | JP

Monday, June 28, 2015

Distribution System Operations

Finished Water Reservoirs	Fire Lvl, ft	Full Lvl, ft	gal per ft	Cap. MG	No. of Cells	Cells OTL	1st rd Time	Cl_2 mg/L	PO_4 mg/L	1200H Lvl, ft	2nd rd Time	1600H Lvl, ft
B480 Naval Magazine	19.99	18.35	33,215	0.72	2	2	0812	1.48	1.41	18.00	1515	17.92
B4100 Apra	7.20	17.33	280,016	5.20	5	4	0826	1.89	0.56	17.08	1500	16.50
B1480 Tupo	17.93	17.93	280,016	5.20	5	5	0809	1.55	1.35	17.83	1527	17.92
B1180 Adelup	11.79	17.94	111,224	3.60	2	3	0907	1.09	0.32	17.00	1400	16.16
B1081 Nimitz	11.56	18.22	53,177	1.00	2	2	0844	0.97	0.28	16.25	1021	17.50
B1069 Naval Hospital	13.88	18.22	53,177	1.00	2	2	0856	0.95		16.92	1411	17.00
B689 Barrigada	15.60	18.25	124,048	3.38	6	6	1027	0.75		18.10	1342	18.00
B-C144 NCS Ground	6.60	18.00	20,000	0.20	1	1	1117	0.00		4.50	1258	4.50
B-A1365 South Elevated Tank	14.50	22.98	1,187	0.027	1	1	1102	1.15		28.67	1307	26.52
B386 Tenguisson	15.20	15.87	1,451	0.15	1	1	1046	1.29		15.00	1320	15.00

Pumping Facilities	Pump No.	Setting	Timer Operations Setting	Suction PSI	Discharge PSI	Hour Meter
B680 Asan PS	#1			145	149	[illegible]
	#2			145	149	2668.2
	#3			143	149	[illegible]
B1181 Adelup PS	Nimitz #1		0400-0800, 1100-1400, 1900-2300	215	232	0959.1
	Nimitz #2			215	219	0917.7
	Nimitz #3		0400-0800, 1100-1400, 1900-2300	215	229	0969.9
	Hospital #1			50	50	1555.9
	Hospital #2			45	46	1672.2
B681 Barrigada PS	#1			71	76	53.5
	#2			73	76	76.3
	#3			76	79	162.0
B80 Barrigada Booster	#1			40	44	478.87
	#2			39	40	146.6
B653 Harmon PS	#1			55	33	1310
	#2			81	79	919
	#3			55	71	3.9
	#4			71	74	289.8
	#5			76	72	1107.6

Water Meters	GPM	Meter Reading
Taco Bell meter R-7	1300	485049
Asan pumps	0	207910
Asan PS return	0	296650
Nimitz pumps R-118	630	3598895
Hospital pumps R-119	250	928140
Naval Hospital return R-385	0	207304
Barrigada pumps R-129	719	4457824
Barrigada PS return R-433	710	8640080.76
Barrigada Pump to Radio Barr meter NW1	0	2050080
Radio Barrigada to Barr Resr bypass NW2	0	10787293
B80 Barrigada booster R-323	0	427071
Barrigada Reservoir to Harmon R-336	0	000129
Harmon to Barrigada return R-147	520	250205
Harmon to Barrigada/Tenguisson R-337	600	343895
MAFB Tunon to Harmon R-342	0	034449
Harmon to Tenguisson R-158	20	842261
NET-SEL R-319	528	703211
Harmon to NCS Ground R-317	0	004973
NCS-B1 to NCS Ground/Harmon R-406	0	178472
South Finegayan R-102	0	023479

Prepared by 02SR01 Annex 1107

Deliverables Form Preparation Instructions
Deliverable Title: 1606000/3.1 – Water Line Break Report
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Submission of the Water Line Break Report is required for credit of the repair. Instructions: Includes Initial Trouble Call Report, Verification Inspection, Job Order Submission, Clearances/Excavation Permits, System Outages, Repair Crew/Team, and Progress Report Log. Provide GIS location of water line break. Sample Report is attached.

