



# UNITED STATES MARINE CORPS

Marine Corps Base  
Camp Lejeune, North Carolina 28542

BO P11014.1G  
MAIN/JAM/clm  
9 Jun 1981

## BASE ORDER P11014.1G

From: Commanding General  
To: Distribution List

Subj: Base Maintenance Order

Ref: (a) MCO P11000.7B (NOTAL)  
(b) MCO P11000.5E (NOTAL)  
(c) MCO P4400.22A (NOTAL)  
(d) NAVFAC MO 322 (NOTAL)  
(e) BO 11100.5J  
(f) BO P11101.30I (NOTAL)  
(g) BO 6250.4D  
(h) BO P4400.5D  
(i) BO P7000.1H (NOTAL)  
(j) BO 2305.5F  
(k) BO 4066.4H  
(l) BO 4400.16  
(m) MCO 11380.2 (NOTAL)  
(n) NAVFAC MO 110 (NOTAL)

Enc1: (1) LOCATOR SHEET

1. Purpose. To provide guidance and instructions as they relate to maintenance management of real property facilities and personal capital plant equipment.
2. Cancellation. BO P11014.1F.
3. Summary of Revision. This revision contains additional information and instructions concerning procedures and policy relating to maintenance and maintenance management of real property facilities and associated equipment. Although there are no major changes in policy, this Order provides much more detailed instructions and definitions and should be thoroughly reviewed.
4. Applicability. Having received the concurrence of the Commanding General, 2d Marine Division, FMF, 2d Marine Air Wing, FMF, and 2d Force Service Support Group (Rein). FMFLant, Commanding Officers, Marine Corps Air Station (Helicopter), New River, Naval Regional Medical Center and Naval Regional Dental Center, this Order is applicable to those Commands.
5. Certification. Reviewed and approved this date.

*J. R. Frideell*  
J. R. FRIDELL  
Chief of Staff

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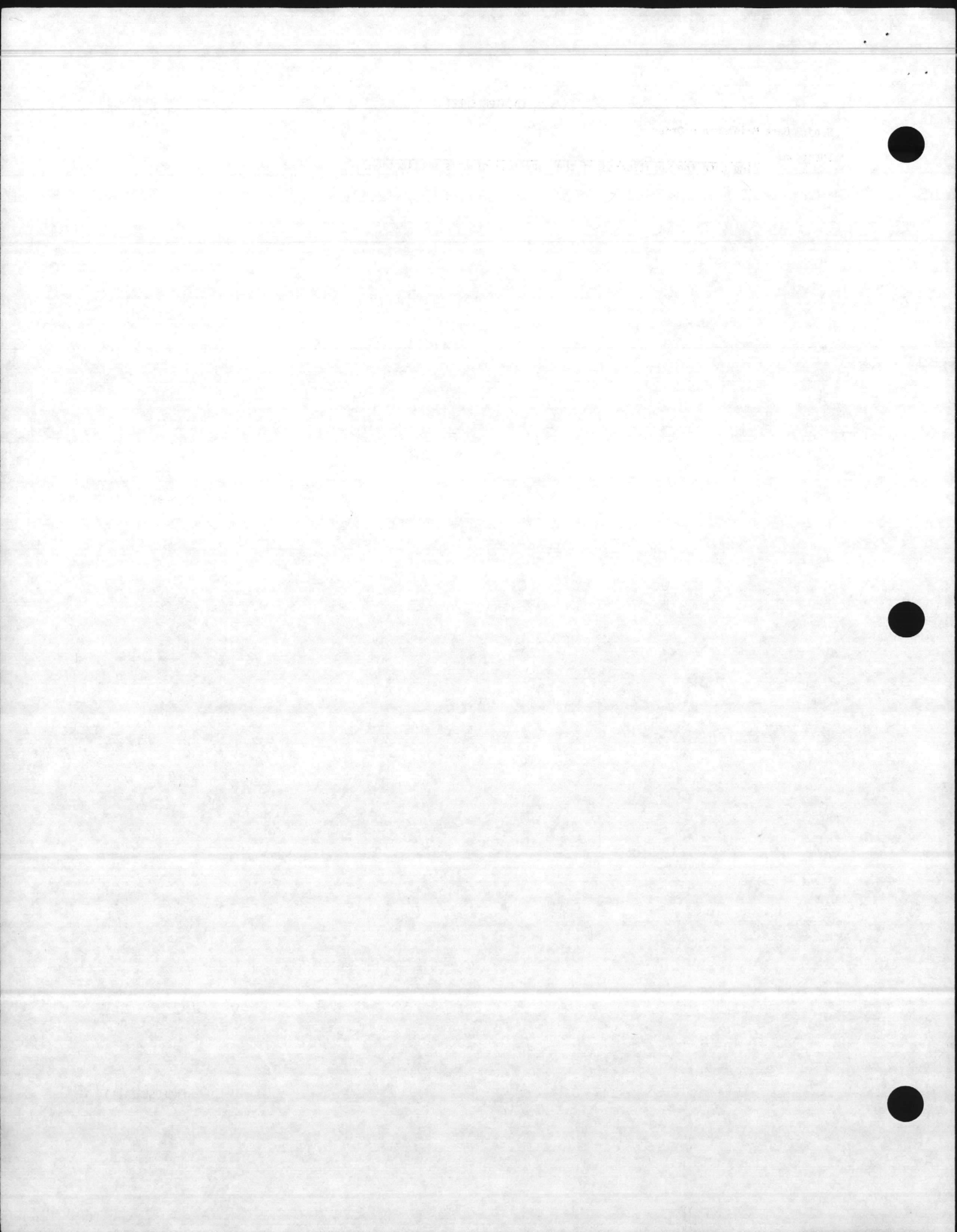
LOCATOR SHEET

