



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
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DepO 11014.2K
FMEO
05 SEP 2000

DEPOT ORDER 11014.2K

From: Commanding General
To: Distribution List

Subj: DEPOT FACILITIES MAINTENANCE POLICY AND PROCEDURES

Ref: (a) MCO P11000.7C
(b) MCO P11000.5F
(c) DepO 11014.14
(d) MCO P11000.9C
(e) DepO 6250.2F
(f) DepO 11010.1
(g) MCO P11000.12C
(h) MCO P11000.16B
(i) MCO P11000.14
(j) MCO P11000.9C

Encl: (1) Policy and Procedures for Requesting and Accomplishing
Minor Construction (New Work)
(2) Procedures for Requesting Emergency Work by Telephone
(3) Instructions for Processing Work Requests
(4) Policy and Procedures for Requesting Maintenance and
Repair for Other than Family Housing
(5) Policy and Procedures for Requesting Maintenance and
Repair for Family Housing
(6) Recruit Depot Facilities Planning Process
(7) Policy and Procedures Relating to Cyclic/Surge
Maintenance
(8) Policies and Procedures for Requesting, Installing, and
Repairing Removable Air Conditioning
(9) Format for Appointment as Maintenance Coordinators

1. Purpose. To establish policy, procedures, and responsibilities
for maintenance, repair and minor construction (new work) of Depot
facilities.

2. Cancellation. DepO 11014.2J and DepO 11014.8L.

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3. Summary of Revision. This Order represents a complete change to previously published facilities maintenance policies and procedures and should be read in its entirety. This Order defines new priorities for performance of job orders and emergency/service tickets; establishes time frames for work performance; and details procedures for work request authorization, processing and reconciliation. Further, this Order reflects current monetary limitations for "new work" projects, establishes procedures for accountability and repair of window air conditioners, prescribes circumstances for the use of telephonic reporting of emergencies, and delineates the procedures for assignment of maintenance coordinators by Maintenance Division customers.

4. General

a. In accordance with reference (a), the Facilities Maintenance Engineer Officer (FMEO), under the cognizance of the Assistant Chief of Staff, Installations and Logistics (AC/S, I&L) is responsible for maintenance and repair of all facilities aboard the Marine Corps Recruit Depot. This includes buildings, including family housing and appliances (on a reimbursable basis), structures, roads, grounds (improved, semi-improved, and unimproved), parking areas, walks, and, in some cases, plant equipment. The FMEO is also responsible for the operation and maintenance of heating plants, utilities production and distribution systems; providing pest and rodent control; refuse collection and disposal (less housing); and motor transportation.

b. The FMEO, in accordance with references (a) and (b), is further responsible for accomplishment of minor construction and improvements to existing Depot facilities. Locally approved expenditures for minor construction are limited to six percent (6%) of the sum of annual funding categories M-1 (Maintenance) plus R-1 (Repair). New work (minor construction) is normally performed by contract, unless one or more of the following conditions exists:

(1) When accomplishment by contract is neither economical nor practical.

(2) The physical condition of the work precludes the preparation of drawings and specifications for contract work.

(3) Urgency/Mission Impact Mission. Delay of the work would impact mission accomplishment.

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c. Control Inspection. The FMEO is responsible for managing a control inspection program, designed to provide complete inspection on an annual basis of all Marine Corps owned real property. Maintenance and repair plans are developed based on this control inspection.

5. Definitions

a. Maintenance. The day-to-day recurring, periodic, and scheduled work required to preserve a facility in such condition that it may be used for its designated purpose. Maintenance includes work undertaken to prevent damage to a facility which otherwise would be more costly to restore.

b. Repair. The restoration of a facility to such condition that it may be effectively used for its intended purpose by overhaul, reprocessing, and/or replacement of component parts or materials that have deteriorated, by action of the elements, usage, or abuse and which have not been corrected through maintenance.

c. Minor Construction (New Work). The construction, installation, or assembly of a new facility; the addition, expansion, extension, alteration, conversion, or replacement of an existing facility; or the relocation of a facility from one installation to another. This includes real property equipment installed and made a part of such facilities and related site preparation, excavation, filling, landscaping, or other land improvement (see enclosure (1)).

(1) Addition, Expansion, or Extension. A physical increase to a real property facility which adds to the overall external dimensions of the facility, and which normally results in an increase of the physical statistics contained in real property record cards. Examples are as follows:

(a) Addition. Increasing the length, width, or height of a building.

(b) Expansion. Increasing the production capacity of a facility.

(c) Extension. Increasing the length of a water, communication or electrical line.

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(2) Alteration. The adjustment of interior arrangements, on-base location, or other physical characteristics of an existing facility so that it may be more effectively adapted to, or used for, its designated purpose. Examples of alterations are as follows:

(a) Erecting or removing permanent or temporary partitions, installing additional doors or windows, or adding a mezzanine. As a general guide, partitions which are built into the building become Class 2 property after installation, and are considered as alterations; whereas relocatable partitions remain on the Class 3 plant property (records after installation are not alterations.)

(b) Installing major air conditioning, evaporative, cooling, heating, or ventilating equipment in an existing building not previously air conditioned or heated (see enclosure (2)).

(c) Modifying, by increasing the capacity of the electrical system within a building.

(d) Constructing a fire escape on a building.

(e) Relocating or removing plumbing fixtures.

(3) Conversion. A major structural revision of a real property facility which changes the functional purpose for which the facility was originally designed or utilized.

