



# **BUILDING COORDINATOR TRAINING**

## **DIRECTORATE OF PUBLIC WORKS**

**27 October 2011**



# **BLDG COORDINATOR ROLES AND RESPONSIBILITIES**

- **Bldg Coordinator for Maintenance and Repair of Facilities**
- **The Bldg Coordinator comes from the largest occupant/organization occupying the facility**
- **Installation Status Reporting (ISR) – Part I Monitor**
- **Bldg Coordinator Monitors for Custodial, Refuse Collection and Recycling Services**
- **Bldg Coordinator Monitors for Environmental Concerns and Hazardous Waste Disposal**
- **Bldg Coordinator Monitors for Snow Removal in/around facilities**
- **Provide a DA Form 1687 - Delegation of Authority – Receipt and Supplies**
- **The DA Form 1687 (Delegation of Authority) must be signed by the highest ranking person in the building and maintained in Work Management Branch.**
- **The DA Form 1687 expires one year from initiation date.**
- **A new DA Form 1687 must be submitted to the WMB upon expiration.**



# CONTINUATION OF BLDG COORDINATOR ROLES AND RESPONSIBILITIES



- The DA Form 1687 must also be updated when personnel leave the organization.
- There should be a primary and alternate appointed for each facility
- Post “Notice” of current Bldg Coordinator in visible locations in the facility
- Maintain manual or automated log of Demand Maintenance Order (DMO) and work requests
- Follow-up & obtain status from Work management Branch (WMB)
- Attend Quarterly DMO/PWO Status meetings
- Attend Annual Bldg Coordinator Training
- Inform the JBM-HH IOC / WMB of arrival/departure of new building coordinators
- The building coordinator is responsible for placing a 3x5 card in the visible vicinity of all faults or shortcoming reported for service order or work order if applicable.

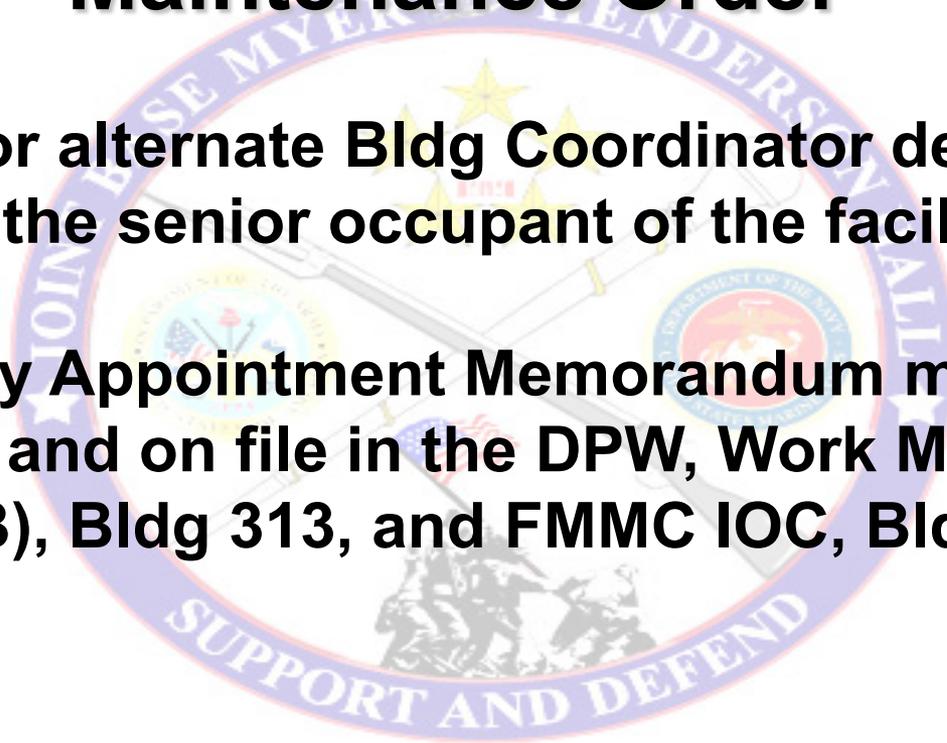
[DA 1687 Notice of Delegation of Authority.docx](#)