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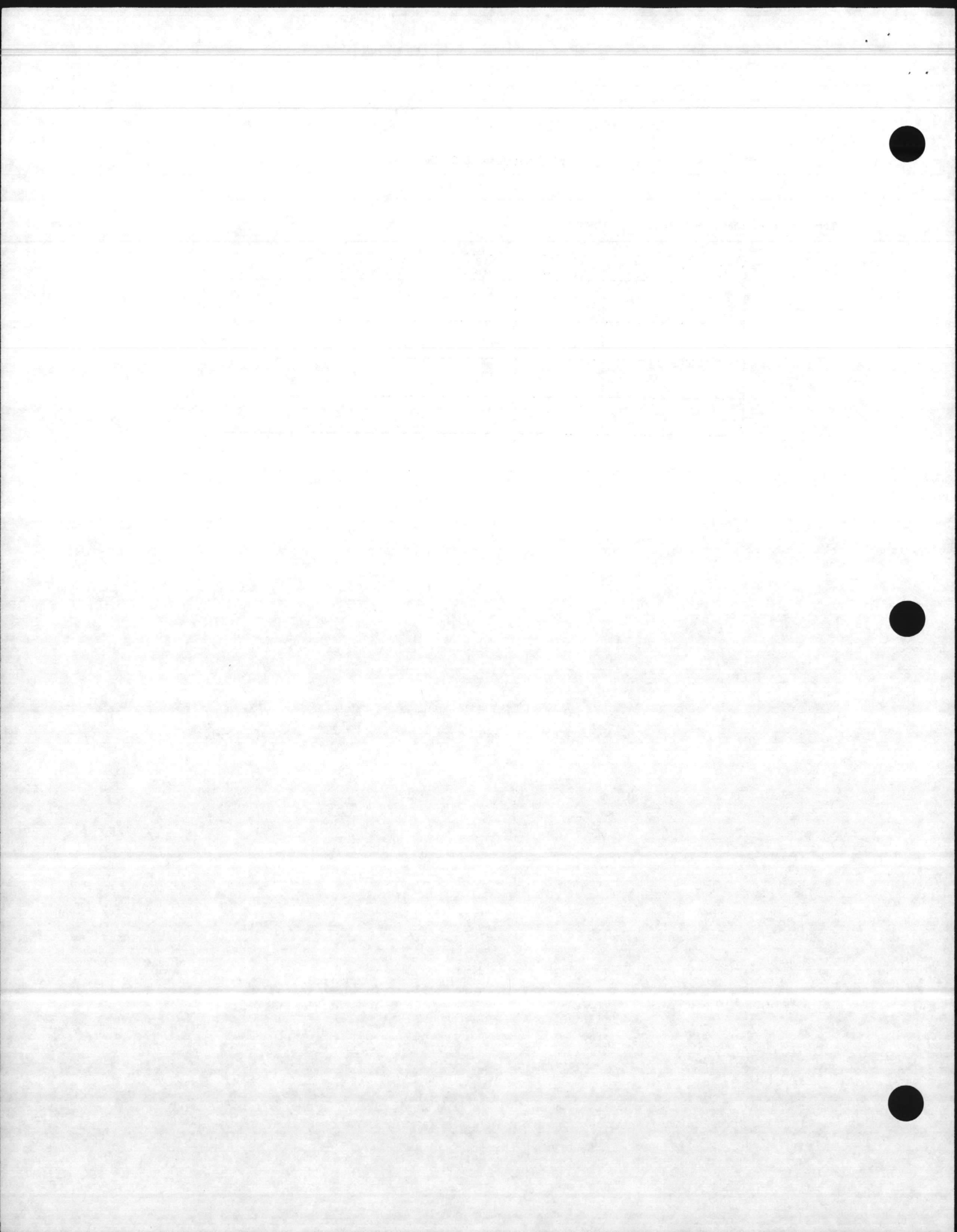


BASE MAINTENANCE ORDER

RECORD OF CHANGES

Log completed change action as indicated:

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change



BASE MAINTENANCE ORDER

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## SECTION I

OBJECTIVES, RESPONSIBILITIES AND CONCEPTS  
OF CONTROLLED MAINTENANCE

101. PURPOSE. In accordance with references (a), (b) and (c), these instructions constitute a program for facilities maintenance management for Marine Corps Base, Camp Lejeune, North Carolina; Marine Corps Air Station (Helicopter), New River, North Carolina and those installations under the cognizance of the Commanding Officer, Marine Corps Air Station (Helicopter), New River.

102. OBJECTIVES

1. Maintain in the most economical manner and consistent with operational requirements, all facilities, utilities and other related real property maintenance functions to a standard which will prevent deterioration beyond normal wear and tear.
2. Control all maintenance so as to achieve the most effective and efficient use of available manpower, equipment, material and money.
3. Formulate and execute a long-range maintenance program.
4. Maintenance management of natural resources to include formulation and execution of a long-range multiple-use natural resources management plan.