WATER LINE BREAK REPORT

CODE:	REPORT#:	PREPARED BY:

INITIAL TROUBLE CALL REPORT

DATE/TIME REPORTED:	REPORTED BY:	ACTIVITY:	PHONE#:

TROUBLE DESCRIPTION:

VERIFICATION INSPECTION

DATE/TIME VERIFIED:	VERIFIED BY:	ESTIMATED GPM	PIPE SIZE	BACKHOE	HAND DIG

REMARKS/RESULTS OF VERIFICATION:

JOB ORDER SUBMISSION

DATE/TIME SUBMITTED:	JOB ORDER#	E/S/M#	W/R#	PRI	LEAD	LEAD PERSON NAME:

CLEARANCES/EXCAVATION PERMITS

DATE/TIME C-612 NOTIFIED OF CLEARANCE REQUIREMENTS	POWER CLEARED TIME	TELEPHONE CLEARED TIME	STEAM/AIR CLEARED TIME	WTR/SWR CLEARED TIME	CLEARANCE PROBLEMS:

SYSTEM OUTAGES

AFFECTED CUSTOMER/S:	DATE/TIME SYSTEM DOWN	TOTAL HOURS WTR SYSTEM DOWN
	DATE/TIME SYS RESTORED	

REPAIR CREW / TEAM

CODE:	TEAM:	TEAM LDR:	CREW SIZE:	RESPONSE DATE/TIME:	COMPLETED DATE/TIME:

PROGRESS REPORT LOG

TIME:	REMARKS/COMMENTS/LOG:

Deliverables Form Preparation Instructions
Deliverable Title: 1606000/3.1 – Equipment Breakdown Report
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Provide status of response to equipment breakdown. Submission of this report is required for credit of the repair. Instructions: Include date/time reported; name, activity name, and telephone number for person reporting; a description of the problem; verification inspection information; work control submission information; progress report; and description of outstanding equipment/facility discrepancies. Report will contain Maximo asset number and new Maximo asset number (if asset requiring repair was replaced). Report generated from CMMS in progress jobs.

Deliverables Form Preparation Instructions
Deliverable Title: 1606000/3.1 – Emergency Repair Status Report
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Provide status report for emergency repairs. Submission of this report is required for credit of the repair. Instructions: Describe the conditions requiring emergency repair. Assess damage. Describe activities done in providing assistance in life-threatening situations and reduce probability of additional injury or damage (if necessary). Provide procedures to isolate area. List coordination activities to notify the affected parties. Describe the types of repairs considered. Provide evaluation of the repairs considered and type of repair selected. Provide estimated time to complete the work. Provide description on how the work is to be done and impact to the systems. List times for each activity.

Deliverables Form Preparation Instructions
Deliverable Title: 1606000/3.2 – Planned Maintenance (PM) Plan
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Plan of maintenance actions for the year. Instructions: Provide information including but not limited to personnel qualifications, corrective maintenance procedures, painting, schedules for accomplishment during the contract year, record keeping, housekeeping, security, and equipment status. Keep the maintenance procedures current and complete. Maintenance plan will be in accordance with P-603, and will contain Maximo MasterSystem, System, Subsystem, Location, CLASS_DESC, Subtype, Assetnum, FEATUREID, Whether or not the assets is on an OMI plan, Whether or not the assets has a standard Gov't PM Plan, Whether or not the assets is a critical asset, Assigned Job Plan, Assigned Frequency, Job Plan Justification, whether or not an outage is required, Comments, ASSIGNED ROUTE, ROUTE TYPE, ASSIGNED PM, PARENT PM, PM PRIORITY, and ASSIGNED START DATE. Sample Report is attached.