# WHO CAN SUBMIT Project Work Orders & Demand Maintenance Order

The primary or alternate Bldg Coordinator designated in writing by the senior occupant of the facility, **ONLY**

A current Duty Appointment Memorandum must be submitted and on file in the DPW, Work Management Branch (WMB), Bldg 313, and FMCC IOC, Bldg 59, JBM-HH





# REQUESTING WORK FROM DPW



## WORK DIVIDED INTO TWO CATEGORIES BASED ON COMPLEXITY OF THE WORK TO BE ACCOMPLISHED

- **DMO-** minor M&R that normally does not exceed \$2,500 and 40 hours of labor
- **FACILITY ENGINEERING WORK REQUEST (DA Fm 4283)** All M&R work exceeding 40 hours of labor and minor construction (new work) exceeding a total cost of \$2,500 including labor and supplies



# Demand Maintenance Orders



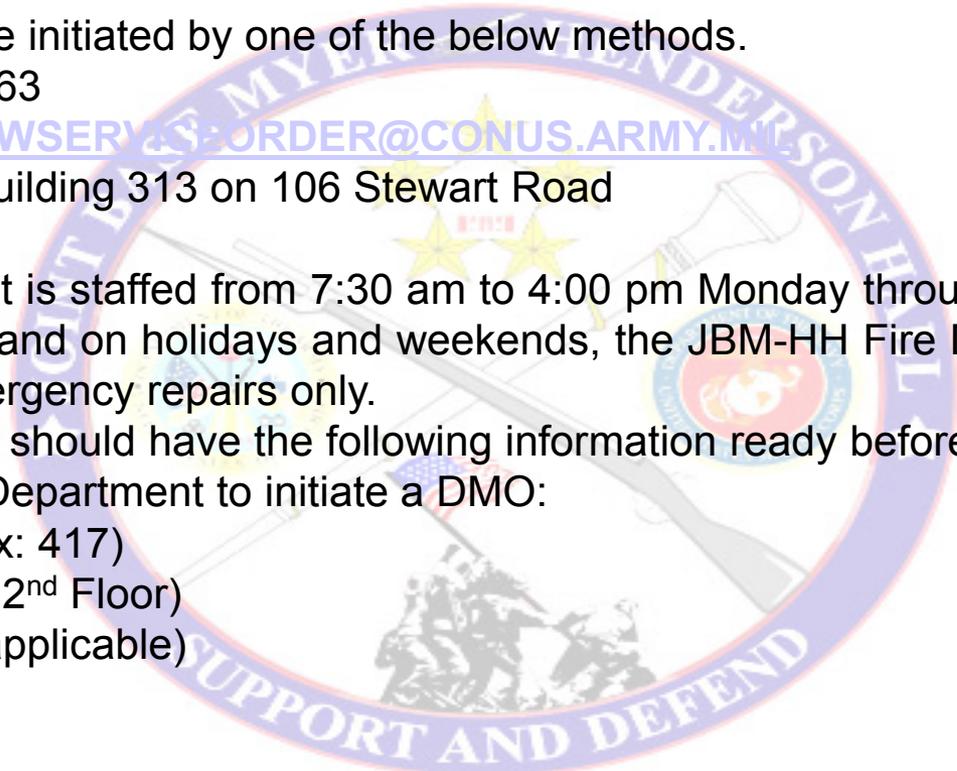
A service order can be initiated by one of the below methods.

- Telephone: 696-3263
- Email: [JBMHHDPSERVICEORDER@CONUS.ARMY.MIL](mailto:JBMHHDPSERVICEORDER@CONUS.ARMY.MIL)
- Walk-in to DPW, Building 313 on 106 Stewart Road

The DMO Department is staffed from 7:30 am to 4:00 pm Monday through Friday, except for holidays. After hours and on holidays and weekends, the JBM-HH Fire Department monitors the telephone for emergency repairs only.

