

# **15 FAM 630 MAINTENANCE, REPAIR, AND CUSTODIAL RESPONSIBILITIES**

*(CT:OBO-5; 03-21-2006)  
(Office of Origin: OBO)*

## **15 FAM 631 GENERAL**

*(CT:OBO-5; 03-21-2006)  
(Uniform State/USAID/Commerce/Agriculture/DIA)*

The chief of mission (COM), or the single real property manager (SRPM) as the COM's designee, is responsible for ensuring that the preventive, routine, and special *maintenance* programs are implemented *and that all properties occupied by employees serving under the COM are free of hazardous conditions that could affect the health or safety of people*. For USAID-owned *or leased* property, the USAID executive officer is responsible for establishing and implementing preventive, routine, and special maintenance programs.

## **15 FAM 632 RESPONSIBILITIES OF U.S. GOVERNMENT AND OCCUPANT**

### **15 FAM 632.1 U.S. Government Responsibilities**

#### **15 FAM 632.1-1 U.S. Government-Owned/Long-Term Leased (GO/LTL) Office or Functional and Residential Properties**

*(CT:OBO-5; 03-21-2006)  
(Uniform State/USAID/Commerce/Agriculture/DIA)*

The United States Government *is primarily responsible* for maintenance and repair of U.S. Government-owned/long-term leased (GO/LTL) real property. *When negotiating leases for LTL properties, however,* it is the Department's policy to include major maintenance requirements as the lessor's responsibility. Funding responsibilities for the following *items* are in 15 FAM 633, 15 FAM 640 through 15 FAM 650 (Maintenance and Repair), 15 FAM 120 (Building Operating Expenses), and 15 FAM Exhibit *161* (Checklist of

Costs and Funding Sources):

- (1) Clean, service, repair, and restore plumbing systems, swimming pools, electrical and mechanical systems, heating and air-conditioning systems, and major building systems (*e.g.*, elevators);
- (2) Maintain interiors and exteriors of buildings and structures, including painting, patching, replacing windows, caulking, etc.;
- (3) Perform repairs required due to reasonable wear and tear;
- (4) Perform repairs of damage to residential property except for occupant responsibilities (see 15 FAM 632.2-2, paragraph b); *and*
- (5) Clean and air vacant residential units and keep their exterior grounds in readiness for future occupancy.

## **15 FAM 632.1-2 Short-Term Leased (STL) Office or Functional and Residential Properties**

*(CT:OBO-5; 03-21-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

The single real property manager (SRPM) is responsible for ensuring *lessor* and U.S. *Government* compliance with custodial, maintenance, and repair provisions of lease terms (*excluding* private leases under living quarters allowance/overseas housing allowance *programs* (LQA/OHA)). The USAID executive officer is responsible for USAID-owned or leased property.

## **15 FAM 632.2 Occupant Responsibilities**

### **15 FAM 632.2-1 U.S. Government-Owned/Long-Term Leased (GO/LTL) or Short-Term Leased (STL) Office/Functional Properties**

*(CT:OBO-5; 03-21-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Agencies occupying U.S. Government-held office space are responsible for following good housekeeping practices and for notifying the single real property manager (SRPM) of needed repairs, maintenance, and service. For leased properties, the post contracting officer is responsible for coordination with the landlord.

## **15 FAM 632.2-2 U.S. Government-Owned/Long-Term Leased (GO/LTL) or Short-Term Leased (STL) Residences**

*(CT:OBO-5; 03-21-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. Occupants of U.S. Government-held residences are responsible for maintaining them in presentable condition and returning them to the U.S. Government in clean and habitable condition. Posts *must* issue, as part of the post housing guide, uniform rules detailing these responsibilities. *The responsibilities should* conform *with* what is normally expected of an occupant who leases residential quarters in the United States. Posts should prepare a written statement of employee responsibilities to be signed upon occupancy (see also 15 FAM 247).
- b. Occupants are responsible for activities such as light bulb replacement, routine daily user care of swimming pools (chemicals, water PH (percentage of Hydrogen), cleaning, filling, etc.), seasonal care of walks and driveways (*e.g.*, snow removal), and periodic cleaning of window air-conditioning filters, appliances (*e.g.*, refrigerators, freezers, ranges). Occupants are responsible for repairs *required* by deliberate acts or by the negligence of the occupant, family, guests, employees, or other members of the employee's household (see 15 FAM 240). *See 15 FAM 632.3 for grounds care responsibilities.*

## **15 FAM 632.3 Grounds Maintenance Responsibilities and Funding**

### **15 FAM 632.3-1 U.S. Government Responsibilities**

*(CT:OBO-5; 03-21-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. *Full grounds care services* for *the* periodic and seasonal care of lawns, swimming pools, gardens, walks, driveways, and grounds for office buildings and common-use areas of residential apartment buildings, whether U.S. Government-owned/long-term leased (GO/LTL) or short-term leased (STL) *are funded as follows*:
  - (1) *Office buildings and common-use areas of residential apartment buildings occupied by multiple agencies are funded by post-held International Cooperative Administrative Support Services (ICASS) funds;*
  - (2) *Office buildings and common-use areas of residential apartment buildings occupied solely by State are funded by post-held Diplomatic and Consular Program (DCP) funds;*

