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Civil Engineering

AFFTC FACILITY MANAGEMENT PROCESS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: AFFTC/XPX
(Ms. JoAnne Wallar, DSN 527-3837)
Supersedes AFFTCOI 88-1, 17 Dec 91 and
AFFTCR 88-1, 11 June 1992

Certified by: AFFTC/XP (Randall E. Scott)

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This instruction establishes responsibilities and outlines procedures for the allocation, assignment, utilization, and termination of assignment of all AFFTC facilities included in the real property accountable records. It establishes the "Landlord" process that outlines tenants' responsibilities for facility inprocessing and outprocessing. It also outlines procedures to be used in reviewing, controlling, coordinating, and documenting facility and land-use planning and zoning issues. This instruction applies to all AFFTC organizations, associates, and customers.

SUMMARY OF REVISION

Consolidates AFFTC Commander OI 88-1, 17 Dec 91, *Space Utilization Steering Subcommittee*, and AFFTC Regulation 88-1, 11 Jun 92, *The Planning and Zoning Committee*. Establishes the "Landlord" process and office/administrative space planning guidelines. Changes in this document reflect the mandated AFFTC organizational restructure. Office symbols have been changed where appropriate.

1. Introduction. The facility management process consists of reviewing, documenting, coordinating and processing requests for current or planned facility and land usage and assignment. Management of AFFTC facilities includes, but is not limited to, hangar, office, warehouse, shop, or lab requirements.

2. Procedures For Requesting And Assigning Space: Requests for space, as well as any changes in utilization within a facility, will be signed by commanders of AFFTC two-letter staff activities or commanders of associate units and submitted to 95 CEG/CERR. Requests from activities within the ABW or TW will be coordinated through their respective facility management space allocation process. Requests shall identify type and amount of space required, timeframe for the requirement and suggested locations, if any (Attachment 1). Office/administrative space will be calculated using the guidelines set in Attach-

ment 2. Generally, flightline facilities will be dedicated only to test-related activities as shown on Attachment 3.

2.1. 95 CEG/CERR will:

2.1.1. Place request on the Space Utilization Integrated Product Team (IPT) agenda for review/action as soon as possible after receipt of the request.

2.1.2. As the secretariat, document the proceedings from each (IPT) meeting.

2.2. The IPT consensus opinion will constitute the recommended solution. In the event of dissenting opinions that cannot be resolved, the recommended response along with the dissenting opinions will be presented to the Planning and Zoning (P&Z) Committee for approval/disapproval.

2.3. The P&Z Committee will review the space utilization requests and will approve or disapprove. Once the P&Z Committee approval is obtained, the requester can initiate occupancy with 95 CEG/CERR. Any requirements for modifications/communications to the facility will be processed by the requester or facility manager through the normal request process (AF Form 332, **Base Civil Engineer Work Request**, AF Form 813, **Request for Environmental Impact Analysis** and AF Form 3215, **C4 Systems Requirements Document**).

3. Landlord Process. Upon initial assignment of a facility, 95 CEG/CEZQ will be advised, in writing, of the primary and alternate building managers appointed. If facility space is in support of a test program, Support Agreement or Cooperative Research and Development Agreement (CRDA), the program analyst or project manager will ensure that notification is included in all agreements that the customer will be liable for anything other than “normal wear and tear.”

3.1. CE will document the condition of facility when the customer moves in.

3.1.1. A facility inspection will be performed, using a checklist (Attachment 4) in the presence of 95 CEG/CERR/CECV personnel, the customer and the appropriate facility manager. A written copy of the report will be provided to the customer upon request.

3.2. Customer or appropriate Test Wing Facility Manager will provide written notice to 95 CEG/CECV with a copy to 95 CEG/CERR, 30-60 days before vacating the premises.

3.3. Upon vacating a facility, customers will ensure that the facility is clean and substantially restored to its original condition or in conformance with other written agreement with 95 CEG/CERR. Customers shall use reasonable care to avoid damaging existing building, equipment and vegetation on the government installation. Customers shall not remove any furniture, telephones, fire extinguishers, network devices, communication equipment, network/data distribution devices or any other equipment that is permanently attached to the facility or attached to infrastructures which service the facility, such as electrical panels, communications hubs, etc. Systems furniture will remain in place when a customer vacates a facility even if the customer purchases new furniture. If failure to exercise reasonable care causes damage to any property, the customer shall replace and repair the damage at no expense to the AFFTC. Damage caused by contractors will be handled per FAR 52.237-1, *Protection of Government Building, Equipment and Vegetation*.