	Filters						Asset Data		OMI	PM Team Evaluation													
	Equ = PMTOOL1								Step 3	Not editable	Step 3	Step 1	Step 2	Step 2	Step 2	Step 2	Step 2 through 4	Step 3	Step 3	Step 4	Step 4	Step 4	Step 4
SITETEAM	MasterSystem	System	Subsystem	Location	CLASS_DESC	Subtype	Assetnum	FEATUREID	ADD TO OMI PLAN	ASSET HAS STD JP	ADD TO PWD PM PLAN	CRITICAL ASSET	ASSIGNED JOB PLAN	ASSIGNED FREQ	JOB PLAN JUSTIFICATION	OUTAGE REQUIRED	COMMENT	ASSIGNED ROUTE	ROUTE TYPE	ASSIGNED PM	PARENT PM	PM PRIORITY	ASSIGNED START DATE
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Mechanical Meter	Turbine		12" METER	YES	NO	YES	YES	UEM-MAR-BPS3-IM-A	A	ADD_IND	YES	Industry standard	UEM-MAR-PW-A-BPS3_IM	MULTI ASSET	UEM-MAR-PW-A-BPS3_IM	UEM-MAR-PW-A-BPS3_IM		
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Tank	Above Ground		BRINE TANK	YES	YES	YES	YES	UEM-MAR-BPS3-IM-5	5Y	IMP	YES	Job plan to incorporate all tasks for	UEM-MAR-PW-5-BPS3	MULTI ASSET	UEM-MAR-PW-5-BPS3			
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Dynamic Protective	Circuit Breaker			YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Dynamic Protective	Circuit Breaker		TRANSFORMER - BRINE TANK ROOM	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Transformer			STEPDOWN - BRINE TANK ROOM	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Switch Unit	Transfer			YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Control System	Motor Control		MIOX BOOSTER PUMP	YES	YES	YES	YES	UEM-MAR-BPS3-EN-A	A	IMP	YES	Will implement standardize job pla	UEM-MAR-PW-BPS3_EN	MULTI ASSET	UEM-MAR-PW-BPS3_EN	UEM-MAR-PW-A-BPS3_IM		
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Dynamic Protective	Circuit Breaker		MIOX SYSTEM	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Dynamic Protective	Circuit Breaker		MAIN PANEL	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Pump	Centrifugal		MIOX BOOSTER PUMP	YES	OMI	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Motor	Synchronous		MIOX BOOSTER PUMP	YES	YES	NO				NO_OMI		Motor is submersible no ROI						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Chemical Addition			WATER SOFTENER	YES	YES	YES	YES	UEM-49-MAR-IM-SA-01	5A	RED_ROI	NO	Reduced no ROI	UEM-MAR-PW-685_CHEM	MULTI ASSET	UEM-MAR-PW-SA-685_CHEM			
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Dynamic Protective	Circuit Breaker		EXHAUST FAN - BRINE TANK ROOM	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Fan	Induced Draft		EXHAUST FAN - BRINE TANK ROOM	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Instrumentation	Gauge		PRESSURE WATER SOFTENER	YES	OMI	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Instrumentation	Gauge		PRESSURE WATER SOFTENER	YES	OMI	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Instrumentation	Indicator		CHLORINE ALARM	YES	OMI	YES		UEM-MAR-BPS3-IM-A	A	ADD_MFR	NO	Manufacturer requirement	UEM-MAR-PW-A-BPS3_IM	MULTI ASSET	UEM-MAR-PW-A-BPS3_IM	UEM-MAR-PW-A-BPS3_IM		
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Fan	Induced Draft		EXHAUST FAN - FLUORIDE TANK ROOM	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Instrumentation	Analyzer		FLUORIDE ANALYZER	YES	OMI	YES	YES	UEM-MAR-BPS3-IM-A	A	ADD_MFR	NO	Manufacturer requirement	UEM-MAR-PW-A-BPS3_IM	MULTI ASSET	UEM-MAR-PW-A-BPS3_IM	UEM-MAR-PW-A-BPS3_IM		