The Bldg Coordinator should have the following information ready before calling the Demand Maintenance Order Department to initiate a DMO:

- Facility Number (Ex: 417)
- Floor Number (Ex: 2<sup>nd</sup> Floor)
- Room Number (if applicable)
- Unit Name
- Customer ID Code
- POC Name
- POC Phone Number (Base Numbers Only – Cell phones will be placed in the remarks field)
- Detailed Problem Description





# Demand Maintenance Order (DMO)



## DMO Description Policy

DMO's are for small maintenance repair jobs that normally cost less than \$2,500 or require less than forty hours of labor to complete.

Priority 1 (Emergency) – Immediate action is required to eliminate threat to life, health, safety, or security of government property (Response time within 1 hour and completed within 1 day); Examples: No A/C or heat in building/entire floor, No A/C or heat in barracks or individual room, water, sewer, or heating line breakages, electrical failures, severe roof leaks, fire, gas leak.

Priority 2 (Urgent) – Failure in service does not immediately endanger personnel or property, but would soon affect the security, health or well-being of personnel (Response time within 24 hours and completed within 7 days); Examples: Stopped up toilets, stopped up sinks, emergency lights out, stairwell or hallway lights out.

Priority 3 (Routine) – If not accomplished, would continue to be an inconvenience or unsightly condition (Completion time within 30 days); Examples: Burned out fluorescent tubes, ceiling tiles, floor tiles, minor painting.

\*It is important to know that the Customer Service Representatives will not take Priority 2 and 3 requests from anyone except from the primary building coordinator or alternate. The building coordinator should understand the facility's maintenance needs and be able to prioritize service orders within the organization and work with DPW to coordinate repair efforts.



# Project Work Order (PWO)



- Requesting work exceeding 40 hours of labor or \$2,500
- Submit your work request by e-mail to **JBMHDPWORKORDERS@conus.army.mil** or
- Prepare Facilities Engineering Work Request (DA FORM 4283) as follows: (Available on the JBM-HH Home page [www.fmmc.army.mil](http://www.fmmc.army.mil) )
  - Document Number (*generated by WMB*)
  - Building and Facility (self explanatory)
  - Date
  - Description and Justification of Work to be accomplished (fully explain requirement)

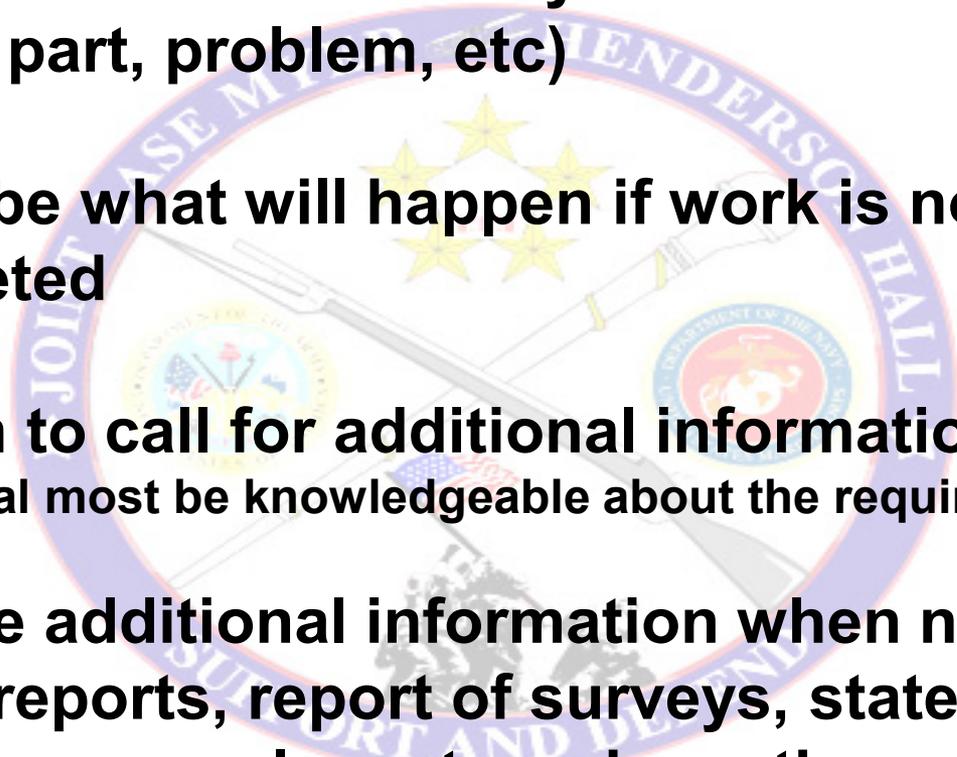
[DA 4283.pdf](#)