3.3.1. A facility inspection will be performed, using a checklist (Attachment 4) in the presence of 95 CEG/CERR/CECV/CEZ personnel and the customer.

3.3.1.1. Facility/Building Managers will ensure facility is ready for “move-out” inspection

and will also be present during the scheduled inspection with Civil Engineering.

3.3.1.2. If the facility involves a contractor, AFFTC/PK representative will also be present.

3.3.2. 95 CEG/CECV will determine if, due to any damage caused by the customer, repairs are required to restore the facility to an acceptable condition. Estimated cost of repairs will be provided to the customer.

3.3.3. 95 CEG/CERR will provide a written release of responsibility to the customer:

3.3.3.1. If the facility is in acceptable condition,

3.3.3.2. After identified repairs have been completed,

3.3.3.3. A funded AF Form 332 has been submitted to Civil Engineering.

4. AFFTC Space Utilization Integrated Product Team (IPT): Reviews requests for space or changes in usage of space, identifies key issues regarding space utilization/allocation at the AFFTC, and institutes review processes to ensure complete AFFTC coordination has been accomplished. Provides alternatives and recommendations for facility usage/changes to the Planning and Zoning Committee.

4.1. Membership to the Space Utilization IPT includes:

4.1.1. AFFTC/XP (Chairperson)

4.1.2. AFFTC/FM

4.1.3. AFFTC/EM

4.1.4. 412 TW/RMF

4.1.5. 412 LG/LGLX

4.1.6. 95 ABW/XP

4.1.7. 95 CS/SCX

4.1.8. 95 CEG/CERR (Secretariat)

4.1.9. Facility/Building Managers serve as focal points for issues pertaining to the facilities they manage. They will be present at the Space Utilization IPT if issues regarding their facilities are on the agenda.

4.1.10. Organizational commanders (2-letter chiefs) will assign a primary and alternate member to this Space Utilization IPT and submit the names by letter to AFFTC/XP.

4.2. The Space Utilization IPT meets the first and third Thursdays of each month or as directed by the chairperson.

5. The Planning And Zoning (P&Z) Committee: Reviews, controls, coordinates, and documents land use planning and zoning issues. These issues include but are not limited to, regional, local, and Edwards AFB facility and land use planning and development, general plans, space utilization, sitings, airspace, flood control, noise, visibility, Base Comprehensive Plan (BCP), and long range mission planning.

5.1. Membership to the P&Z Committee and designated voting members include:

5.1.1. AFFTC/CV (Chairperson)

- 5.1.2. AFFTC/XP
- 5.1.3. AFFTC/FM
- 5.1.4. AFFTC/SE
- 5.1.5. AFFTC/EM
- 5.1.6. 412 TW/CC
- 5.1.7. 95 ABW/CC (Vice Chairperson)
- 5.1.8. 95 CEG/CC
- 5.1.9. 95 CS/CC

5.2. Technical advisors of the Committee will include, but not be limited to, the following organizations.

- 5.2.1. AFFTC/JA
- 5.2.2. AFFTC/PA
- 5.2.3. AFFTC/PK
- 5.2.4. AFFTC/XPX
- 5.2.5. AFFTC/EMC
- 5.2.6. 412 LG/CC
- 5.2.7. 412 TW/RM
- 5.2.8. 412 TW/TS
- 5.2.9. 95 ABW/XPX
- 5.2.10. 95 MG/SGAR
- 5.2.11. 95 CEG/CEFT
- 5.2.12. 95 CEG/CERR
- 5.2.13. 95 CEG/CECV

5.2.14. Technical advisors of the Committee will provide information and coordination in specific areas of expertise as required.

5.3. RESPONSIBILITIES:

5.3.1. AFFTC/CV chairs the P&Z Committee of the AFFTC Corporate Board. Decides what issues, if any, need to be presented to the AFFTC Corporate Board.