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Pump	Turbine		FLUORIDE CONTAINER TRANSFER PUMP	YES	OMI	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Pump	Metering		MIOX Injection Pump A	YES	YES	YES	YES	UEM-MAR-BPS3-IM-A	A	IMP	NO	Will implement standardize job pla	UEM-MAR-PW-A-BPS3_IM	MULTI ASSET	UEM-MAR-PW-A-BPS3_IM	UEM-MAR-PW-A-BPS3_IM		
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Pump	Metering		MIOX Injection Pump B	YES	YES	YES	YES	UEM-MAR-BPS3-IM-A	A	IMP	NO	Will implement standardize job pla	UEM-MAR-PW-A-BPS3_IM	MULTI ASSET	UEM-MAR-PW-A-BPS3_IM	UEM-MAR-PW-A-BPS3_IM		
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Pump	Metering		Fluoride Injection Pump A	YES	YES	YES	YES	UEM-MAR-BPS3-IM-A	A	IMP	NO	Will implement standardize job pla	UEM-MAR-PW-A-BPS3_IM	MULTI ASSET	UEM-MAR-PW-A-BPS3_IM	UEM-MAR-PW-A-BPS3_IM		
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Pump	Metering		Fluoride Injection Pump B	YES	YES	YES	YES	UEM-MAR-BPS3-IM-A	A	IMP	NO	Will implement standardize job pla	UEM-MAR-PW-A-BPS3_IM	MULTI ASSET	UEM-MAR-PW-A-BPS3_IM	UEM-MAR-PW-A-BPS3_IM		
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Control System	Motor Control		Fluoride Injection Pump A/B	YES	YES	YES	YES	UEM-MAR-BPS3-EN-A	A	IMP	YES	Will implement standardize job pla	UEM-MAR-PW-BPS3_EN	MULTI ASSET	UEM-MAR-PW-BPS3_EN	UEM-MAR-PW-A-BPS3_IM		
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Tank	Above Ground		Fluoride Tank	YES	YES	YES	YES	UEM-MAR-BPS3-IM-5	5Y	IMP	YES	Job plan to incorporate all tasks for	UEM-MAR-PW-5-BPS3	MULTI ASSET	UEM-MAR-PW-5-BPS3			
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Switch Unit	Disconnect		MIOX Injection Pump A	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Switch Unit	Disconnect		MIOX Injection Pump B	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Switch Unit	Disconnect		EXHAUST FAN - FLUORIDE TANK ROOM	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Dynamic Protective	Circuit Breaker		TRANSFORMER - FLUORIDE TANK ROOM	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Tank	Above Ground		MIOX SOLUTION TANK	YES	YES	YES	YES	UEM-MAR-BPS3-IM-5	5Y	IMP	YES	Job plan to incorporate all tasks for	UEM-MAR-PW-5-BPS3	MULTI ASSET	UEM-MAR-PW-5-BPS3			
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Switch Unit	Disconnect		EXHAUST FAN - MIOX SOLUTION TANK ROO	YES	NO	NO				ADD_OMI		Will implement OMI only						
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Instrumentation	Indicator		MIOX SOLUTION TANK LEVEL INDICATOR	YES	OMI	YES	YES	UEM-MAR-BPS3-IM-A	A	ADD_MFR	NO	Manufacturer requirement	UEM-MAR-PW-A-BPS3_IM	MULTI ASSET	UEM-MAR-PW-A-BPS3_IM	UEM-MAR-PW-A-BPS3_IM		
MI 36th CES PWD	K10 - Potable Water Utilities	K1010 - Production	K1010200 - Chemical Treatment	AJJW-685	Relief Valve	Air Release			YES	NO	YES	YES	UEM-MAR-BPS3-IM-A	A	ADD_IND	YES	Industry standard	UEM-MAR-PW-A-BPS3_IM	MULTI ASSET	UEM-MAR-PW-A-BPS3_IM	UEM-MAR-PW-A-BPS3_IM		