# Project Work Order (PWO)



- **Describe what the work you need/ want (place, part, problem, etc)**
- **Describe what will happen if work is not completed**
- **Person to call for additional information (individual must be knowledgeable about the requirement)**
- **Provide additional information when necessary safety reports, report of surveys, statement of charges, maps, layouts, schematics and/ or floor plans**





# WORK REQUEST (WR)



## WR PROCESS

- **Customer submits DA Fm 4283 to the WMB**
- **CSR verifies information**
- **Forward WR to WR Prioritization Committee to review package and assign points (see handout)**
- **WMB sends customer an e-mail informing them of work order status**
- **Estimator estimates the cost of the work order**
- **Estimator will prepare the scope of work and meet with customer to verify / approve and sign the DPW coordination sheet**
- **Work is sent to Chief of WMB and the Director of DPW for final approval**
- **Funded work orders are forwarded to shop or contractor for execution**



# Project Work Order (PWO)



## PROPRIETARY SELF-HELP PROJECTS

- **Bldg Coordinators can request Self-Help projects via a DA Fm 4283 (to include supplies and materials) to accomplish minor maintenance and repair to all facilities except family housing (e.g., ceiling tile replacement, painting, replacing light bulbs)**
- **DPW will not approve requests that require specialized skills (i.e., electrical, plumbing, HVAC, etc.)**
- **Any construction that affects the real property must be approved by DPW on a DA Fm 4283**
- **All supplies and materials will be issued from Directorate of Logistics, Supply Division or provided by the requestor**



# Project Work Order (PWO)



## REQUEST FOR SIGNS

- Request for exterior facility and grounds signs must be submitted on a DA Fm 4283 to the DPW WMB
- Request for traffic signs must be approved by the JBM-HH Directorate of Emergency Services (DES) prior to submitting request to DPW
- Request for parking signs must be approved by the JBM-HH IOC prior to submitting the request to DPW WMB
- Requests for signs inside the facility should be obtained from outside sources via your organization credit card
- Banners for special events can be requested through the Directorate of Morale, Welfare and Recreation



# Project Work Order (PWO)



## PROPRIETARY APPROVAL

- **Reference AR 420-1, Army Facility Management**
- **All maintenance, repair and minor construction projects including self help, troop units and Partners shall be coordinated and approved by the DPW to ensure each project is in compliance with statutes, regulations, installation master plan and installation design guides**
- **Work must not begin before receipt of Proprietary approval from the DPW**



# DPW POINTS OF CONTACT

Contact the Work Management Branch for all  
DPW work requirements and services

Hours of Operation: 0700 – 1600 hrs (Mon-Fri)

David McCauley (703) 696- 0477  
david.b.mccauley@us.army.mil





# INSTALLATION STATUS REPORTING PART I



## What is the Installation Status Report (ISR)?

Reference: AR 210-14, Army Installation Status Report Program

- An objective process providing ratings for facilities, environmental, compliance, and services measured against documented, objective Army-wide standards
- The basic goal is to establish a credible condition-assessment baseline, and better justify the resources needed



# INSTALLATION STATUS REPORTING (ISR) PART I



## ISR INFRASTRUCTURE CONDITION STANDARDS

Infrastructure rating standards are:

- **Quality Ratings Q-1 through Q-4** - Quality rating is the cost to fix the facility versus the plant replacement value
- **Mission Support Ratings C-1 through C-4** – ratings mean C-1 is “Good” condition and can meet mission, C-4 means “Poor” condition and cannot meet mission
- **Quantity Ratings C-1 through C-4** – are calculated to determine a deficit or excess facilities
- **Readiness Rating is C1 through C4** which is determined by the overall condition of the facilities by category group