5.3.2. 95 ABW/CC vice chairs the P&Z Committee.

5.3.3. 95 CEG/CC:

5.3.3.1. Convenes regularly scheduled meetings to review actions and issues.

5.3.3.2. Prepares agendas and documents results of meetings on issues discussed.

5.3.3.3. Provides file copies of all documentation and responses to committee members, as appropriate.

5.3.3.4. When an agreement cannot be reached on action items or a policy decision is required, submits proposed response and dissenting opinions to the chairperson. Coordination of response takes place at committee meetings unless higher level coordination is required.

5.3.3.5. Works directly with organizations, as required, to staff space utilization, siting, and Base Comprehensive Plan (BCP).

5.3.4. 95 CEG/CECV serves as a focal point for siting actions, test program issues, and the BCP. Presents these issues to the P&Z Committee for decision.

5.3.5. 95 CEG/CERR presents real estate issues to the P&Z Committee for decision.

5.3.6. Facility/Building Managers serve as focal points for issues pertaining to the facilities they manage. They will be present at the P&Z if issues regarding their facilities are on the agenda.

5.3.7. AFFTC/XPX:

5.3.7.1. Serves as the focal point for off-base planning issues.

5.3.7.2. Chairs Land Use Planning Subcommittee meetings to address these issues. Presents these issues to the P&Z Committee for decision as appropriate.

5.3.7.3. Works directly with organizations, as required, to staff mission planning and various other planning issues and provides expertise and recommendations to the P&Z on such issues.

5.3.7.4. Prepares AFFTC response for off-base action items stating consensus of committee members.

RICHARD L. ENGEL, Major General, USAF
Commander

Attachment 1

FACILITY REQUIREMENTS SURVEY

ORGANIZATION	
NUMBER OF PERSONNEL	
START DATE OF PROGRAM	
LENGTH OF PROGRAM (TIME)	
OFFICE SPACE SQ. FT. RQMTS	
COMMUNICATIONS RQMTS (WAN, LAN, TELEPHONES, FIBER OPTICS, etc.)	
UTILITY RQMTS with Estimated Consumption requirements (PAO, HYDRO, ELECT, etc.)	
SECURITY RQMTS (SAR, TS, etc.)	
LAB SPACE SQ. FT. RQMTS	
SHOP SPACE SQ. FT. RQMTS	
WAREHOUSE SPACE SQ. FT. RQMTS	
HANGAR SPACE RQMTS	
DATA (COMPUTER) LAB SPACE RQMTS	
SUGGESTED LOCATION (IF ANY)	

