



PREFACE

The HHS Facilities Program Manual sets forth overall general Departmental policy and guidance to HHS personnel who are responsible for directing and managing HHS facility activities. The intent of this manual is to promote excellence in the management and good stewardship of HHS facilities from facilities budget formulation to facility remediation and disposal.

The HHS Facilities Program Manual succeeds the Public Health Services (PHS) Facilities Manual that was last updated in early 1995. Since the 1995 update there have been numerous changes in the way the Federal Government procures, plans, designs, constructs, operates, maintains, and remediates its facilities. Federal facilities are major assets and facilities management is no longer an afterthought at the highest levels in the Federal Government. On February 4, 2004, The President signed Executive Order 13327 entitled "Federal Real Property Asset Management" requiring executive branch departments and agencies to recognize the importance of real property resources through increased management attention, the establishment of clear goals and objectives, improved policies and levels of accountability, and other appropriate action. In this regard, updating the PHS Manual is one of the initial steps the Department has taken to comply with the Executive Order and its issuance is a key element of the HHS Management Plan for implementing the President's Management Agenda on Real Property Asset Management. The HHS Facilities Manual consists of two volumes. Volume I provides policy and guidance on the delivery of new and renovated HHS facilities from budget formulation to occupancy. Volume II addresses operations and maintenance.

Volume I of the manual is intended to assist HHS facilities personnel in understanding and better managing the fiscal and capital assets entrusted to them by the American taxpayer. It emphasizes early planning and the importance of project definition. This volume addresses major Federal initiatives and concerns such as protecting the environment; sustainable design; historic preservation; accessibility for persons with disabilities; and value engineering.

The HHS Facilities Program Manual aligns the HHS facilities program with the HHS mission, "protecting the health of all Americans and providing essential human services, especially for those who are least able to help themselves." This manual also aligns the Department with a national imperative for good stewardship of America's real property assets. I extend my sincerest thanks to all of the people who helped to make the HHS Facilities Program Manual a reality.

A handwritten signature in blue ink that reads "William C. Stamper".

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Deputy Assistant Secretary for Facilities Management and Policy

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