103. RESPONSIBILITIES

1. It is the responsibility of all military and civilian personnel to assure that positive measures are taken and regulations are enforced in order to constantly preserve, protect and conserve Marine Corps facilities.
2. The Base Maintenance Officer is responsible for:
  - a. Maintenance and repair of buildings, grounds, paved surfaces, utilities systems and other real property facilities.
  - b. Operations of utilities systems, including utility purchases.
  - c. Other engineering support services, such as Maintenance Department administration, pest control, and refuse and garbage collection and disposal (except family housing quarters).
  - d. Minor construction, as authorized by the Assistant Chief of Staff, Facilities.
  - e. Work support for personal property (government-owned) encompassing installation, fabrication, technical inspection and repair of personal property and miscellaneous services for other than real property which is not the responsibility of the user.
  - f. Management of natural resources and environmental affairs.

104. CONCEPTS1. Targets of Controlled Maintenance

- a. Perform maintenance on a scheduled/planned basis rather than on an intermittent/breakdown basis.
- b. Ensure that the various facilities and utilities meet their functional requirements, but are not over maintained.
- c. Provide direct control over the use of the maintenance labor force.
- d. Prevent unauthorized maintenance, installation and modification practices that eventually result in costly follow-up maintenance or repairs.

2. Requirements. The following requirements are highlighted as being essential to controlled maintenance:

a. Command Support. Command support is mandatory for the operation of controlled maintenance. Command support may be demonstrated in various ways, one of which is to refrain from requiring priority action unless the work is essential to, and urgently required for, carrying out the assigned mission of the activity, or in the interests of safety, security and personnel welfare. It is also demonstrated by an aggressive intraorganizational Facilities Maintenance Program. Such a program should promote government property upkeep and discourage negligence and vandalism. Further, those committing such acts should be actively sought and prosecuted, within the parameters of the Uniform Code of Military Justice (UCMJ).

b. System Understanding. It is evident that a task cannot be accomplished effectively unless it is understood by all working with it. Controlled maintenance must be understood by maintenance customers to achieve an orderly flow of work.

c. Organization. Restriction of the number of persons authorized to request work from the Base Maintenance Officer is most important. To permit all hands to impose work on Base Maintenance, or directly on the shops, would create chaotic conditions.

### 3. Benefits

- a. Economical attainment of anticipated life expectancy of grounds, equipment and facilities.
- b. Reliability and availability of essential utilities and services.
- c. Pride in improved Base appearance.

## 105. DEFINITIONS

1. BACKLOG. A quantitative expression of unfinished work. (See paragraph 31, Unfunded Facilities Deficiencies).
2. CONSTRUCTION. The erection, installation, or assembly of a new facility; the addition, alteration, expansion, or extension of an existing facility; the conversion or replacement of an existing facility, the relocation of a facility from one installation to another, including equipment installed in and made a part thereof; and related site preparation, excavation, filling and landscaping, or other land improvements. Construction or new work monies (R-1) are separate and distinct from Maintenance and Repair monies (M-1).
3. CUSTOMER. An activity, component of an activity, unit, organization, or tenant that is authorized by an activity commander to request work from the Maintenance Department.
4. CYCLIC MAINTENANCE. A recurring minor structural, electrical, or mechanical repair to high use structures; e.g., barracks, administrative, mess, etc. The work is authorized by a Standing Job Order which specifies work center tasks by type of facility and optimum time variables within a 30-man-minute per task maximum range. The work scope is limited to that which can be accomplished with simple handtools. Examples are tightening hinges, replacing faucet washers and shower heads, and repairing electrical switches.
5. DOD CATEGORY CODE. A three digit system of numbering and common nomenclature for Classes I and II Plant Property; i.e., land, building, structures, and utilities.
6. EMERGENCY WORK. Work requiring immediate action to correct or prevent loss or damage to government property, restore disrupted essential services, or eliminate hazards to personnel or property.
7. ESTIMATE. The informed analysis of all known and probable elements of a proposed job and the forecast of manpower, materials, and related items needed to perform the job.
8. FACILITY. A separate, individual building, structure or other item of real property improvement, which is subject to separate reporting under the Department of Defense Real Property Inventory.
9. JOB ORDER. A document issued to authorize and specify work to be accomplished under a coded numbering system to identify the various segments of an allotment or order and related accounting classifications in order to collect costs for the work authorized.
10. JOB ORDER AMENDMENT. A modification of the technical provisions of a specific or standing job order to increase or decrease the scope or to correct the accounting classification or work.
11. MAINTENANCE. The recurrent day-to-day, periodic, or scheduled work required to preserve or restore a facility to such condition that it may be effectively utilized for its designated purpose. Maintenance includes work undertaken to prevent damage to a facility which otherwise would be more costly to restore.
12. MAINTENANCE PROGRAM. Maintenance cycles have been established through applicable NAVFAC Technical Publications as well as through the Continuous Inspection Program to determine the most appropriate timing of maintenance. Although the timing may fluctuate somewhat because of budgetary limitations, over the long-run it will remain relatively constant. Work is specifically programmed by fiscal year and quarter within a particular fiscal year. All facilities, utility systems, and other real property are programmed in this manner and requests for major repair are normally unnecessary.
13. MAINTENANCE STANDARDS. The established levels at which facilities and grounds must be maintained to satisfy the activity's mission and support requirements and to assure maximum overall economy and protection of the government's investment.
14. MASTER KEY. A key that can fit all locks on a master lock/key system. Master keys should be carefully controlled and judiciously duplicated.
15. MASTER SCHEDULE. A plan projecting the commitment of manpower to accomplish authorized work over a specified period of time.
16. MECHANICAL ROOM. Mechanical rooms house the utility equipment required for heating water and electrical systems. These rooms should be entered only by Base Maintenance personnel.
17. MINOR WORK. Work which exceeds that authorized by an emergency or service work authorization (16 man-hours maximum) and less than that which should be scheduled. (See paragraph 4061.2 of reference (a) for the dividing line