Deliverables Form Preparation Instructions
Deliverable Title: 1606000/3.2 – Maintenance Schedule
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Schedule of maintenance actions. Instructions: Daily work plan for each day of the week for the maintenance actions planned. Work schedule shall be based on the Maintenance Plan.

Deliverables Form Preparation Instructions
Deliverable Title: 1606000/3.2 – Monthly Utility Unscheduled Outage Report (Navy and NSAA)
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input

Description/Purpose of Report: The purpose of the report is to provide pertinent information on a monthly basis for all utility unscheduled outages; this will include unscheduled outages due to system or equipment failure.

Instructions:

1) Prepare report using Microsoft Excel and upload report to G-Net on a monthly basis.
2) Create two separate reports one for Navy and the other for NSAA. Prepare each report to include, but not limited to the following:
   a. Year
   b. Unscheduled Outage (USO) Number
   c. JON
   d. Description
   e. Project Abbreviation
   f. Location / Circuit
   g. Outage Start (date / time)
   h. Outage End (date / time)
   i. Outage Duration (hour : minutes)
   j. Determined Cause
   k. Corrective Action
   l. Restoration Work Performed
   m. Associated Costs / Incurred Costs (labor, materials, etc.)

Deliverables Form Preparation Instructions
Deliverable Title: 1606000/3.2 – Technical Information and Manuals for Newly Installed Equipment
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ***X*** Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Ensures that equipment information from manufacturer's operations and maintenance (technical) manuals, manufacturer's catalogs, brochures, and instruction manuals for all newly installed equipment is readily available and accessible as needed. Instructions: Provide and maintain technical information, including operation and maintenance manuals, manufacturer's catalogs, brochures, instruction manuals for newly installed equipment from the manufacturer or installation contractor in the Technical Library and G-NET. Hard copies shall be collected in three ring binders and labeled on the cover and spine of the binder. Description of Maximo location(s) and asset(s) numbers spare part supports. Technical information in hard copy and electronic format shall be stored in the Utilities Technical Library/G-Net. Notification shall be provided to the COR that the information has been placed in the Technical Library and a copy provided if requested.

Deliverables Form Preparation Instructions
Deliverable Title: 1606000/3.2 – Maintenance and Repair History
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Document and maintain records of maintenance and repair history for all major water equipment and components. Instructions: Records on the Government's Computerized Maintenance Management System (CMMS) and local intranet shall include but not be limited to complete maintenance and repair history for each piece of equipment, line or appurtenance associated with the facility; names of the workers, dates and types of service performed; and when service will be required again. Note whether maintenance work was completed in accordance with the maintenance program. Evaluate if the work was completed successfully and the impact to future maintenance and the systems. Calibration records for meters and gauges shall also include exact location/site, serial number, make, type/model, size, digits, register US Gals, readings high side and readings low side, current reading, previous reading, difference Gals/passed, calibration results, remarks/comments. Report generated from CMMS in progress jobs.

Deliverables Form Preparation Instructions
Deliverable Title: 1606000/3.3 – Hydrant Flushing Report
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Fire hydrant flushing results. Instructions: Provide table with the following columns: Location, Type, Day of Flushing, Frequency of Flushing, Time (Start/Stop), Water Color (Start/Stop), Minutes Flushed, Chlorine Residual (Before/After), Date, and Signature.

Deliverables Form Preparation Instructions
Deliverable Title: 1606000/3.3 – Meter Calibration/Repair Report
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Record of meter calibration/repair. Instructions: Provide table with the following boxes: Report Number, Date, Prepared By, Approved By. Provided table heading WATER METER CALIBRATION/REPAIRS. Provide table with the following boxes: Route Number, Name of Meter, Exact Meter Location/Site, Tally Line Number, Job Order Number, Meter Serial Number, Make, Type/Model, Size, Digits, Register US Gals, Water Meter Readings High Side and Water Meter Readings Low Side, Current Reading, Previous Reading, Difference Gals/Passed, Calibration Results, Bench Test Results, Field Test Results, Remarks/Comments. Sample Report is attached.