- (3) *Office buildings and common-use areas of residential apartment buildings occupied solely by a foreign affairs agency are funded by the occupying agency; and*
  - (4) *USAID funds costs related to USAID-owned or leased properties, except when other agencies occupy USAID STL properties (seek guidance regarding swimming pools from USAID/W (M/OMS)).*
- b. Full grounds care for the GO/LTL *and STL* residences *are funded as follows:*
- (1) *Residences* occupied by the chief of mission (COM), *deputy chief of mission (DCM)*, principal officer (PO) of constituent posts, U.S. representative to an international organization abroad (when PO), and Marine security guards *are* funded by post-held DCP *funds; and*
  - (2) Residences occupied by the *senior representatives of the foreign affairs agencies (USAID, Foreign Agricultural Service (FAS) and U.S. and Foreign Commercial Service (US&FCS)) and the Defense Intelligence Agency Defense attaché, (DIA-DATT)* are specifically approved and funded by the parent agency.

## **15 FAM 632.3-2 Non-Senior Representative Occupant Responsibilities**

*(CT:OBO-5; 03-21-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

The occupant is responsible for periodic and seasonal care of lawns, gardens, and open space up to 720 square meters (8,000 square feet) for single family dwellings and 1,440 *(720 per residential unit)* square meters (16,000 square feet) for duplexes (exclusive of walks, driveways, and areas covered by buildings or structures). The single real property manager (SRPM) may approve payment for the periodic and seasonal care of grounds of U.S. Government-held single family or duplex residential property in excess of 720 or 1,440 square meters, *respectively*, exclusive of walks, driveways, and areas covered by buildings or structures. If approved, the *additional* cost for U.S. Government-owned/long-term *and short term* leased (*GO/LTL/STL*) *residences is funded by the agency/agencies occupying the residence(s).*

## **15 FAM 632.4 Maintenance Responsibility for Marine Security Guard (MSG) Quarters**

*(CT:OBO-5; 03-21-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. The Marine security guard (MSG) detachment is a unique component of a post, with equally unique housing requirements. *Recognizing* the

important role of the MSG detachment and *their* irregular hours, the Department assumes responsibility for most custodial and maintenance and repair activities for MSG quarters that are not otherwise covered in lease agreements, including:

- (1) Cleaning and servicing heating and air-conditioning systems;
  - (2) Performing repairs due to *normal* wear and tear;
  - (3) Performing repairs of damage not attributed to the negligence or deliberate acts of the occupants;
  - (4) Performing other *customary* maintenance and repair services at post for U.S. Government-owned/long-term leased (GO/LTL) property; *and*
  - (5) Performing yard work and seasonal care of walks, driveways, and swimming pools.
- b. The Marine security guard detachment is responsible for daily housekeeping and maintenance of quarters. Occupants may, at their expense, repaint and otherwise decorate individual bedrooms with the concurrence of the single real property manager (SRPM) and the detachment commander. The occupant must restore his or her quarters to original condition upon vacancy.

## 15 FAM 633 FUNDING RESPONSIBILITIES

*(CT:OBO-5; 03-21-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. Unless there are specific interagency agreements to the contrary, the Bureau of Overseas Buildings Operations (OBO) funds routine maintenance and repair (M&R), and *special maintenance and improvement (M&I) projects* for U.S. Government-owned/long-term leased (GO/LTL) property, *and State's share of STL nonresidential property*, regardless of the occupying agency, except for certain USAID-held properties. Although OBO funds may be used for the maintenance and repair of leased buildings, *with the exception of STL residential leases*, it is the Department's policy to include major maintenance requirements as the lessor's responsibility when negotiating lease agreements. *The occupying agency funds* alteration projects required to meet specific program needs (see also 15 FAM 643). (Detailed funding guidelines are in 15 FAM 650.)
- b. Funds allotted for routine M&R may not be obligated to fund M&R for short-term leased (STL) *residential* properties, special *M&I*, or items that are chargeable to the Diplomatic and Consular Program (DCP) allotment. DCP funds may not be used to augment the OBO allotment.

- c. Posts are not authorized to utilize official funds when the benefit does not accrue to the United States Government. Therefore, alterations and maintenance for STL property are generally the lessor's responsibility. *The occupying agency funds* maintenance and repairs for STLs that are not the responsibility of the occupant or the lessor under the terms of the lease or local law, preferably by direct charge (*see 6 FAH-5, ICASS Handbook*).
- d. *Funding responsibilities* for physical security upgrades for *GO/LTL/STL* properties are *located in 15 FAM 165, Security Cost*.