(4) Replacement. A complete reconstruction of a real property facility destroyed or damaged beyond the point at which it may be economically repaired.

d. Emergency Work. Work requiring immediate action to correct or prevent loss or damage to government property, to restore disrupted essential services, or to eliminate imminent hazards to personnel or property.

e. Service Work. Work, which is relatively minor in scope and not emergency work by nature, is normally accomplished with less than 16 man-hours, and does not require more than two work centers to accomplish. Examples of service work are as follows: unstopping plugged commodes, repair of screens, replacement of window panes, repair of dripping faucets, etc.

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f. Self-Help Program. The program by which customers can work with the Maintenance Division to repair and maintain assigned facilities (ref c).

g. Cyclic/Surge Maintenance. That routine and recurring maintenance performed by Maintenance Division personnel to selected facilities of the Depot. This work is performed without request on rotating cycles as labor availability permits. Examples are replacing door knobs and shower heads, repair of windows, screens, locks, electrical outlets, etc. (Note: A summary of current FMEO maintenance programs is provided on the MCRD PISC Web Page at <http://mcrdpiweb01/fmeo/index.htm>)

6. Policy

a. Priority of Work. A determination is made by the FMEO of the sequence by which maintenance and repair work is accomplished. The following priorities are established for maintenance work:

(1) Priority 7 (Emergency-Call-in work). Maintenance of repair without which the Depot cannot perform its mission; for correctin of health, sanitation, security and safety hazards; and for restoration of operational utilities and interruptions. (Normally completed as soon as labor and material are available (24-48 hours).

(2) Priority 9 (Urgent-Ticket work). Maintenance or repairs without which the Depot's mission will be impaired, and for the preservation of government property from further damage or rapid deterioration. (Normally completed in 2-7 days).

(3) Priority 14 (Routine-Scheduled work). Maintenance or repair necessary for continuing support of the Depot. Accomplished in a routine manner as time and materials permit.

b. Work Requests. Form NAVFAC 9-11014/20 is used to request work by the Depot Maintenance Division or request estimates of cost to accomplish work, see enclosure (3). An electronic version of this form is available through the maintenance division web page. The maintenance division maintains a control system and numbers requests sequentially preceded by the fiscal year of submission. The maintenance division processes requests in accordance with reference (a) and maintains an electronic version of all work requests and status. Customers should establish local customer

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records in order to coordinate maintenance work with the maintenance division.

(1) Scope of Work. The work request must contain sufficient information and justification to allow maintenance division personnel to reasonably determine the scope of work. A realistic request for priority by the submitting agency, together with proper completion of the work request, will help to determine final priority assignment. Except for work requests addressing mission impact, the FMEO normally makes the final determination on assignment of priorities.

(2) Reconciliation. The maintenance division conducts periodic customer account reconciliation. These are conducted at the customer work site and are intended to ensure that maintenance efforts fully support customer needs.

c. Control of Keys and Combinations. Requests for additional keys, changing combinations and/or opening safes will be submitted on form NAVFAC 9-11014/20 to the Depot maintenance division. Safe combinations will be changed by the Depot maintenance division only when using personnel are not capable of doing so. Normally a maximum of three duplicates will be reproduced of a key. The Depot maintenance division will not duplicate padlock keys, except for meat reefer and Sargent and Greenleaf 831B padlocks.

(1) Security of Keys. Individuals entrusted with keys for buildings, offices, BOQ rooms, etc., are responsible for the keys. Officers in charge (OIC) of these areas shall ensure adequate control over the issue and return of keys, especially when transients check out. When keys become lost, individuals should be required to replace the keys at their expense providing the lock does not have to be retumbled for security reasons.

(2) Master Keys. Due to the security normally given to master keys, the maintenance division will only duplicate a master key when requested by the person designated as the commanding officer (CO) or OIC for a particular unit (see enclosure (4)). A "By direction" signature will not be accepted. The CO/OIC will ensure that work requests and master keys to be duplicated are hand delivered to customer service at the maintenance division.

d. Signs. The FMEO is responsible for manufacture and installation of all signs on the Depot, except for those produced

by the Depot Training Audiovisual Support Center (TAVSC). Reference (f) delineates policies and procedures concerning signs. As a general guide, the maintenance division produces/replaces exterior signs while TAVSC produces/replaces interior signs. Requests for new exterior signs must be submitted by the CO/OIC and approved by the FMEO. Replacement signs may be requested via the normal work request process.

e. Installation of Specialized Equipment. Equipment such as food service and data processing equipment, requiring maintenance forces for installation, shall not be purchased until liaison is effected with the FMEO to determine if funds/labor are available to complete the installation and building structures, and utility systems will support operation of the equipment. Additionally, those organizations having contract authority, will not initiate any repair, maintenance, or new work without prior approval of the maintenance division.

f. Fences and Obstructions. Installation of fences and obstructions (less housing) required for decorative purposes or to protect grassed areas and road shoulders must be approved by the FMEO.

g. Carpets and Other Flooring. Carpets installed as "wall to wall" and permanently attached to the floor, the tile and wood flooring, will be repaired and/or replaced by the maintenance Division based upon the control inspection program (paragraph 4c). All other carpets, rugs, and other "removable" floor coverings are the responsibility of the owning unit.

h. Window (Venetian) Blinds. Window blinds are an inherent part of a facility. As such, these are the responsibility of the maintenance division for repair or replacement.

i. Drapes and Curtains. Drapes, curtains, or other window or door coverings are the property and responsibility of the owning unit for repair or replacement.

j. Furniture Repair. In general, the maintenance division mission precludes the repair of furniture or furnishings which are not inherent, permanent parts of a facility. Requests to return the functionality or appearance of furniture to its original condition should normally be addressed to the Assistant Chief of

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Staff, Supply and Services, for contractual provision of these services.

k. Willful Damage or Destruction of Facilities. Whenever possible, the CO or OIC will determine culpability for damages to facilities and internal machinery or appliances through willful destruction or gross negligence. Where appropriate, units may be required to conduct investigations to determine such culpability. Should responsibility for damages be determined, the maintenance division, in cooperation with the unit concerned, will take steps to recoup funds expended for repair.

