

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
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1.0 PURPOSE

To provide the National Cancer Institute-Frederick (NCI-Frederick) employees with useful information for future lab and office planning by issuance of a Facility Building Guide.

2.0 GENERAL

2.1 Activities

This procedure covers the role of maintaining the Facility Building Guide and distributing the Facility Building Guide to noted requestors for their use. The Facility Building Guide is maintained in AutoCAD in the form of floor plans. The Facility Building Guide is updated monthly and distributed yearly. The Facility Building Guide is published annually in June and distributed to requestors on the distribution list (Exhibit B).

Facility Building Guide Contents

- Cover sheet
- Contractor sheet – add or remove contractors and their logos
- Table of Contents (Exhibit H) – update to reflect new buildings or remove buildings
- NCI-Frederick Site Map – review and update according to legend
- NCI-Frederick Building Square Footage and Statistics Report – (Exhibit G) update accordingly; (see designated Fire Protection Coordinator for latest information on Fire Protection)

Definitions:

Net Square Feet – consists of the gross square feet area that is available for use by and occupant/furnishings/equipment.

Net usable space does not include stairs, elevators, corridors, stacks, shafts or restrooms (with the exception of barrier areas).

Gross Square Feet – the outside perimeter of each floor of each building; including all interior Space

Building Construction:

Walls – exterior wall construction ;
W-wood stud walls, S-steel stud walls, M-masonry walls

Frame – W-wood frame roofing; S-steel frame roofing

2.2 Definitions

Floor Plan (Exhibit A)– Layout of every building within the NCI-Frederick ownership.

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Computerized Maintenance System (CMS) – A system that is capable of showing open and completed work orders for NCI-Frederick.

2.3 Floor Plan Information

The floor plan (Exhibit A) includes architectural information by layer. Each floor plan shows a north arrow indicating its orientation on the Ft. Detrick site map. Each floor plan is within a border that has been scaled to fit the drawing. In the lower left corner of the border is a graphic scale. The scale is always scaled to be correct with the floor plan. The building number and floor (if more than one) appears in the lower center block of the border. The month and year appears in the lower right corner with a legend above it reflecting abbreviations used within the floor plan layout.

The floor plan contains all interior and exterior walls, doors, pipe chases, room name and number, countertops, hoods, autoclaves, stairs, elevators and windows. The lower right corner of every room reflects the square feet shown in italics. Each floor plan, as well as each room, is outlined with a polyline. See Exhibit D for layer definition. The floor plans do not include electrical, mechanical or piping information. The floor plan is for reference and space planning.

3.0 PROCEDURE

3.1 Monthly Update of the Facility Building Guide by the Drafting department

A CMS (Exhibit F) report is generated to show a listing of the previous month's open and complete work orders by building. Only completed work orders are needed for the monthly update. The letters CP will appear in the status column, CP denotes complete. The description line in the CMS report will identify any renovation or architectural change. An architectural change would consist of new and removed walls, countertops, sinks, hoods and autoclaves.

Perform a field verification of the changes identified in the CMS report. Use a layout of existing conditions in the building marked up to reflect the new conditions. Adjust the floor plan to match the field verification. Provide Space Management with any square footage or room identification changes. Each room identification and square feet total must match the data on the Space Report (Procedure FMEP-G-0030).

3.2 Annual Issue of the Facility Building Guide by the Drafting Department

After the monthly update in May, print all floor plans on 11x17 high quality paper. The date in lower right corner of the border must reflect correct month and year. Each floor plan, except large ones, is one-sixteenth inch per one foot. Larger drawings have been compressed to fit the paper (e.g., 539-FL.1 Animal Wing). Update the Table of Contents (Exhibit H) to reflect all new buildings or remove any that are no longer part of NCI-Frederick.

3.3 Distribution of the Facility Building Guide

3.3.1 Distribute to Building Managers by the Drafting Department

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Upon completion of printing out all current floor plans and updating all preceding sheets of the Facility Building Guide, distribute a complete set to each Building Manager (See Exhibit E) for their review. Update memo accordingly. The Building Managers must return their comments to the Drafting Department within two weeks. The Drafting Department then incorporates any changes and prints a final set to go to publish.

3.3.2 Delivery of the Facility Building Guide to Requestors after Corrections and Copies Are Made

Upon arrival of books from publisher, review the book and check for correct page numbers, and that all corrections requested were made, all that all pages are correct. Usually, checking one book will be sufficient, but a spot check of other books should be done. Attach memo (Exhibit B) along with each book. If a number is in parenthesis beside the requestor on the distribution list, this represents how many copies that person is to receive. On the distribution list (Exhibit B) there is a listing of requestors that get specific plans. This requestor does not receive a Facility Building Guide. The requestor only receives a copy of the building(s) requested along with a copy of the memo (Exhibit B). Hand carry, to each requestor, their memo along with their copies of The Facility Building Guide or specific plan.

3.3.3 Issuing an Addendum after Distribution of the Facility Building Guide

After delivery of all books is complete, a major renovation may occur. Make the correction to the pertaining floor plan and reissue that floor plan and a new table of contents (Exhibit H) along with a date beside of the building corrected to show that the floor plan in the Facility Building Guide has been revised. Attach an addendum memo (Exhibit C) along with the plan and reissue to all requestors who received The Facility Building Guide or that specific plan. This may need to be done periodically throughout the year, upon request.

3.3.4 Colorization by Directorate and Division

Directorate and Division Information by Building Contents

Table of Contents (Exhibit I)

Each Floor Plan by Directorate and separately by Division

The purpose of the colorization of the floor plans is to depict the location of room assignment to the individual Directorate and the individual Division. On the right hand side of the title block depicts whether the information is Directorate (Exhibit J) or Division (Exhibit K). For a definition of the Directorate and Division abbreviations, and color assignment see Exhibit L and Exhibit M. Each room is hatched with a solid color to coordinate with a particular Directorate/Division. There are two (2) layers within each floor plan file named Directorate and one named Division. The layers are kept frozen to lessen regeneration time of the drawing. This book will be updated and reissued upon request. To update, obtain a report from The Office of Space Management with Directorate and Division fields (Exhibit N). Issue to distribution list on memo (Exhibit O).

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FMEP-G-0040 Exhibits

- Exhibit A- Floor Plan (1 Page)
- Exhibit B- Annual Distribution Letter (4 Pages)
- Exhibit C-Addendum Distribution Letter (4 Pages)
- Exhibit D-Layer Definition (1 Page)
- Exhibit E-Building Manager Review Memo (1 Page)
- Exhibit F-CMS Printout (1 Page)
- Exhibit G-Square Footage and Statistics Report (3 Pages)
- Exhibit H-Table of Contents (1 page)
- Exhibit I-Directorate Table of Contents
- Exhibit J-Directorate Information (1 page)
- Exhibit K-Division Information (1 page)
- Exhibit L-Directorate Color Information (1 page)
- Exhibit M-Division Color Information (1 page)
- Exhibit N-Directorate and Division Fields (1 page)
- Exhibit O-Distribution List (1 page)