WATER METER CALIBRATIONS REPORT

(2)

CODE:	REPORT#:	DATE:	PREPARED BY:	APPROVED BY:

A: WATER METER CALIBRATIONS / REPAIRS

ROUTE NO#	NAME OF METER:	EXACT METER LOCATION/SITE:

TALLY LINE#:	JOB ORDER#:	METER SERIAL NO#:	MAKE:	TYPE/MODEL:	SIZE:	DIGITS	REGISTER US GALS:

WATER METER READINGS:	CURRENT READING:	PREVIOUS READING:	DIFFERENCE GALS/PASSED:	CALIBRATION RESULTS:
HIGH SIDE				
WATER METER READINGS: LOW SIDE	CURRENT READING:	PREVIOUS READING:	DIFFERENCE GALS/PASSED:	CALIBRATION RESULTS:

REMARKS/COMMENTS:

B: WATER METER CALIBRATIONS / REPAIRS

ROUTE NO#	NAME OF METER:	EXACT METER LOCATION/SITE:

TALLY LINE#:	JOB ORDER#:	METER SERIAL NO#:	MAKE:	TYPE/MODEL:	SIZE:	DIGITS	REGISTER US GALS:

WATER METER READINGS:	CURRENT READING:	PREVIOUS READING:	DIFFERENCE GALS/PASSED:	CALIBRATION RESULTS:
HIGH SIDE				
WATER METER READINGS: LOW SIDE	CURRENT READING:	PREVIOUS READING:	DIFFERENCE GALS/PASSED:	CALIBRATION RESULTS:

REMARKS/COMMENTS:

C: WATER METER CALIBRATIONS / REPAIRS

ROUTE NO#	NAME OF METER:	EXACT METER LOCATION/SITE:

TALLY LINE#:	JOB ORDER#:	METER SERIAL NO#:	MAKE:	TYPE/MODEL:	SIZE:	DIGITS	REGISTER US GALS:

WATER METER READINGS:	CURRENT READING:	PREVIOUS READING:	DIFFERENCE GALS/PASSED:	CALIBRATION RESULTS:
HIGH SIDE				
WATER METER READINGS: LOW SIDE	CURRENT READING:	PREVIOUS READING:	DIFFERENCE GALS/PASSED:	CALIBRATION RESULTS:

REMARKS/COMMENTS:

Water Meter Calibration Record

General Information

Name of Tester:		Date:
Meter Location:		
Meter Make:	Meter Size:	Meter Model:
Meter Serial Number:	Meter Type:	

Bench Test

Minimum Rate	Intermediate rate	Maximum Rate
Initial reading:_____	Initial reading:_____	Initial reading:_____
Final reading:_____	Final reading:_____	Final reading:_____
Difference: _____	Difference: _____	Difference: _____
Exact reading:_____	Exact reading:_____	Exact reading:_____
Flow Rate:_____	Flow Rate:_____	Flow Rate:_____
Accuracy:_____	Accuracy:_____	Accuracy:_____
NOTE: Accuracy is Diff/Exact X 100	NOTE: Accuracy is Diff/Exact X 100	NOTE: Accuracy is Diff/Exact X 100

Field Test

Initial reading:	Gauge Reading:	Test Gauge Reading
Accuracy (Gauge/Test Gauge X 100):		

Previous Information (on removed meter)

Previous Route:	
Date Removed:	Reading Removed:

Current Information (on installed meter)

Installed Route:	
Date Installed:	Reading When Installed:

Comments:

Deliverables Form Preparation Instructions
Deliverable Title: 1606000/3.3 – Gauge Calibration/Repair Report
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Record of gauge calibration/repair. Instructions: Provide table with the following boxes: Report Number, Date, Prepared By, and Approved By. Provide table heading GAUGE CALIBRATION/REPAIRS. Provide table with the following boxes: Route Number, Name of Meter, Exact Meter Location/Site, Tally Line Number, Job Order Number, Meter Serial Number, Make, Type/Model, Size, Digits, Register US Gals, Water Meter Readings High Side and Water Meter Readings Low Side, Current Reading, Previous Reading, Difference Gals/Passed, Calibration Results, Bench Test Results, Field Test Results, Remarks/Comments.