## **15 FAM 634 ELEVATOR SAFETY INSPECTION AND TEST REQUIREMENTS**

*(CT:OBO-1; 04-29-2005)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Posts are responsible for elevator safety inspections, following the procedures in 15 FAM 660.

## **15 FAM 635 AIR CONDITIONERS**

### **15 FAM 635.1 Policy**

*(CT:OBO-5; 03-21-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

*Air-conditioning units may be provided when the single real property manager (SRPM) and the interagency housing board (IAHB) determine they are necessary, funds are available, and prior parent agency approval has been secured.*

### **15 FAM 635.2 Funding**

*(CT:OBO-5; 03-21-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. **Units 36,000 BTUs and greater:** *OBO funds units for U.S. Government-owned/long-term leased (GO/LTL) offices and residences from special maintenance and improvement (M&I) funds. Submit requests to the Area Management Division in the Operations and Maintenance Office of the Bureau of Overseas Buildings Operations (OBO/OM/AM) for approval in accordance with 15 FAM 630. Units for short-term lease (STL) facilities are generally the responsibility of the landlord (see 15 FAM 633).*

- b. **Units smaller than 36,000 BTUs:** Each agency is responsible for funding the requirements of its personnel either directly or through an ICASS appliance pool. State program personnel are funded by post-held Diplomatic and Consular Program (DCP) funds and ICASS personnel by ICASS funds. (See 6 FAH-5, ICASS Handbook.)*

## **15 FAM 636 EMERGENCY GENERATORS, UNINTERRUPTIBLE POWER SYSTEMS (UPS), VOLTAGE REGULATORS, AND ELECTRICAL TRANSFORMERS**

### **15 FAM 636.1 Emergency Generators**

#### **15 FAM 636.1-1 Policy**

*(CT:OBO-5; 03-21-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

*The Facilities Management Division in the Operations and Maintenance Office of the Bureau of Overseas Buildings Operations (OBO/OM/FAC) supports emergency and critical power needs for all State Department facilities abroad, including funding, equipment, and technical and systems maintenance assistance. Diesel engine generators support mission-critical systems and facility security systems, enabling post electrical loads to operate when city power supply is unreliable or fails. Funding availability generally does not allow for immediate implementation of post requests. Requests for program support are evaluated and ranked by OBO/OM/FAC based on the condition of city power supply and post's assessment of the physical security implications of unreliable power equipment, including generators. Implementation may be phased over multiple fiscal years. OBO/OM/FAC may undertake generator projects or allot funds to post for this purpose (see 15 FAM 645.3). Analytical and lab services for generator fluids, including engine oil, also will be funded by OBO/OM/FAC in response to post requests for support and program equipment reliability testing.*

#### **15 FAM 636.1-2 Funding and Approval**

*(CT:OBO-5; 03-21-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. **Department of State:** OBO/OM/FAC funds the purchase of equipment, its installation, major equipment overhauls, and replacement for Department of State-held, U.S. Government-owned/long-term leased*

*(GO/LTL) or Department of State-occupied short-term leased (STL) property. Post Diplomatic and Consular Program (DCP) or occupying agency funds must be used for preventive maintenance contracts, spare parts, and operating expenses such as fuel and filters.*

- b. **USAID:** Generator purchases may be authorized by the mission director; no prior USAID/W approval is required.*

## **15 FAM 636.2 Uninterruptible Power Systems (UPS)**

*(CT:OBO-5; 03-21-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. **Department of State:** OBO/OM/FAC is responsible for providing uninterruptible power systems (UPS) equipment when conditions at a post make it necessary to support sensitive mission-critical equipment. UPS equipment provides a highly stable, no-break source of power for a short period immediately after the main power source fails. Only sensitive mission-critical equipment generally requires connection to UPS. Loads more commonly suffer from voltage fluctuations from the nominal values expected from the host-country city power supply (see 15 FAM 636.3 for voltage regulator equipment). Costly UPS equipment requires/demands posts have maintenance capabilities consistent with those of the United States. Users must demonstrate that power supplies and specific loads with low power quality tolerance cannot operate without UPS power. Diplomatic and Consular Program (DCP) funds may be used for other systems that posts may purchase directly. UPS procurement or installation may not take place without OBO/OM/FAC approval (see 15 FAM 645.3).*
- b. **USAID:** The mission director may authorize UPS purchases without prior USAID/W approval.*

## **15 FAM 636.3 Electrical Transformers, Switchgear, and Voltage Regulators**

*(CT:OBO-5; 03-21-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

- a. To sustain reliable post operations, OBO/OM/FAC provides technical assessment, analysis, and engineering support for modification and replacement of main electrical transformers, switchgear, and power plant transfer schemes.*
- b. After determination that the local power supply is inadequate for post operations, OBO may provide equipment to control and regulate the*

*power supply so that voltage is compatible with post-selected loads. Posts should contact OM/OM/FAC for guidance and support for selected voltage regulator equipment.*

## **15 FAM 637 THROUGH 639 UNASSIGNED**