7. Information. Staff officers, commanding officers and department heads are entrusted with the care of facilities provided to support their mission requirements. The following procedures are required to obtain service from the Depot Maintenance Division:

a. Request new work in accordance with procedures outlined in enclosure (1).

b. Request only emergency needs by telephone as outlined and described in enclosure (2).

c. Request normal maintenance and repair, for other than family housing, as outlined and described in enclosures (3) and (4).

d. Request maintenance and repair of family housing and quarters in accordance with instructions outlined in enclosure (5).

e. Request relocation or installation of new or increased air conditioning using the format prescribed by enclosure (1). Air conditioners will not be installed or relocated without approval by Depot Maintenance.

8. Facilities Planning for the Recruit Depot

a. General

(1) Facilities management is defined under the Marine Corps Order 11000 series, Real Property Facilities Manual. Reference (h) provides an introduction to the family of facilities management manuals and defines responsibilities related to facilities management. Amplifying instructions are included in the references. Responsibilities for most facilities management and

the various maintenance plans and planning functions discussed below are assigned to the Depot Facilities Maintenance Division according to traditional Marine Corps organization. Responsibilities for base development and planning and coordination of major construction (MILCON) are assigned to the Depot Public Works (PWKS) Division. PWKS division utilizes reference (g) to perform public works facilities planning, programming and real-estate management and inventory. Aboard Parris Island, within AC/S, I&L, the facilities maintenance division is the single focal point for coordination of facilities maintenance functions.

(2) The selection and management of facilities projects requires close coordination between the facilities maintenance and public works divisions. Public works is responsible for the long-range facilities development, planning and design review coordination (facilities master planning) with emphasis on facilities construction and support contract issues. The maintenance division is responsible for control inspection and planning and executing all maintenance and repair of facilities involving M-2, M-1 and R-1 funds. Paragraph 2201 of reference (a) provides a brief discussion of the facility maintenance officer's role and paragraph 2304.2 provides a discussion of the role of the public works officer and the traditional relationship between their respective offices.

(3) The Depot facilities maintenance division will develop and maintain an integrated Installation and Logistics summary of all maintenance, repair and new work initiatives that provides customers with a single view of all outstanding projects, regardless of funding source or performing activity. This summary will include all MILCON, M-2, R-2, M-1, Natural Resources Environmental Affairs Office (NREAO), energy, etc. projects. The FMEO will coordinate with PWKS and NREAO to develop an integrated information resource infrastructure that supports the overall facilities management process. This integrated set of automation resources will support separate FMEO, PWKS, and NREAO requirements and the broader responsibilities of installation and logistics support assigned to AC/S, I&L, and will conform to the long-range base information technology vision and plans. All requests for work (maintenance, repair, or new work) originate from the customer and flow through the Depot maintenance division customer service section. Requests that exceed the local command funding authority or capability of the facilities maintenance division are coordinated with the PWKS division for development of MILCON, M-2 and R-2 projects.

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(4) The public works division develops the base master plan, maintains the facilities inventory and manages funding and contracting issues associated with the CMC (Code LFF-2) funded M-2 and R-2 programs, and the CMC (LFL) funded MILCON program. Reference (g) promulgates procedures to plan and program for facility MILCON projects and master planning. This has traditionally been a public works/planning and engineering branch responsibility. Reference (i) provides instructions relating to the management of Class 1 and 2 real property which has traditionally been a public works responsibility as it deals with land use, real-estate management, inventory of property which is largely related to the public works responsibility of space management and master planning effort. MILCON, M-2 and R-2 funding, contract, design and other project issues are coordinated with and staffed for concurrence to the customer and the Depot facilities maintenance division and forwarded by public works division to the AC/S, I&L, for decision and signature.

(5) The facilities maintenance division manages funding issues associated with the CMC (Code LFF-2) funded maintenance of Real Property (MRP) program (M-1, R-1). Input is solicited from supported activities and the public works division.

b. Planning Definitions and Responsibilities

(1) Long Range Maintenance Plan (LRMP). The LRMP is a forecast of all work, unconstrained by resources, required to maintain and repair facilities for the current year plus 4 additional years. The LRMP is maintained by the facilities maintenance division with input from public works.

(2) Annual Work Plan (AWP). The AWP is a forecast which includes the work that should be performed (total MRP) in the current year if all the necessary resources were available. The AWP considers the LRMP current year prioritized requirements plus prioritized BMAR. The AWP for the FY is prepared by the facilities maintenance division and is developed no later than June of the current FY.

(3) Backlog of Maintenance and Repair (BMAR). BMAR is an end of fiscal year measurement of work remaining as a firm requirement of the AWP but not completed due to lack of resources. The BMAR is prepared by the facilities maintenance division in

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coordination with the public works division and is finalized as directed by CMC (Code LFF-2), usually in October.

(4) Annual Work Program (AWPR). A resource constrained program that contains selections of specific maintenance and repair taken from the AWP plus continual maintenance requirements. The AWPR is prepared by the facilities maintenance division, considering prioritized requirements from the AWP. It is finalized in July of the preceding fiscal year making an assumption of resources that will be available for the upcoming fiscal year. Since the AWPR is resource constrained, an allowance is made to provide for the estimate of emergent work that will occur.