Attachment 2

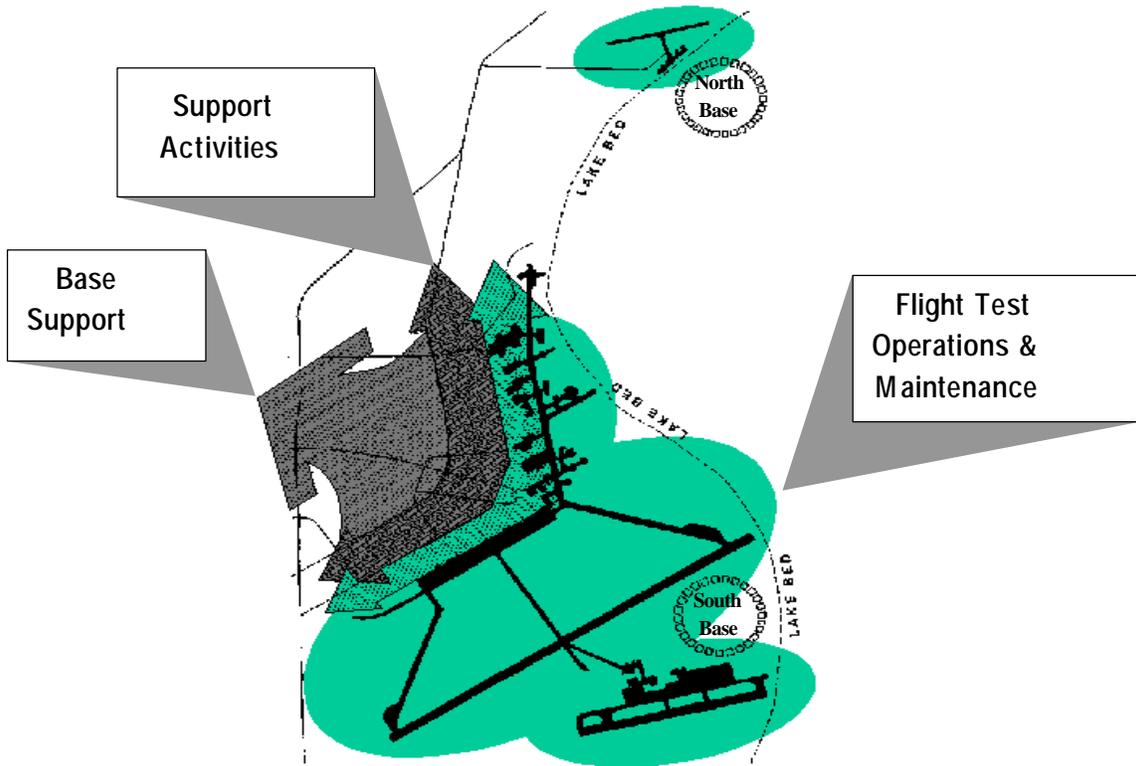
SPACE PLANNING GUIDELINES

The guidelines below will be used for all new space allocations and whenever changes are made to existing space allocations.

2-Letter Commanders or Directors	315 square feet per person - hard wall office
2-Letter Deputy Commander or Deputy Director	215 square feet per person - hard wall office
Squadron CC or Division Chief	170 square feet per person - hard wall office
Flight Chief, Section Chief, Supervisor	120 square feet per person - hard wall office
Engineering & General Staff Personnel	64 square feet per person (8'x8') - systems furniture cubicle
Unmanned Work and Printer Station	48 square feet per station (6'x8') - systems furniture cubicle
Secretarial Personnel	120 square feet per person (total area). This area is to be outfitted with free standing or systems modular furniture. This area is broken down into 64 square feet per person with an additional 56 square feet per station for guest seating
Average Administration Facility Standard	130 square feet per person

Attachment 3

MAP



Attachment 4

INSPECTION CHECKLIST

- _____ 1. Walls, ceiling, woodwork, and doors. Spot clean to remove pencil marks, tape, removable stains, cobwebs, grime, and excessive visible dirt. Remove all occupant installed/caused items from walls, ceilings, windows, doors, etc. (such as posters, pictures, notes, calendars, photos, nails, tacks, hooks). Patch and fill holes. Paint as needed.
- _____ 2. Built-in cabinets. Spot clean to remove pencil marks, tape, removable stains, cobwebs, and any other visible dirt.
- _____ 3. Lavatories, sinks, commodes, urinals, and showers. Remove soap residue, alkaline/lime deposits, and mildew. Walls will be clean and free of removable stains. Damp mop floors.
- _____ 4. Fixtures, electric lighting. Clean and dust. Ensure fixtures have working light bulbs.
- _____ 5. Floors and installed carpeting. Sweep floors and vacuum/shampoo carpets.
- _____ 6. Storage areas. Remove dirt, cobwebs, etc. from doors, walls, ceilings, and shelves. Sweep and clean paved areas after removing paint, oil, and grease.
- _____ 7. Hangars. Remove paint, oil, and grease from paved area and sweep clean.
- _____ 8. Telephones. Generally, telephones will remain with the building. If you have purchased a telephone with answering machine, etc., you may take those items when you move; however, the Comm Squadron (7-2773) will relocate those phones for you.
- _____ 9. Trash. All trash and any extraneous items must be removed from the building at time of inspection. Grounds around the building will be free of trash and debris.
- _____ 10. Desks and Waste Baskets. Desks must be cleaned out and waste baskets emptied.

NOTES:

1. Any modifications made to the building during occupancy must be approved by 95 CEG/CEC by submitting AF Form 332 through all appropriate channels. As-Built drawings will be furnished to 95 CEG/CEC.
2. Items such as fire extinguishers, drinking fountains (free standing) and hard-wired modular furniture will remain with the building. This includes the accessory items to modular furniture (rolling files, plastic trays, etc.). Such items as office furniture and waste baskets may be left for the next occupant.