



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 482000
SAN DIEGO CA 92145-2000

StaO 11014.2A
G-4

3 OCT 2000

STATION ORDER 11014.2A

From: Commanding General
To: Distribution List

Subj: BUILDING MANAGER PROGRAM

Ref: (a) StaO 11014.1A
(b) StaO 11300.2

Encl: (1) Building Manager Facilities Maintenance
Responsibilities
(2) Building Manager Energy/Utility Conservation
Responsibilities
(3) Building Manager Appointment Form
(4) Quick Reference Guide to PWD Services

1. Purpose. To establish a Building Manager Program with responsibilities for selected facility maintenance and energy/utility conservation duties for those facilities under the cognizance of Marine Corps Air Station, (MCAS) Miramar.

2. Cancellation. StaO 11014.2

3. Discussion

a. Building Manager facilities maintenance responsibilities are amplified in reference (a) and designated in enclosure (1).

b. Building Manager energy/utility conservation responsibilities are amplified in reference (b) and designated in enclosure (2).

4. Action

a. MCAS Miramar Department Heads/Staff Officers and CO's/OIC's of tenant commands

(1) Be responsible to the Commanding General, MCAS Miramar for energy/utility conservation and facilities maintenance management of assigned buildings and associated grounds.

(2) Appoint a Building Manager and an alternate Building Manager for buildings, structures, and facilities assigned to them and keep the Public Works Officer (PWO) advised of changes in assignment. Appointments shall be made in accordance with the

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format outlined in enclosure (3). In the case of tenant commands that occupy more than one building, a single Building Manager will be assigned. Should this policy represent a hardship, the PWO will authorize multiple Building Managers on a case by case basis. Each MCAS Miramar department/staff officer, squadron, and tenant command shall appoint a Building Manager and alternate for their own area.

(3) Take corrective actions to resolve noted deficiencies within or adjacent to responsible areas, when requested by the Building Manager.

(4) Ensure the Building Manager attends by-monthly training provided by the PWO.

(5) Ensure the Building Manager monitors all Self Help projects within their responsible building(s).

b. Building Managers

(1) Become thoroughly familiar with the energy conservation program outlined in reference (b).

(2) Report all changes in tenants and tenant space assignments to PWO.

(3) Take appropriate action to ensure that energy/utility conservation and building maintenance discrepancies are corrected. Corrective action include emergency and service (E/S) calls or minor/specific work requests for deficiencies as required. Detailed procedures concerning initiation of E/S calls and minor/specific work requests are provided in reference (a).

(4) Report, through the command or management chains as appropriate, deficiencies which cannot be resolved at the Building Manager level.

(5) Ensure that building energy/utility conservation procedures for assigned facilities are observed by all personnel. A simplified checklist of responsibilities is contained in enclosure (2).

(6) Ensure that appropriate facilities maintenance requirements are satisfied. Specific responsibilities are contained in enclosure (1).

(7) To assist the Building Manager in the execution of their duties, enclosure (4) provides a quick reference for ordering facilities services.

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c. MCAS Miramar Public Works Officer

(1) Provide training and guidance regarding procedures for submitting work requests to the Public Works Division (PWD) in accordance with reference (a). Training will be held at the bi-monthly Building Manager meetings. Meetings will focus on any safety or procedural updates, energy conservation, and initiatives to maximize customer satisfaction when procuring public works services.

(2) Schedule classes for training and instruction associated with Self Help projects to personnel assigned by the Building Manager.

(3) Conduct a walk-through energy/utility conservation survey to familiarize Building Managers with energy conservation equipment contained in the building, as amplified in reference (b).

(4) Conduct a walk-through facility space assignment and function to familiarize and update Building Managers with the Marine Corps Shore Facilities Planning Procedures.

(5) Provide work status reports on E/S calls and work requests. Provide additional assistance concerning building maintenance to the Department Head/Staff Officer or Building Manager as requested.

(6) Maintain a current list of all Building Managers and provide copies to the cognizant departments.

5. Concurrence. The Commanding General, 3d Marine Aircraft Wing and the Commanding Officer, Marine Aircraft Group 46 concur in the provisions of this order.