(5) Quarterly Work Schedule. A resource-constrained document that provides the detail of the work that the Facilities Maintenance Division will accomplish using the in-house work force, service contracts, Navy and Marine engineers and other contract vehicles in a given fiscal quarter. It must be 30% complete in the first month of the preceding quarter so that initial supplies can be ordered and made available to start work at the beginning of the next quarter. The quarterly work schedule is subsequently finalized by the end of the preceding quarter.

(6) Depot Development Process. The depot development process provides for command and customer review of the priorities established in the AWPR and base master plan and conforms to broad planning guidance provided by the CG and AC/S, I&L. The priorities established by customer review of planned projects are the basis for subsequent MILCON, M-2 and R-2 budget requests and R-2 project developments.

(7) The relationships between the above documents and processes are demonstrated in enclosure (6).

c. Coordination

(1) The relationship between the facilities maintenance division (FMD) and the public works division is that of supported and supporting activities. Facilities maintenance is public works primary "customer" for operations and maintenance support of Depot facilities. Public works supports facilities maintenance functions by providing design review and long-range base development planning elements of the overall facilities management function, in order to ensure that maintenance, repair and development of facilities follow a logical, consistent and cost effective pattern. The FMD

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will publish and periodically update local maintenance, repair and design guidelines in the following areas:

- Heating, Ventilating and Air Conditioning Systems
- Energy Monitoring and Control Systems
- Maintenance and Repair Standards
- Utility Systems

PWKS will use design parameters consistent with the construction/design industry and will incorporate facilities maintenance design guidelines. All maintenance, repair and development projects will result in reduced or constant, energy and maintenance costs.

(2) The focus of coordination between the Depot facilities maintenance and public works divisions is the AWP prepared by the facilities maintenance division and the base master plan proposed by public works.

(3) To ensure maximum coordination and before preparing the AWP, the facilities maintenance division will meet with the public works division to coordinate estimates of:

(a) Contracted support.

(b) The percent and amount of material funds planned for contracting actions.

(c) Priorities for M-1 and R-1 projects.

(4) The completed AWPR will recommend whether the work should be contract (SOC, JOC, Public Works, or small purchase) in-house or other. Candidates for contracts should reflect the current work estimate. Work recommended for the in-house work force will include an estimate of man-hours by trade plus an estimate of material costs.

9. Maintenance Backlog. The FMEO is responsible for preparing and submitting the backlog of maintenance and repair (BMAR) report and projects plan (RCS:DN 11014-01) in accordance with reference (a) and (b). This is an end of FY measurement of the backlog of maintenance and repair. The backlog remains as a firm requirement of the work plan which was not accomplished that fiscal year due to a lack of resources. The BMAR report is prepared during the June/July time frame and is due to the Commandant of the Marine

Corps (LFF-2) not later than 10 October following the end of the fiscal year.

10. Fabrication of Products. The FMEO is not authorized to fabricate items of minor property which are available in the supply system or from commercial sources, except in support of urgent requirements wherein the necessary items cannot be obtained within a reasonable time frame to meet mission requirements.

11. Pest Control. Pest control operations for the Depot are conducted in accordance with reference (e).

12. Grounds Maintenance and Depot Police

a. Police. The removal and proper disposal of both organic and inorganic debris to improve the appearance of the Depot.

b. Grounds Maintenance. Those measures taken to ensure a neat and orderly appearance of Depot grounds to include the following:

(1) Mowing and edging of grass in improved areas to maintain a satisfactory appearance.

(2) Trimming of shrubbery and removal of unsightly plant growth around Depot facilities.

(3) Pruning of trees and shrubbery in order to improve foliage or train the plant to grow in the most attractive form and shape.

c. Improved Grounds. Grounds on which extensive development and maintenance measures are required to obtain a pleasing appearance. Grass in these areas should not exceed a height of four inches.

d. Semi-Improved Grounds. Grounds that have a stand of grass to prevent erosion and require periodic maintenance to control growth of weeds and brush and reduce fire hazards.

e. Unimproved Grounds. All other unpaved areas not included in the improved or semi-improved categories and on which no scheduled maintenance is performed. Included are forest management areas and tidal marshes.

f. Other Grounds. Areas occupied by buildings, streets, parking areas, sidewalks, and other paved areas.

g. Organization and Responsibility. The AC/S, I&L is responsible for the assignment of all buildings and grounds to

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subordinate commands or organizations in accordance with reference (a). Such assignment carries with it the responsibility for police and grounds maintenance. Discarding of trash in any form to include organic debris, foodstuffs, paper, plastics, glass and metal along roadways or on any grounds aboard the Depot is prohibited. The Depot dumpsters will not be used to dispose of trash from individual homes. Maintaining a high standard of police and grounds maintenance is the responsibility of each individual aboard the Depot. All personnel, military and civilian, are enjoined to assist in this effort. Occupants of buildings are responsible for the outside appearance of assigned facilities. Responsibilities include the police, mowing, edging and trimming of grass and shrubbery in accordance with this Order. Edging should be done in such a manner as to avoid creating a ditch. Edges should be flush with the sidewalks and curbs. Grounds maintenance and police responsibilities will be specifically included in all host/tenant and inter-service support agreements. The FMEO, under the staff cognizance of A/CS, I&L, provides grounds maintenance for improved, semi-improved, unimproved and other areas not otherwise assigned to specific organizations. The below listed commanders and staff officers are responsible for trimming/pruning shrubs, mowing/edging grass and police in their assigned areas:

(1) Commanding Officers/Department and Branch Head Directors

Commanding Officer, Headquarters and Service Battalion
Commanding Officer, Recruit Training Regiment
Commanding Officer, Weapons and Field Training Battalion
Commanding Officer, Naval Dental Center
Commanding Officer, Sixth Marine Corps District
AC/S, Marine Corps Community Services
Facilities Maintenance Engineer Officer
Housing Officer
Director, Branch Medical Clinic

(2) Commanders and Directors. Anyone not specifically assigned grounds maintenance responsibility is responsible for and directed to police those areas and maintain grounds adjacent to their respective working spaces. For all, police and grounds maintenance responsibility is defined as extending to the nearest street or midway to the nearest building, including spaces confined by fences and other enclosures, but no more than 75 feet from their respective work space or building. Questions concerning degree of responsibility will be resolved by the AC/S, I&L.