between minor work and that which should be scheduled). Minor work is authorized and accounted for by a specific job order.

18. NEW WORK. See paragraph 2, CONSTRUCTION.

19. OTHER ENGINEERING SUPPORT. Miscellaneous activity support functions applicable to RPMA, such as public works engineering and administration, custodial services, entomology services, refuse collection and disposal, and fire protection. This is called General Engineering Support by the NavCompt Manual, paragraph 024640.

20. ORIGINAL KEYS. The key(s) originally provided with a lock are original keys. Keys should be duplicated from these keys. Key duplicates made from duplicates will not function as well as key duplicates made from original keys.

21. ORGANIC (MINOR) PROPERTY. Personal property with a unit cost of less than \$1,000. Also includes equipment which does not meet the criteria of plant property, regardless of cost.

22. PLANT PROPERTY CLASSES. Plant property is briefly identified as follows:

a. Real Property

(1) Class I, land.

(2) Class II, buildings and improvements (structures, roads, playing fields, etc.).

b. Personal Capital Plant Equipment

(1) Class III, equipment (other than industrial plant equipment).

(2) Class IV, industrial plant equipment.

23. REIMBURSABLE WORK. Work authorized by a standing or specific job order, the cost of which is reimbursable in accordance with prescribed Marine Corps instructions. The work may be performed for family housing; other military services, including Marine Corps activities not supported by the Commandant of the Marine Corps; morale, welfare, and recreation activities; and private parties, including concessionaires, contractors, and tenants of rental housing.

24. REPAIR. The restoration of a facility to such a condition that it may be effectively utilized for its designated purposes by overhaul, reprocessing, or replacement of constituent parts or materials which have deteriorated by action of the elements or usage, and which have not been corrected through maintenance.

25. REPLACEMENT. A complete reconstruction of a real property facility destroyed or damaged beyond the point at which it may be economically repaired.

26. SELF-HELP PROGRAM. Within policy limitations, military personnel may maintain and repair barracks, recreational areas and grounds designated for their use. The term self-help is applied to such labor services, as differentiated from services performed by military personnel permanently assigned or temporarily detailed to the Maintenance Department. The Self-help Program is limited to those types of tasks normally undertaken by a prudent homeowner using minimum craft skills and simple handtools.

27. SERVICE WORK. Work which is relatively minor in scope, not emergency work by nature, normally estimated to require 16 man-hours or less to accomplish, involves a maximum of two work centers, and requires labor and material costs totaling less than \$400.

28. SPECIFIC JOB ORDER. A work authorization issued for the accomplishment of a specific amount of work for which individual job costs are desired for financial and performance evaluation.

29. STANDING JOB ORDER. A work authorization issued to provide the performance of work of a highly repetitive nature and for which accumulated costs for a specified period, usually one fiscal year, are desired.

30. TROOP TRAINING. Troop Training is described as the accomplishment of maintenance, repair, and new work by a military troop unit. Troop Training projects may be authorized when either or both of the following conditions exists:

a. Training. The project will clearly contribute to the training of the unit for performing its wartime mission. For approval as a troop unit training project, the scope of work must be within the capability of the troop unit to be utilized. The requirement for especially qualified civilian supervisors must be held to a minimum.

b. Security. The project is restricted by security so that the accomplishment by civilian maintenance forces or contractor personnel is not practical.

31. UNFUNDED FACILITIES DEFICIENCIES. Work that should be done during the current fiscal year but which cannot be accomplished due to a shortage of resources. Projected facilities deficiencies are requirements for essential maintenance, repair, replacement, and demolition which cannot be accomplished with funds anticipated for the budget year plus one.



32. WORK REQUEST. A form used to request the Maintenance Department to perform work or to prepare a cost estimate of specified work. Customers should use Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68). Organizations should reconcile their outstanding work requests with the Work Reception Branch of Base Maintenance on a monthly basis.



## SECTION II

## WORK GENERATION AND WORK INPUT CONTROL

201. GENERAL. This section deals with procedures governing repairs and maintenance of Class I and II Real Property, i.e., improved and unimproved grounds; and, buildings and structures.