T. A. CAUGHLAN
Chief of Staff

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BUILDING MANAGER FACILITIES MAINTENANCE RESPONSIBILITIES

The Building Manager will perform the following functions in the performance of their facility management duties:

1. Routinely inspect work spaces and surrounding grounds for facility discrepancies. These inspections will include those items which a prudent building occupant would be able to observe or identify by the normal usage of building components. The inspections will not include items such as roofs, boilers, electrical panels, etc.
2. Act as the primary point of contact for all facilities matters. In this role, the Building Manager will gather all facility maintenance and improvement requirements, coordinate repair/alteration efforts with the Command's mission, and provide feedback to the PWD staff.
3. Be familiar with PWD procedures which are detailed in reference (a).
4. Attend Building Manager meetings which are generally held bi-monthly. These meetings provide additional guidance in the performance of the Building Manager functions.
5. Accept completed emergency and/or service work and complete the service evaluation.
6. Rework is costly in time and materials, but most importantly to the mission. The Building Manager shall be diligent in bringing to the attention of the PWD staff substandard work so that appropriate corrective action can be taken.
7. For larger repair/alteration requirements, the Building Manager will prepare work requests and serve as the primary point of contact throughout the project cycle.
8. Serve as the primary point of contact when PWD must arrange scheduled outages to utility systems, such as electricity, steam, water, and low pressure air. Under unusual circumstances due to magnitudes of the outage, exigency, etc., outages may be coordinated at a higher level of command.
9. Notify PWD of all unplanned utility outages as well as when the outage is restored.
10. Attend weekly PWD status meetings. For these meetings provide up-to-date status of all construction/work request managed by PWD.

ENCLOSURE (1)

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BUILDING MANAGER ENERGY/UTILITY CONSERVATION RESPONSIBILITIES

1. Ensure reasonable conservation practices are implemented and make periodic building spot checks to identify energy saving opportunities.
2. Establish, with the cooperation of supervisors or department heads, which equipment can be turned off during peak electrical demand periods.
3. Become generally familiar with the building environmental systems (boiler, furnace, air handler, heat pump, chiller, cooling tower, etc.).
4. Distribute energy conservation articles, newsletters, and pamphlets. Post pertinent energy information on official bulletin boards and conservation reminders on light switches or in the vicinity of major energy consuming equipment.
5. Recommend personnel for energy conservation awards.
6. Attend quarterly energy conservation meetings initiated by the Energy Conservation Manager in conjunction with the regularly scheduled Building Manager meetings.
7. Initiate service calls for energy waste caused by malfunctioning or improperly used equipment.
8. Initiate work requests for new energy conservation projects.
9. Educate new personnel regarding energy conservation techniques and policies particular to their work environment.
10. Ensure that unneeded lights and equipment are turned off and that windows and doors are closed during heating and cooling periods.
11. Become familiar with the Public Works Center replacement schedules for air filters in furnaces, air conditioners, heat pumps and central station air handlers. If it appears that replacement of the air filters is being neglected, call the Public Works Department Trouble Desk at extension 7-1124. Do not attempt to gain access to controlled spaces or roof-tops.
12. Contact the Energy Conservation Manager at extension 7-1107 regarding any energy/utility problems or questions.

ENCLOSURE (2)

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BUILDING MANAGER APPOINTMENT FORM MEMORANDUM

From: Building Manager's CO/XO or OIC/AOIC
To: Building Manager's (Alternate) Name
Subj: APPOINTMENT AS BUILDING MANAGER (ALTERNATE) FOR
BUILDING(S)
(List building number and title of building or area)
Ref: (a) StaO 11014.2A

1. In accordance with the reference, you are hereby appointed Building Manager (Alternate) for building(s) (Building Number, Title of Building or area of Building) effective (Date of Appointment).
2. You are responsible for facility maintenance and energy/utility conservation for your building/area. Any deficiencies or problem areas which you cannot resolve will be brought to my attention for appropriate action. Within two weeks of the date of this letter, you will contact the MCAS Miramar Public Works Department Facilities Maintenance Director to schedule appropriate training concerning your duties.
3. You are authorized to make emergency/service calls and submit work requests for your building/area.

DEPARTMENT HEAD OR TENANT CO/XO SIGNATURE)

ENCLOSURE (3)

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QUICK REFERENCE GUIDE TO PWD SERVICES

FACILITIES MAINTENANCE SERVICES

EMERGENCIES *PWD -(0630-1500, Monday through Friday) 7-1609/1619
(After Hours, Weekends, Holidays) 556-7341

PWD Service Work (Bldg. Manager designated in writing) . . . 7-1609/1619

Status of Work Requests 7-1619

Production Control Supervisor/clerk 7-1619/1609

PWD Facilities Maintenance Branch Head 7-1026

PWD Facilities Maintenance Branch Secretary 7-1104

ENGINEERING SERVICES

Facilities Requirement Development, Planning, Military Construction
(MILCON) and Special Projects. 7-1098

Designs for Facilities Contracts 7-1103

Surveys, and Maps 7-6407

Real Estate Licenses, Leases 7-1111

FACILITIES SUPPORT CONTRACTS

Contract Specialist 7-6889

MISCELLANEOUS SERVICES

Trash Pick-up (Full Dumpster, Large Items)7-6889

Assignment of Station Spaces, Site Approvals7-6052

Utilities Information/Energy Conservation 7-1107

Self Help Program. 7-1097