(3) The Resident Officer in Charge of Construction (ROICC). Responsible for the police of areas in which contractors are working.

(4) Occupants of Family Housing. Responsible for police and grass mowing adjacent to assigned quarters in accordance with reference (b).

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(5) Facilities Maintenance Engineer Officer (FMEO). The FMEO develops and implements a comprehensive grounds maintenance plan for all improved and semi-improved areas of the Depot. The FMEO has cognizance and responsibility for performing police and grounds maintenance of common areas, which includes all areas not assigned to subordinate commanders above, which includes:

(a) Operating tractor-drawn and self-propelled grass cutting and edging machinery as necessary.

(c) Controlling and emptying all dumpsters located throughout the Depot.

(d) Periodic mowing of semi-improved areas aboard the Depot.

(6) Command Duty Officer (CDO)

(a) Weekends and Holidays. Periodically throughout the tour of duty, inspect the Depot for area police. Discrepancies should be brought to the attention of the respective unit/organization duty personnel for corrective action. Ensure that at least once during the tour of duty the following areas in (6)(a) above are inspected:

- NIS pier
- Elliot's Beach Recreational Area, to include heads and picnic shelter
- General's Landing
- Horse Island, to include head facility and boat ramps
- Scout Island
- Gazebo adjacent to Quarters 1
- Main Causeway
- Third Battalion Causeway, to include fishing docks
- Belleau Wood Road (golf course road)
- Main roads throughout officer and enlisted housing

(b) Normal Workdays. Inspect the areas listed in above. If discrepancies are noted, refer them to the NCOIC for corrective action.

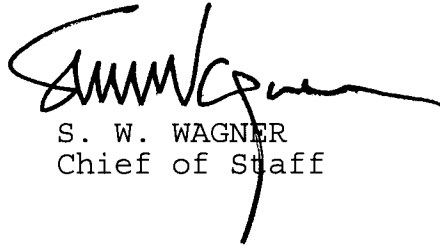
(7) Provost Marshal. Report discrepancies in area police observed during normal working hours to the responsible unit, or FMEO for corrective action. After normal working hours, report discrepancies to the CDO for corrective action. Additionally, require motorized military police patrols to take immediate corrective action where appropriate to correct area police discrepancies.

(8) All Depot Personnel. When appropriate, take immediate action to correct discrepancies in area police. If the discrepancy observed cannot be corrected by immediate action, report the

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discrepancy to the FMEO or CDO, as appropriate, for corrective action.



S. W. WAGNER
Chief of Staff

Distribution: A

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POLICY AND PROCEDURES FOR REQUESTING AND ACCOMPLISHING
MINOR CONSTRUCTION (NEW WORK)

1. Minor construction (new work) is defined in paragraph 5c of the basic Order.
2. All new work is funded under functional category R of the Depot's expense operating budget, and funds for this function are very limited. Accordingly, requests for this category of work should be carefully reviewed by the requester as to the necessity for accomplishment. Normally, this type of work is necessary to support changes in mission, or to allow more efficient accomplishment of a presently assigned mission. Items of new work must be considered on a "need-to-have" versus a "like-to-have" basis. The Depot New Work Program is reviewed/updated by the Depot New Work Review Board which consists of the AC/S, I&L, FMEO, and public works officer.
3. The Commanding General may authorize new work projects not to exceed \$100,000 per project. Authorization is delegated to the FMEO to expend not more than \$15,000 per project to accomplish new work. A/CS I&L may approve projects up to \$25,000. A summary and update of all R1 and M1 work is provided quarterly by the FMEO to the AC/S I&L and Commanding General.
4. Requests for new work may be submitted to the FMEO by the following:
 - a. Chief of Staff
 - b. All Assistant Chiefs of Staff.
 - c. Commanding Officer, Headquarters and Service Battalion.
 - d. Commanding Officer, Recruit Training Regiment.
 - e. Commanding Officer, Weapons Training Battalion.
 - f. Commanding Officer, Naval Dental Center.
 - g. Director, Branch Medical Clinic.
 - h. Commanding Officers, Recruit Training Battalions, via CO, Recruit Training Regiment.

ENCLOSURE (1)

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i. Other COs/OICs of Tenant Activities

(Note: Special staff sections and unit heads not listed in subparagraph (a) above may initiate new work requests and submit them via the cognizant assistant chief of staff or commanding officer.)

5. Requests for new work may be submitted any time. Requests are held by the Maintenance Division and prepared for design and estimate and subsequent approval/disapproval by the FMEO, AC/S I&L and Commanding General based on dollar value and nature of work. In addition to the information specified by enclosure (4), requests for new work will include a statement regarding each of the following, as appropriate, in section 8 of the work request form:

- a. Unit importance.
- b. Impact on unit mission.
- c. Influence on personnel safety.
- d. Impact on overall unit's efficiency.
- e. Impact on morale and welfare.
- f. Impact on environment/pollution.
- g. Impact on energy conservation.
- g. Impact on security of equipment, property, or facilities.
- i. Effect on aesthetics.