Deliverables Form Preparation Instructions
Deliverable Title: 1606000/3.3.1 – Warranty and Guarantee Certificate Status Report
Form Attachment No.: N/A
Government Approval Required: ____ Yes ***X*** No
Media: ____ Hard Copy ***X*** Electronic ____ Direct System Input
Description/Purpose of Report: Status of equipment and systems under warranties/guarantees. Instructions: For all major equipment under warranty, provide maintenance and repair history, including repair under warranty of major equipment, malfunctions, unscheduled downtime, and spare parts requirements. Include description of Maximo location(s), asset(s) numbers, and spare parts.

Section F – 1700000 Base Support Vehicles and Equipment						
DELIVERABLES						
				Distribution		
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
1700000/ 2.2.1	See attached	Security Clearance Roster and Personnel Screening Report	Due on the following dates: 31 March, 30 June, 30 September, and 31 December.	KO and COR	1	Quarterly
1700000/ 2.2.1	See attached	Urinalysis Test Results Report	Submitted on the 1st of the month following the completion of the previous quarter.	KO and COR	1	Quarterly
1700000/ 3.1	See attached	Transportation Delivery Operations Schedule	Close of Business (COB) every Friday	KO and COR	1	Weekly
1700000/ 3.1.1	N/A	Fuel Tanker Receipt Invoices	Within one working day of receipt	KO and COR	1	As required
1700000/ 3.1.1	N/A	Fuel Tanker Receipt Invoice Report	By the fifth working day of each month	KO and COR	1	Monthly
1700000/ 3.1.2	N/A	Crane Lift Report	By the fifth working day of each month	KO and COR		Monthly
1700000/ 3.1.3	N/A	Fuel Delivery Schedule	By the first working day of each month	KO and COR	1	Monthly
1700000/ 3.1.3	N/A	Fuel Delivery and Fuel Accountability Reports	By the first working day of each month	KO and COR	1	Monthly
1700000/ 3.1.3	N/A	Fuel Meters Calibration and Fuel Tanker Certification Report	Within 30 calendar days of start of contract performance; semi-annually thereafter	KO and COR	1	Semi-Annually
1700000/ 3.2	See attached	Labor/Over-time/Materials Expenditures Report	Within 10 working days after the end of each month	KO and COR	1	Monthly
1700000/ 3.2.4	N/A	Fuel Dispensing Facility Fuels Received/ Issued Report	By the fifth working day of each month	KO and COR	1	Monthly

Section F – 1700000 Base Support Vehicles and Equipment						
DELIVERABLES						
				Distribution		
Spec Item	**Additional Information**	**Deliverable Title**	**Date(s) of Submission**	**Original**	**Copies (including original)**	**Frequency**
1700000/ 3.3	N/A	Maintenance Schedule	By the fifth working day of each month	KO and COR	1	Monthly
1700000/ 3.3	N/A	Beyond Economical Repair (BER) Justification	As required	KO and COR	1	As required
1700000/ 3.3.1	N/A	Planned Maintenance (PM) Program Plan	Initial Plan – 30 calendar days after start of contract performance; annually thereafter	KO and COR	1	Annually
1700000/ 3.3.2	N/A	Vehicle Accident Report	As required	KO and COR	1	As required
1700000/ 3.3.3	N/A	Schedule for Testing and Certification of WHE, MHE, and OHE	Initial – 30 calendar days after start of contract performance; annually thereafter and as required	KO and COR	1	Annually and as required after repairs
1700000/ 3.3.3	N/A	Inspection and Load Test Certification	Annually and as required after repairs	KO and COR; Post on equipment	1	Annually and as required after repairs
1700000/ 3.3.3	N/A	Crane Certification Package for Category 1 through 4 Cranes	Within 10 working days of certification completion for each crane	KO and COR	1	As required
1700000/ 3.3.3	See attached	WHE Program Summary Report	By the first Friday of the month	KO and COR	1	Monthly
1700000/ 3.3.6	See attached	Crane Operation and Oversight Schedule	Daily, COB prior to next working day	KO and COR	1	Daily