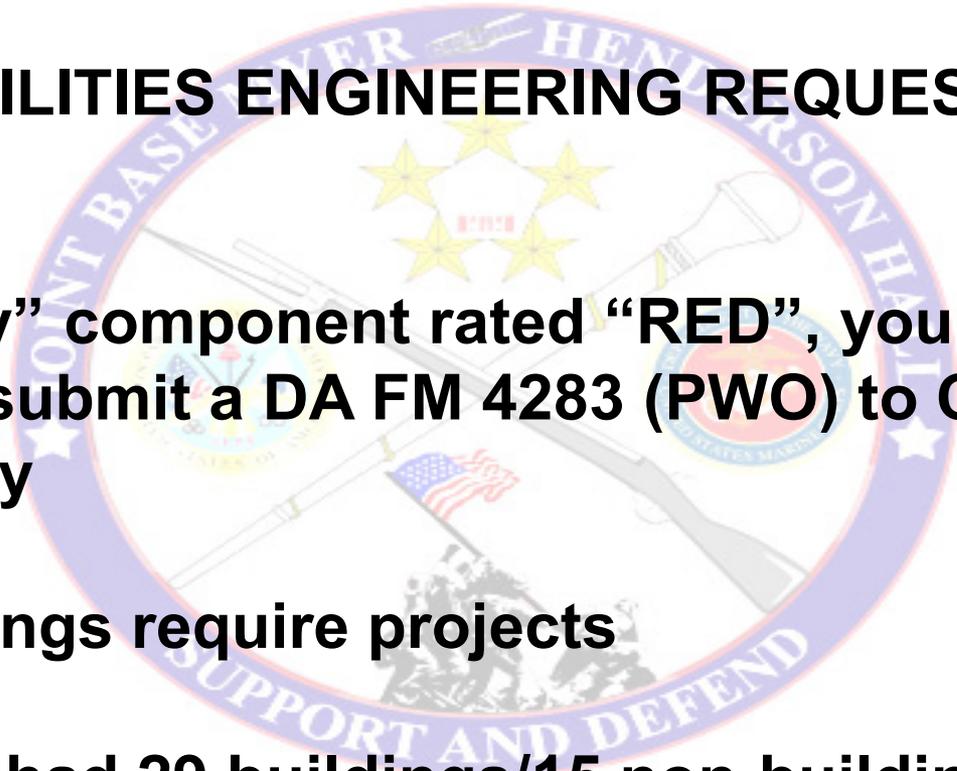


# INSTALLATION STATUS REPORTING (ISR) PART I



## SUBMIT FACILITIES ENGINEERING REQUEST, DA FM 4283

- For “every” component rated “RED”, you are Required to submit a DA FM 4283 (PWO) to Correct the deficiency
- Q3/Q4 ratings require projects
- FY 08 ISR had 29 buildings/15 non-buildings rated Q3/Q4 requiring DA fm 4283, Scope and CWE





# INSTALLATION STATUS REPORTING (ISR) PART I



## JBM-HH ISR – PART I (INFRASTRUCTURE) COORDINATOR

Contact Vincent Mokrzycki  
(703) 696-1340





# CUSTODIAL REQUIREMENTS AND STANDARDS

[Custodial Services for Myer\\_McNair\\_HH.xls](#)