6. Requests for new work on a reimbursable basis will normally be approved subject only to funding availability and adequate processing/ scheduling periods.

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PROCEDURES FOR REQUESTING EMERGENCY WORK BY TELEPHONE

1. Procedures for Emergency Repairs. Call 3145 ANYTIME. An emergency is considered work requiring immediate action to correct or prevent loss or damage to government property, restore disrupted essential services, repair equipment, or eliminate imminent hazards to personnel or property. Anyone reporting an emergency should state the following:

- a. Name, organization, and telephone from which calling.
- b. Building number where emergency exists.
- c. Description of emergency and any action taken.

2. General Information

a. Examples of emergency work - smoking electrical outlet/appliance, electrical power outage, fallen power line, water failure, stopped up sanitary sewer, etc. (stopped up commodes are not considered to be an emergency unless there is only one commode per facility).

b. Utilization of the emergency maintenance telephone line will be restricted to emergencies only. Units are cautioned against its use in order to obtain priority response except in emergency situations.

ENCLOSURE (2)

INSTRUCTIONS FOR PROCESSING WORK REQUESTS

1. Format Specifications:

<u>Block Number</u>	<u>Instructions</u>
1	Organization.
2	Leave blank.
3	FMEO.
4	Date of submission.
5	Check appropriate box.
5a	Use for urgent work only; avoid words such as "ASAP".
6	Name and telephone number of person most knowledgeable about requested work and authorized to make decisions concerning this project.
7	Check appropriate box.
8	Provide as detailed a description of work as possible. Avoid to correct the program instead; concentrate on what the problem is. Justify only if highest priority is required.
9	For reimbursable work, cite appropriate fiscal date.
10	Signature of authorized personnel only (commanding officers where required); unauthorized signatures will result in work requests being returned.
14	Check appropriate box.

Notes:

1. Legible, hand-written requests are acceptable.
2. Do not remove copies of the form prior to submission.
3. Do not enter work request number - the Maintenance Division will assign appropriate customer numbers to accepted work requests and return a copy to the customer within 24 hours of receipt.
4. Where justifications are required (for highest priority only), they should be complete and accurate.

2. Work Request Submission. Hand carry work requests or submit electronically to the maintenance division work receptionist

ENCLOSURE (3)

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(building 450); guard mail is not desirable due to the importance and timeliness of these forms and the possibility of loss.

3. Work Request Reconciliation. FMEO customer service will conduct periodic reconciliation with maintenance customers. FMEO will provide a detailed summary of all current outstanding requests. Where possible to determine, estimates of time required to complete outstanding requests will be given. Reconciliations should be conducted in person by authorized maintenance coordinators only (see enclosure (4)).

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POLICY AND PROCEDURES FOR REQUESTING MAINTENANCE
AND REPAIR FOR OTHER THAN FAMILY HOUSING

1. Maintenance and repair of real property other than family housing is normally conducted by the Depot maintenance division based on its cyclic maintenance program and long-range maintenance program.
2. General and designated special staff officers, unit commanders, and department or branch heads may generate requests for accomplishment of maintenance and repair work. Work requested on form NAVFAC 9-11014/20 or via the FMEO Web Page.
3. Personnel listed below are authorized to submit maintenance and repair work requests. Subordinate elements of those listed may submit requests through organizational channels as long as authorization signatures from the below listed offices are obtained:
 - a. All Assistant Chiefs of Staff.
 - b. Commanding Officer, Headquarters & Service Battalion.
 - c. Commanding Officer, Recruit Training Regiment.
 - d. Commanding Officer, Support Battalion, RTR.
 - e. Commanding Officer, 1st Recruit Training Battalion
 - f. Commanding Officer, 2d Recruit Training Battalion.
 - g. Commanding Officer, 3d Recruit Training Battalion.
 - h. Commanding Officer, 4th Recruit Training Battalion.
 - i. Commanding Officer, Weapons & Field Training Battalion.
 - j. Commanding Officer, Sixth Marine Corps District.
 - k. Director, Branch Medical Clinic.
 - l. Depot Public Affairs Officer.
 - m. Commanding Officer, Naval Dental Clinic.

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- n. Officer in Charge Management Systems Office.
- o. Special Services Officer.
- p. Depot Housing Officer.
- q. Marine Corps Exchange Officer.
- r. Food Services Officer
- s. Depot Motor Transport Officer.
- t. Depot Ordinance Officer.
- u. Public Works Officer.
- v. Manager, Navy Federal Credit Union.

4. Officers listed in paragraph three above will assign a maintenance coordinator. Maintenance coordinators shall review work requests, consolidate them when necessary, and maintain a file indicating the status of work requests submitted. Unit commanders/OICs will notify the FMEO of names of designated maintenance coordinators in writing at least twice annually, utilizing the format prescribed by enclosure (9) of the Order. Coordinators may be authorized to sign all unit work requests except for highest priority and new work requests.

5. General Information

a. All requests of a similar nature will be combined on a single work request, by building number. This practice will reduce administrative effort for the customer and increase responsiveness of the Depot Maintenance Division. Care will be taken to completely describe requested work. When more than one item of a dissimilar nature is requested on a single request, each item will be numbered.

b. Major relocations of offices and administrative spaces will be held to a minimum. Major relocations of offices, administrative, storage, and other type spaces which affect the overall use of facilities must be submitted to the Assistant Chief of Staff, Installations and Logistics, for approval. Furniture within offices will be located so as to make maximum use of existing electrical and telephone receptacles.