1. Methods of work input are: (1) Inspection Program; (2) customer request; and (3) Long Range Maintenance Plan. Work input for housing is covered under the current housing regulations.

a. Inspection is an essential requirement of Controlled Maintenance. The purpose of Continuous Inspection is to inspect all facilities at least once a year to detect deficiencies in the early stages of development, reduce the number of breakdowns and cost of repairs, maintain a more constant flow of work to the Maintenance Department, plan for efficient utilization of resources and provide input for the Backlog of Maintenance and Repair (BMAR) Report and Projects Plan. Continuous Inspection is divided into three basic categories: Operator Inspection, Preventive Maintenance Inspection, and Control Inspection. Objectives and responsibilities of the three categories of Continuous Inspection are outlined in references (a) and (d).

b. Customer requests are usually generated through Command inspections. Requests for correction of minor discrepancies noted during inspections should not be submitted since they will be corrected on a regularly scheduled basis through the Cyclic Maintenance Program. (See paragraph 105.4 for definition of Cyclic Maintenance and examples of minor work accomplished thereby). Command inspections should not cite dirty air conditioning or heating system filters to the building occupants as inspection discrepancies since changing of filters is the responsibility of the Base Maintenance Department. Such action often results in occupants removing and not replacing filters prior to inspection resulting in damage to the equipment.

c. The Long Range Maintenance Plan consists of tabulated plans of maintenance requirements and cost estimates necessary to maintain facilities and grounds in an acceptable condition. This program is projected for three to five years. It provides a timetable for repair/replacement of the major component parts of each facility; e.g., interior and exterior painting, replacement of roof or renovation of mechanical system.

202. MAINTENANCE WORK REQUESTS

1. Written Work Requests

a. Maintenance work requests are accepted from designated Area Maintenance Offices, separate activities, and separate sections. Area Commanders, as designated in reference (e), shall designate a maintenance representative(s) and notify the Maintenance Department, in writing, of these designations. The representatives should be familiar with all maintenance, repair, and new work request procedures. A system of area maintenance control is contained in Section IV of this Order. In the event the recommended system is not adopted, a similar system utilizing Area Maintenance Officers must be implemented.

b. Originators shall review Sections III and IV of this Order for applicability prior to requesting work. Work requests must be reviewed and verified at the Area Commander's maintenance officer prior to submission to Base Maintenance. This will ensure that maintenance inspectors, planners, estimators, and work programmers are given accurate and complete work descriptions and justifications. Use of Standard Work Request Form NAVFAC 9-11014/20 (Rev 2-68) is required whenever possible. Forms will be prepared in triplicate and drawings and/or sketches shall be included, as necessary, to describe the work.

c. Originators will be informed by Base Maintenance of receipt of work requests and the intended disposition of requested work. Jobs will normally be started after all materials are received, however, material lead time and incorporating the job in a Quarterly Work Program may delay the job start up to 120 days after receipt of the request. Should circumstances dictate that more rapid service is required, the requestor should fully justify the need for the accelerated priority at the time of the request.

d. Work requests containing incomplete information will be returned to the originator without action. Requests must be serially numbered by the requestor, starting with number one at the beginning of each fiscal year. Discrepancies on each facility should be grouped whenever possible, but only one facility per request.

e. Specific information pertaining to programmed maintenance may be obtained from Base Maintenance on request (telephone 451-2590).

f. All maintenance work requests pertaining to installations under the cognizance of the Commanding Officer, Marine Corps Air Station (Helicopter), New River will be forwarded to the Installation and Logistics Department, Marine Corps Air Station (Helicopter), New River for review and endorsement in accordance with regulations published by the Commanding Officer, Marine Corps Air Station (Helicopter), New River. Work requests returned from Base Maintenance to originators will be sent via the Installation and Logistics Department.

g. Organizations should reconcile their outstanding work requests with the Work Reception Branch of Base Maintenance on a monthly basis.

2. Telephone Requests. Certain work and work related information can be requested by telephone from the Operations Division of Base Maintenance. The requests may be made by customers for emergency maintenance work (non-family housing); emergency maintenance work (family housing after normal working hours); and job and work request status.

a. Emergency Maintenance Work. Emergency maintenance and repair work (see definition 105.6 of this Order) should be requested by phone as noted below:

(1) During Normal Working Hours (0800-1630)

<u>Location</u>	<u>Phone Extension</u>
Hadnot Point Buildings	451-3001/3002
Marine Corps Air Station (H) or Camp Geiger Buildings	455-6816/6817

(2) After Normal Work Hours (1630-0800). All emergency maintenance and repair requests occurring after normal working hours are phoned in to Building 1202, at extension 451-3001/3002.

(3) Emergency Telephone Service. Emergency telephone services are requested as noted below:

Marine Corps Base - 1114

Marine Corps Air Station (Helicopter) - 0-1114

(4) Emergency maintenance work phoned-in to Base Maintenance by personnel not authorized to sign normal work requests should be reported to the Unit's S-4 Office. This will provide the organization the opportunity to determine if vandalism or negligence is responsible for the emergency work requested.

b. Emergency Maintenance and Repair Work in Family Housing

(1) During normal working hours, emergency work is accomplished as prescribed in current housing regulations, reference (f).

(2) After normal working hours (1630-0800) emergency work is requested by telephone to 451-3001/3002.

c. Job and Work Request Status Information. Job and work request status information may be obtained during normal working hours at extension 451-2590. Changes to work schedules and the addition or deletion of work or jobs in progress can only be authorized by the Operations Division. Customers are not authorized direct liaison with trade shop personnel.

d. Emergency work made by telephone will contain the following information:

(1) Name and telephone number of requestor.

(2) Organization and area concerned.

(3) Description of work.

(4) Building or structure number.