# REFUSE COLLECTION REQUIREMENTS AND STANDARDS

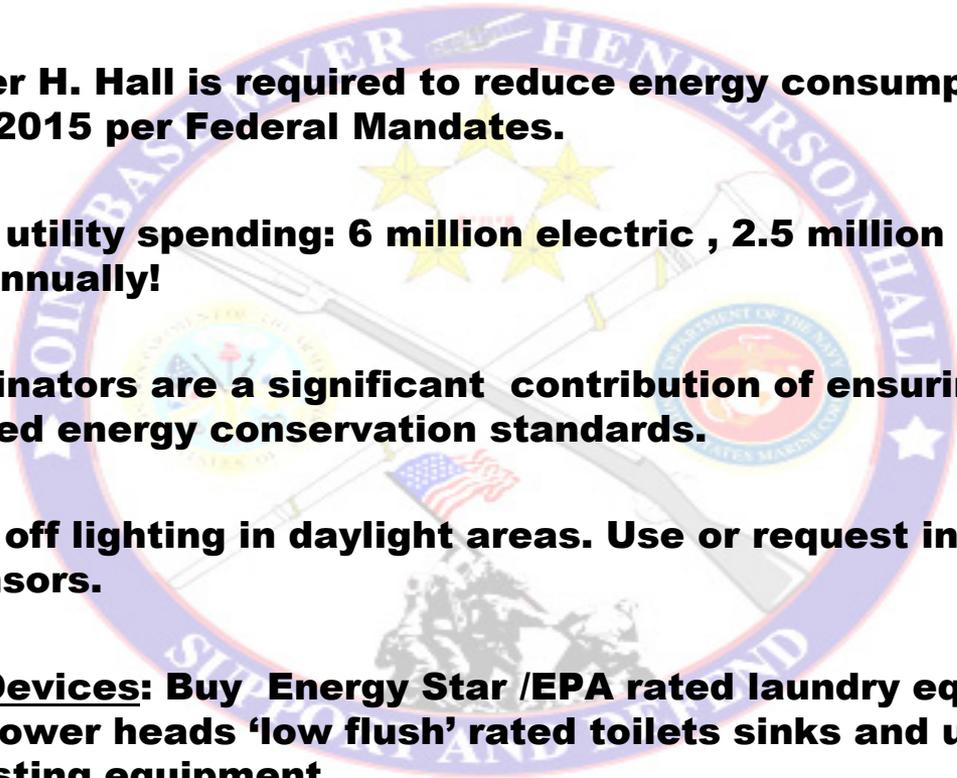
[Refuse Pick Up for Myer McNair HH.xls](#)



# ENERGY AWARENESS



- **Joint Base Myer H. Hall is required to reduce energy consumption by 3% per year through 2015 per Federal Mandates.**
- **J Base Myer is utility spending: 6 million electric , 2.5 million gas and 2.4 million water annually!**
- **Building Coordinators are a significant contribution of ensuring the Garrison is meeting required energy conservation standards.**
- **Lighting : Turn off lighting in daylight areas. Use or request installation of light occupancy sensors.**
- **Water Saving Devices: Buy Energy Star /EPA rated laundry equipment and water saver shower heads 'low flush' rated toilets sinks and urinals. Install devices on existing equipment.**





# SNOW REMOVAL PLAN FOR JBM-HH

[Snow and Grass Cutting Maps.ppt](#)



# **SNOW REMOVAL REQUIREMENTS FOR BLDG COORDINATORS**

- **Become familiar with the JBM-HH Snow Removal Plan as it pertains to assigned facility**
- **Obtain ice melt from Fort Myer, Bldg 205 for use on sidewalks, steps and porches on Forts Myer during freezing winter weather and Fort McNair the first wave of ice melt will be delivered to each facility and if you need a refill you must call in a DMO.**
- **Direct questions and/or concerns to Mr. Fallak Sial**
- **DPW, Operations and Maintenance Div, on (703) 696-6391**



**SAFETY PROGRAM**  
**JBM-HH Safety Office**  
**Mary Thomas**  
**703-696-3304**



**BUILDING FIRE MARSHAL**  
**Directorate of Emergency Services**  
**Jeffrey Sargent**  
**703-696-1089**





# Points of Contacts for JBM-HH



- DMO's/ PWO's – David McCauley 703-696-0477
- Real Property - Myrtle Bowen 703-696-0637
- Installation Status Report Part 1- Vincent Mokrzycki 703-696-6731
- Custodial Services - Rich Richards 703-696-3210
- Refuse Disposal Services - Rich Richards 703-696-3210
- Recycling - Roy Croom 703-696-3791 / Rich Richards 703-696-3210
- Hazardous Waste Disposal - Mark Luckers 703-696-8513
- Environmental Management System – Francis Douglas 703-696-8055
- Energy Awareness - Bill Lucas 703-696-3818
- Snow Removal Plan - Dave Metzger 703-696-3430
- Safety Program - Mary Thomas 703-696-3304
- Building Fire Marshal - Jeffrey Sargent 703-806-1911
- DOL - James Baisden 703-696-7033

[NEW PATH TO WEB PAGE.docx](#)



# QUESTIONS?