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c. Requests for traffic control and parking signs, devices and markings, including directional and informational type signs, will be coordinated by the FMEO with the Depot Provost Marshal in accordance with the current edition of Depot Order 11014.6.

d. Painting of facilities will be accomplished as determined by the Control Inspection Program. Planned painting and painting schedules are available via the FMEO. Customers should review the need to submit a request for painting.

e. Enclosure (9) will be utilized for the assignment of unit maintenance coordinators. Replacement letters will be accepted by the Maintenance Division any time the unit experiences a turnover in personnel assigned.

ENCLOSURE (4)

POLICY AND PROCEDURES FOR REQUESTING MAINTENANCE AND
REPAIR FOR FAMILY HOUSING

1. Types of Requests

a. Emergency. Includes items such as power failure, furnaces not working, plugged drain or toilet, or smoking electrical fixtures.

b. Routine Service. Items such as repair of doors, screens, and dripping faucets, etc.

2. Procedures for Routine and Emergency Services. Occupants of quarters may request routine and emergency service through the Facilities Maintenance Division. Information consists of: name, quarters number, and description of work.

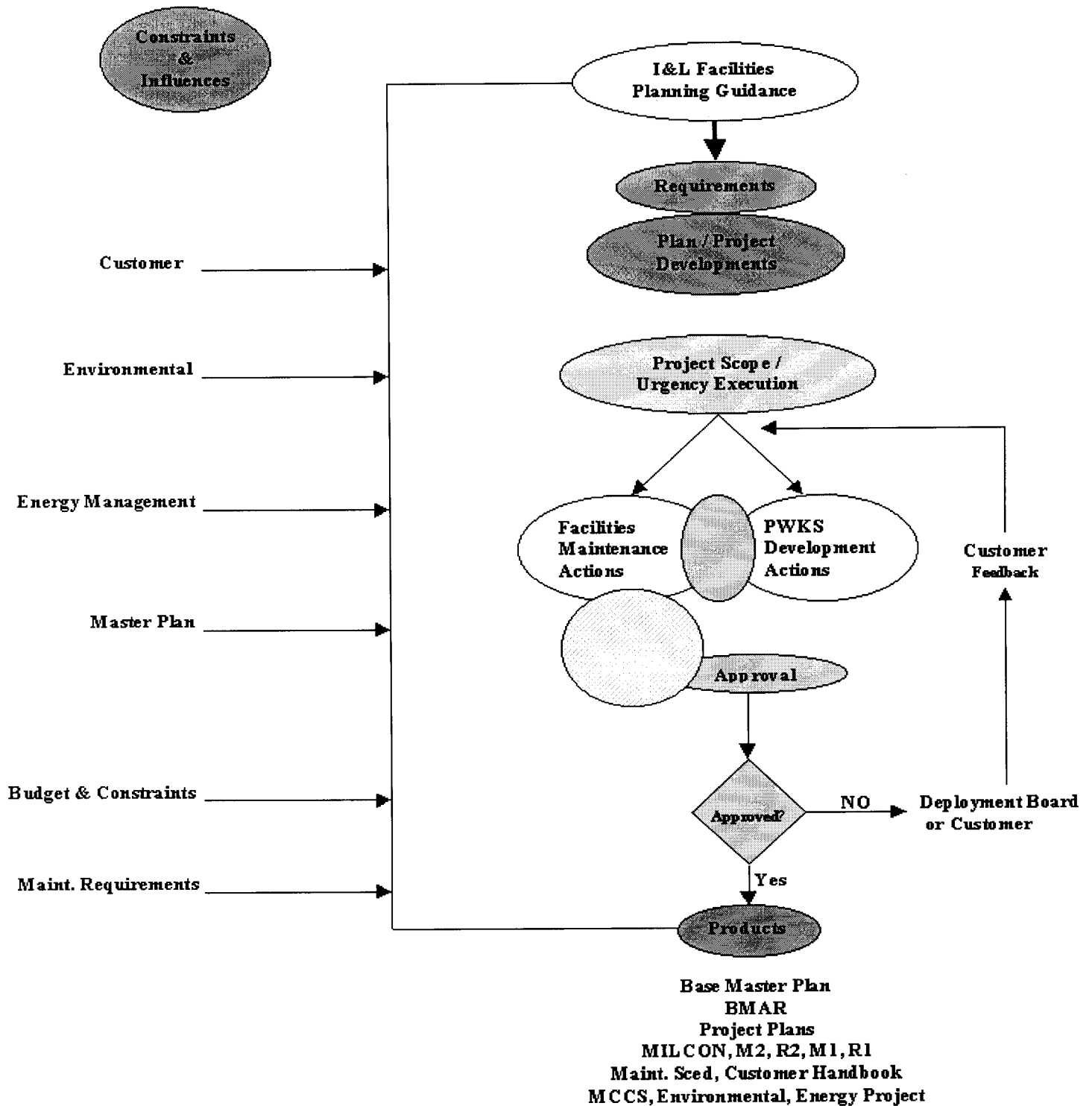
3. Installation of Appliances

a. Appliances may be installed by vendors at occupant's expense when approved by the Depot Housing Officer and inspected by the Depot Maintenance Division.

b. Occupants of Ribaut Village are required to contact the Depot Housing Officer, telephone number 2583/2853, prior to procuring appliances such as air conditioners, washers, and dryers. This housing has limited electrical service within the quarters.

ENCLOSURE (5)

Recruit Depot Facilities Planning Process



ENCLOSURE (6)

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POLICY AND PROCEDURES RELATING TO CYCLIC/SURGE MAINTENANCE

1. The FMEO will continue a Depot cyclic maintenance program as described in paragraph 5g of the basic Order. This program will concentrate on barracks, messhalls, and administrative buildings under the cognizance of the following organizations only:

- a. Headquarters and Service Battalion.
- b. Headquarters, Recruit Training Regiment.
- c. 1st Recruit Training Battalion.
- d. 2d Recruit Training Battalion.
- e. 3d Recruit Training Battalion.
- f. 4th Recruit Training Battalion.
- g. Weapons and Field Training Battalion.