(5) Location of work within the building or structure. All work requests (written, telephone or in person) pertaining to H-type barracks will use the location guides provided in enclosure (2).

(6) Plant account and/or serial number if applicable.

(7) Name of person who is familiar with work.

203. NEW WORK. Requests for new work (construction) will be submitted to the Assistant Chief of Staff, Facilities, Marine Corps Base. Such requests should be as descriptive as possible (with use of diagrams and sketches); should indicate who the point of contact is; be fully justified; and, have an "authorized" signature. A Standard Work Request Form (NAVFAC 9-11014/20 (Rev. 2-68)) can be used.

1. If the justification is sufficient and construction funds are available, the request will be forwarded to Base Maintenance for review and estimation. The estimate is then returned to Facilities.

2. If approved, a Facilities Project Number will be assigned and funds authorized. Then the materials will be purchased. When materials are secured, the project will be scheduled. It must be noted that materials often take in excess of 90-120 days to purchase through GSA sources or competitive bidding. Thus, the sooner that new work is requested and approved the sooner the work can be accomplished.

3. In this regard it is crucial that all new work projects for the forthcoming fiscal year be identified as soon as possible by Command S-4's and submitted to respective Command G-4 Facilities/Installation and Logistics Officers in a prioritized list. This will enable Base Maintenance to order materials on a timely basis for approved new work projects.

204. SELF-HELP MAINTENANCE AND REPAIR. Maintenance and repair requests for work to be accomplished through the Self-help Program, as described in reference (a) and paragraph 105.26 of this Order, should be submitted to the Work Reception Branch of Base Maintenance using Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68). Such

requests are usually limited to maintenance and repair of real property and exclude new work (construction).

205. TROOP TRAINING PROJECTS. Troop Training Projects as described in reference (a) and paragraph 105.30 of this Order are requested using Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68). Requests for maintenance and repair work are forwarded to the Work Reception Branch of Base Maintenance. Requests for new work (construction) are sent to the Assistant Chief of Staff, Facilities, Marine Corps Base.

206. REIMBURSABLE WORK

1. Requests to estimate or perform work on a reimbursable work basis may be submitted to Base Maintenance at any time. Requests will contain the appropriate reimbursable job order number in addition to certifying that funds are available to cover cost of the requested work.
2. Base Maintenance shall be informed, in writing, by reimbursable activities of those persons authorized to commit funds on a reimbursable basis. Requests for reimbursable work not properly authorized will be returned without action.
3. All requests for reimbursable work which are categorized as "New Work", except for the Dependent School System, will be routed to the Assistant Chief of Staff, Facilities, Marine Corps Base.

207. DAMAGE COST ESTIMATES

1. Requests for damage cost estimates may be requested directly from Base Maintenance where culpability is apparent. Written requests will contain a statement that the cost estimate is to be used in a formal or informal investigation or in connection with Article 15, UCMJ.
2. Instances of negligent or malicious damage which come to the attention of the Base Maintenance Department will be reported to the Commanding Officer of the activity involved including the cost incurred to repair the damage. All levels of Command are requested to investigate reported damage, establish individual responsibility and take corrective action.
3. Damage cost estimates will include the direct cost of labor and material overhead costs.
4. Issuance of job orders to repair damages not of an emergency nature to real property involving apparent negligence or abuse will be withheld until results of Command initiated investigations are received at the Office of the Assistant Chief of Staff, Facilities, Marine Corps Base.

208. COST ESTIMATES. Cost estimates for new work will not be made by Base Maintenance except on request of the Assistant Chief of Staff, Facilities, Marine Corps Base, or the Commanding Officer, Marine Corps Air Station (Helicopter), New River.

209. KEY AND LOCK REPAIR OR REPLACEMENT. Except for Unaccompanied Enlisted Personnel Housing (UEPH) buildings, all keys and locks that are broken or damaged due to "normal or reasonable" circumstances will be repaired or replaced by Base Maintenance. Keys lost, locks replaced, or other related replacement situations that are determined by Base Maintenance to be the result of abuse, negligence or unsatisfactory security or care of real property will not be considered normal or reasonable.

1. Normal Key and Lock Repair or Replacement (Non-UEPH Buildings). Key and lock work considered normal and reasonable maintenance and repair is requested via the Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68). Examples of such work are listed below:

- a. Duplication of an original or master key which is broken (two master keys are allowed per building).
- b. Repair or replacement of nonfunctional lock mechanisms.

2. Key and Lock Repairs and/or Replacement for UEPH Barracks

a. Replacement of Lost Room Keys. The replacement of lost keys is the responsibility of the room occupant. The main PX (hardware department) is designated as the authorized room key duplication facility. Commands and organizations will prepare a "letter of authorization" which will include the name of the individual, key number, building number, unit phone number, number of duplicates to be made, date and signature of the Commanding Officer. The PX will not duplicate barracks room keys without this letter. Keys not replaced by the individual will be replaced via Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68), as a reimbursable expense to tenant activities of Marine Corps Base and the Marine Corps Air Station (Helicopter), New River.

b. Replacement of Master Keys. Commercial or PX replacement of master keys is not authorized. Master keys will be replaced via Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68).

c. Replacement of Locking Mechanisms. Replacement of door lock cylinders, tumblers, or entire lock assemblies caused by actions or inaction on the part of the tenant, i.e., loss, theft or mismanagement of the master key, and/or negligence, abuse or vandalism will be the responsibility of tenant activities and the Marine Corps Air Station (Helicopter), New River, on a reimbursable basis.