Deliverables Form Preparation Instructions
Deliverable Title: 1700000/2.2.1 – Security Clearance Roster and Personnel Screening Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Instructions: The Security Clearance Roster and Personnel Screening Report list clearance status of personnel responsible for shipment of AA&E and document compliance with security clearance and AA&E screening requirements. File in Microsoft Excel format. Submit any supporting documentation to Government for review. Hand deliver on electronic media. Refer to SECNAVINST 5510.30 Series, OPNAVINST 5530.13 Series, DTR 4500.9-R Series, DOD 5100.76-M Series for details.

Deliverables Form Preparation Instructions
Deliverable Title: 1700000/2.2.1 – Urinalysis Test Results Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Instructions: This report shall be submitted electronically and posted on the One-NET NMC Electronic Folder (P: Drive). The report shall be prepared using Microsoft Office Word® software. Random urinalysis test results are used to evaluate compliance with a drug-free work place. Submit any supporting documentation to Government for review. Refer to OPNAVINST 5355.4 Series and SECNAVINST 127923 Series for details.

Deliverables Form Preparation Instructions
Deliverable Title: 1700000/3.1 – Transportation Delivery Operations Schedule
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: The Transportation Delivery Operations Schedule is the weekly source for various transportation operations support services. Instructions: The schedule shall include information such as: (1) Date of Service (2) PWS Spec Item (3) Schedule Start Time (4) Activity, POC, Contact Number (5) Scope of Work (6) Location (7) Operators (no Personal Identifiable Information (PII) included, only Occupation) (8) Type of Equipment and USN or License Plate Number (9) Completed Time (10) Customer Survey Rating and Comments

Deliverables Form Preparation Instructions
Deliverable Title: 1700000/3.2 – Labor/Overtime/Materials Expenditures Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: The Labor/Overtime/Materials Expenditures Report provides Government with a uniform cost accounting and reporting process. The report keeps Government up-to-date on the cost of fleet operations and maintenance and what the Government needs to bill its customers. The Contractor's Transportation Program Manager will review the report prior to submission to ensure accuracy and validity of data. Corrective action should be taken when planned levels are exceeded. Instructions: The report shall provide supporting documentation and include information such as: (1) CAC (2) Alpha Code (3) ECC (4) USN (Vehicle or Equipment) (5) Job Order Number (JON) (6) Labor Hours (7) Labor Cost (8) Material Cost (9) Total Cost

Deliverables Form Preparation Instructions
Deliverable Title: 1700000/3.3.3 – WHE Program Summary Report
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: The WHE Program Summary Report is a monthly source of information on operational and maintenance status all CAT 1, 2, 3, & 4 cranes. Instructions: The summary report shall include information such as: (1) Current inventory (2) Percentage availability (3) Total out of service and reason for being out of service (4) Total in-processing of new cranes and status (5) If cranes require annual certification, what level of certification and maintenance and any discrepancies noted.

Deliverables Form Preparation Instructions
Deliverable Title: 1700000/3.3.6 – Contractor Operation and Oversight Schedule
Form Attachment No.: N/A
Government Approval Required: ___ Yes ***X*** No
Media: ___ Hard Copy ***X*** Electronic ___ Direct System Input
Description/Purpose of Report: The Contractor Operation and Oversight Schedule is the Government's daily source for various crane support services and operations being executed on base. Instructions: The schedule shall include information such as: (1) PWS Spec Item (2) Schedule Start Time (3) Schedule End Time (4) Activity, Point of Contact, Contact Number (5) Scope of Work (6) Complex or Critical Lift: Yes or No (7) Location (8) Crane Team / ORM Assignment (9) Crane (10) Copy of P-2 Inspection (11) Copy of ORM as performed (12) List of all CAT 1 & 4 cranes, certification dates, capacity, availability, third party certification.