2. It is anticipated that cyclic/surge maintenance will be performed at least twice yearly on each building covered under the cyclic/surge maintenance program.

3. Procedures

a. Each organization will be notified by separate directive of the anticipated date that the Depot cyclic/surge maintenance team will visit that organization's area. This schedule coincides with the Master Projection Plan (MPP).

b. The cyclic/surge maintenance team foreman will confirm this date two weeks prior to the team's actual arrival, and see to it that the team may gain access to the facilities.

c. At this time, the cyclic/surge maintenance team will coordinate with the organization POC for an inspection of each building. In order to prepare a detailed list of discrepancies, by building number, the cyclic/surge maintenance team will coordinate with the organizational POC for an inspection of each building.

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d. Prior to the team's departure, the leader of the team will contact the organizational POC, who will perform a final inspection of all buildings to see that all listed discrepancies have been accomplished to the unit's satisfaction.

e. Any discrepancies or problem areas that remain outstanding will be the subject of follow-on scheduled work.

ENCLOSURE (7)

POLICIES AND PROCEDURES FOR REQUESTING, INSTALLING, AND
REPAIRING REMOVABLE AIR CONDITIONING

1. The installation of air conditioning systems in previously non-air conditioned spaces may constitute new work and require the submission of requests in accordance with enclosure (1). Installation of air conditioning units may also be accomplished as equipment installation. Generally, small window type air conditioning units can be installed using equipment installation criteria instead of new work funding. The exact delineation between the type of funding needed to install air conditioning is determined by the impact the installation will have on electrical service. If changes to the transformer(s) servicing the facility or electrical service in the building are required, the request will be considered as new work. If no changes to transformers or electrical service are needed, the request will be processed as equipment installation.

2. Regardless of whether air conditioning is requested or installed as new work or as equipment installation, the requirements of paragraph 6001.2 of reference (d) must be met. Reference (d) states in part that: "Activities will suspend the installation of electrically powered air conditioning into previously non-air conditioned spaces except in exceptional cases where the commanding officer determines that the installation of air conditioning is essential." For purposes of making local determinations of essentiality, the term Commanding Officer is defined as the Commanding General. The FMEO is delegated as the certifying official for the Commanding General.

3. Requests for air conditioning will be submitted in one of the following categories and in accordance with the procedures indicated:

a. New Work

(1) Requests must be submitted in accordance with enclosure (1) of this Order via the FMEO for certification of essentiality.

(2) New work requirements of \$100,000 or less per project will compete against all other pending new work projects for approval.

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(3) Air conditioning costing more than \$100,000 will be forwarded by the FMEO to the public works officer for consideration by the Depot development board.

(4) For requests for air conditioning units that will become unit property, a certification by the AC/S, Supply and Services must be included stating that an allowance has been obtained. The request should be submitted to supply and services for approval before the new work request is forwarded to the FMEO.

b. Equipment Installation

(1) Requests must be submitted for certification of essentiality to the FMEO for action.

(2) If the air conditioning unit(s) will become unit property, a statement must be included in the request that an allowance has been obtained.

(3) The actual installation of requested air conditioning is contingent upon availability of funding.

4. All window-type air conditioning units purchased for use on the Depot must meet the following energy efficiency ratios:

a. 230 Volt Power Supplies. 8.5 BTU's/watt input.

b. 120 Volt Power Supplies. 8.0 BTU's/watt input.

5. The FMEO will ensure that current design criteria are used in determining the total new work or equipment installation costs for air conditioning systems. If design criteria prohibits the installation of air conditioning, the requests will be returned to the originator via the Commanding General (AC/S, I&L).

6. Once installed, window-type air conditioners become the property of the using unit. As such, unit accountability for these items must be maintained. Requests for repair of air conditioners will be submitted in accordance with enclosure (4). For those units that cannot be repaired in place, an Equipment Repair Order (ERO) will be filled out and signed by maintenance division personnel prior to removal of the unit. A copy of the ERO is provided to the unit for accountability purposes. Once repaired, the unit will be required to return the copy of the ERO in order to have the unit reinstalled.

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a. For those air conditioning units determined to be beyond economical repair, they will be returned to the owning unit and the copy of the ERO will be annotated to this effect. This copy of the ERO will permit the unit to turn in the air conditioning unit Defense Reutilization and Marketing Office (DRMO), drop the unit from the property records and order a new unit through supply sources. Upon receipt of a new air conditioning unit, a request for reinstallation should be submitted. The replacement air conditioning unit will be of the same size and voltage as the replaced unit and will conform to the requirements of paragraph 4 above. The reinstallation of air conditioning units in locations other than where the original unit was located or reinstallation of other size air conditioning units will be considered as a new air conditioning requirement and handled in accordance with paragraph I above.

b. Replacement of larger type central air conditioning units not listed on the unit's property records is the responsibility of the FMEO.

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FORMAT FOR APPOINTMENT AS MAINTENANCE COORDINATORS

Unit Heading

(date)

From:

To: Facilities Maintenance Engineer Officer

Subj: MAINTENANCE COORDINATORS

Ref: (a) DepO 11014.2K

1. In accordance with the reference, the below named individuals are assigned and authorized to sign unit work requests (except for highest priority and new work requests) and to call in by telephone for emergency work:

a. Personnel authorized:

GRADE AND NAME

TITLE

PHONE NO.

(Signature)

ENCLOSURE (9)