3. Duplication of Padlock Keys. With the exception of meat locker padlocks and Sergeant and Greenleaf 831B padlocks, no padlock keys will be duplicated by Base Maintenance.



210. SCREENING OF OUTSIDE OPENINGS IN BILLETING FACILITIES. The following policy is established for screening in billeting facilities:

- a. All outside openings of air conditioned and nonair-conditioned buildings will be screened.
- b. Do not remove existing screens for turn-in to Base Maintenance.
- c. Replacement of screens is requested via the Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68).

211. USE OF BUILDING MECHANICAL ROOMS. "Mechanical" or "machine" rooms located within buildings are for use by Base Maintenance personnel only. Equipment and controls located in these rooms are the responsibility of Base Maintenance and entry, repair or operation by others is prohibited.

212. TERMITE CONTROL. Requests for termite control may be made to Base Maintenance either by telephone, 451-3001/3002, or in writing. See reference (g) for instructions on Insect Vector Control.



## SECTION III

## SPECIFIC MAINTENANCE CONTROL AND LIMITATIONS

301. GENERAL. This section deals with procedures to be followed in requesting specifically controlled work for Class III and Class IV equipment and minor property and restrictions on maintenance practices which may result in unsafe conditions or costly repairs. It is impractical to provide contingency instructions for every situation. Those most costly and/or frequently encountered are included for ready reference.

302. STATION EQUIPMENT

1. Repair of office equipment and barracks furniture is managed and coordinated by the Assistant Chief of Staff, Logistics, Marine Corps Base through commercial service contracts.

2. Desks and file cabinets which cannot be unlocked can be opened by making a service call to the Work Reception Desk of Base Maintenance at telephone extension 451-3001/3002 for Marine Corps Base and 455-6816/6817 for Camp Geiger and Marine Corps Air Station (Helicopter), New River. Locks will not be replaced by Base Maintenance personnel.

3. Questions concerning the maintenance or replacement of equipment not covered herein should be directed to the Assistant Chief of Staff, Logistics, Marine Corps Base.

303. PLANT EQUIPMENT

1. Plant Account Property Class III and Production Equipment Class IV. Repair of Plant Account Property Class III and Production Equipment Class IV, indicated below, will be accomplished by work request submitted directly from using unit to the Base Maintenance Officer via the designated Area Maintenance Office.

- a. Window mounted or through the wall air conditioning equipment.
- b. All types of water coolers.
- c. All types of production equipment.
- d. Plant Account safes.
- e. Space heaters (nontactical).
- f. Equipment, due to its nature, not feasible to move from location or installation.

2. Tactical and Recoverable Equipment (Sub-System 13). All repairs to tactical and recoverable equipment (type I T/E equipment held by Marine Corps Base and Marine Corps Air Station (Helicopter), New River units) will be accomplished as prescribed by reference (h). This equipment is controlled by Marine Corps Supply Logistics Base, Albany, Georgia.

3. Garrison (Minor) Property. Garrison (minor) Property, such as those items listed below, is repaired by direct turn-in to the Base Property Control Officer:

- a. Electric fans (desk and pedestal).
- b. Floor buffers.

4. Equipment Installation. Installation of Class III and IV Plant Equipment and organic (minor) property will be in accordance with references (b) and (i).

a. Funds administrators budgeting for procurement of new (i.e., not replacement of existing) equipment requiring installation will include installation costs. Procurement of new equipment will specify installation by the supplier whenever possible.

b. Planned procurement of equipment will be coordinated with Base Maintenance to determine such equipment's impact on existing utilities. The Operations Division of Base Maintenance also will be able to estimate total installation costs.

304. SPACE HEATERS

1. New Installation of Oil Space Heaters. Activities desiring installation of space heaters where none now exist will follow procedures outlined below.

a. Submit a request for the heater(s) and fuel tank stands to the Base Property Control Officer via the Assistant Chief of Staff, Facilities.

b. Upon receiving the heater(s), submit a request for installation of the heater and hook-up of the fuel lines to Base Maintenance on Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68). The request must contain the following information:

- (1) Location of the space heaters to be installed, showing building number and exact location within the

building.

(2) That fuel tanks are on hand.

(a) Fuel tanks are provided by the Defense Property Disposal Office (DPDO). Anyone on the DPDO "screening list" may obtain fuel tanks by submission of a requisition to the Re-utilization Section of DPDO. Authorization to pick up the tanks at Lot 203 will be issued by DPDO personnel.

(b) All stoves must be inspected by the Base Fire Department prior to being placed in operation.

(c) Fuel may be obtained through the Direct Supply Stock Control Division (DSSC) of Marine Corps Base, extension 5896. DSSC will only deliver fuel to individual or tandem tanks with at least 100 gallons of fuel capacity.

2. Reinstallation of Oil Space Heaters. Activities desiring reinstallation of space heaters where a heater(s) have been previously installed will follow paragraph 306.1b(2); however, the below additional instructions apply:

a. Activities will state on the Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68) that all components of the stove and stove pipe are present, as well as back-draft dampers.

b. Activities requiring stove accessories such as pipe, elbows and dampers can acquire these items on a self-help basis.

c. Activities are advised that to ensure safe operating stoves, a Limited Technical Inspection should be performed during warm months.

3. Operation of Space Heaters

a. Only personnel qualified to operate space heaters should be allowed to do so.

b. "Immediate action" for space heaters in the event of heater failure is:

(1) Check fuel supply.

(2) Assure that the cut-off lever on the rear of the carburetor is in the lifted position.

(3) Turn the heater control knob no higher than three.

(4) If the heater fails to light, request Base Maintenance to repair the unit.

c. Safety Tips

(1) Do not allow the space heater to "flood" before lighting.

(2) Do not remove the top of the carburetor.

(3) Do not attempt to repair the space heater.

(4) Use of wood as a fuel in space heaters is prohibited.

4. Electric Space Heaters. Use of electric space heaters is discouraged. Prior to requisitioning electric space heaters from Base Property Control, certification of adequate electric service must be obtained from Base Maintenance. This certification must accompany the requisition to Base Property Control. Requests for certification of adequate electric service for electric space heaters will be submitted in triplicate on Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68) to Base Maintenance and will contain the following information.

a. Size, wattage, voltage and amperage.

b. Building number and exact location within building.

c. Reason conventional oil burning space heaters cannot be used.

5. Model PH-25 Gasoline Fired Shop Space Heaters. Use of the Model PH-25 heater is no longer authorized because of safety hazard.

305. ELECTRIC FANS. Using organizations are responsible for routine care, cleaning and oiling. Fans are to be oiled at the beginning and middle of each cooling season with three drops of lightweight oil per fitting. Special type fans are to be lubricated in accordance with affixed instructions. Removal and storage of wall fans by Base and tenant FMF activities is authorized provided removal is accomplished by qualified personnel under the supervision of the unit Property Officer or his representative.

306. ELECTRIC WATER COOLERS. Using organizations are responsible for the proper care and cleanliness of electric water coolers; Base Maintenance is responsible for the installation, relocation, maintenance and repair.

307. LIMITED TECHNICAL INSPECTIONS AND MAINTENANCE LETTERS OF UNSERVICEABILITY

1. Limited Technical Inspections shall be requested on the Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68) via the Base Property Control Officer. Requests will indicate the Plant Account Number, serial number and stock

number, as applicable. Air conditioners will have the unit(s) dimension and voltage requirements. Voltage requirements must not change, i.e., a 110 volt air conditioning unit cannot be exchanged for a 220 volt unit. Such replacement would generate a request for "minor construction" to upgrade the existing electrical service. Requests will contain a statement that the item is on the unit's property account. Acquisition cost will be indicated. If the property item is unserviceable, a letter of unserviceability will be provided by Base Maintenance.

2. With the presentation of a letter of unserviceability, the Base Property Control Officer will replace unserviceable Garrison Property items. Examples of such equipment are listed below:

- Air conditioners (along with an authorization from the AC/S, Facilities, MCB)
- Fans (floors and pedestal)
- Floor buffers
- Refrigerators (living spaces only)
- Space heaters
- Water coolers

308. ORGANIZATIONAL SIGNS

1. Permanent exterior signs on the Base will be constructed only by the Base Maintenance Department, or Range Maintenance in the case of range signs. Signs will be informational in nature, uniform in size by type, and without insignia, ornamentation or slogan, except in specific cases where approved by the Assistant Chief of Staff, Facilities.

2. Requests for signs, including the replacement of existing signs, will include a brief statement of the need, a description of the sign to include a sketch, if appropriate, and will be submitted on routine work requests as follows:

a. Range Signs. To Range Maintenance Section via the Assistant Chief of Staff, Facilities.

b. Other Signs. All requests for either new or replacement signs will be submitted via the Area Commander to the Assistant Chief of Staff, Facilities for approval.

3. Signs will be constructed in accordance with the following criteria:

<u>Type Sign</u>	<u>Location</u>	<u>Size</u>	<u>Lettering</u>	<u>Background</u>
Organizational	Near CP main entrance	4'X6'	6" yellow	Red
Activity & Special Authorized Unit	Near main entrance	3'X5'	5" white	Green
Building/Facility No. Identification	Affixed to building	8"X20"	6" black (max.)	White
Range Impact Area	At entrance & around impact area	18"X24"	3" red	White w/ red hachures
Danger Area	At entrance & around danger area	2'X3'	3" red	White w/ black hachures
Field Firing Range	At entrance & around firing area	3'X4'	3" yellow	White w/ yellow hachures
Exclusion Area	At entrance & around exclusion area	18"X30"	3" white	Red

4. Except as specifically approved by the Assistant Chief of Staff, Facilities, Marine Corps Base, no sign designating activities lower than battalion level (or company level in cases such as 2d ANGLICO, 2d Force Reconnaissance Company, 22d Dental Company, etc.) will be erected outdoors except when required to identify entrances. In such cases, signs no larger than 4"X18", with 3" lettering, may be attached to the door or to the building immediately adjacent to the door.

5. Interior Signs. Interior signs will not be provided by Base Maintenance except for those which mark heads or other public facilities, fire and safety signs, etc. Building directory signs, identification signs on doors and in corridors will be purchased by the activity from commercial sources.

309. TRAFFIC AND PARKING AREA SIGNS. All requests for traffic control and parking area signs will be submitted to the Assistant Chief of Staff, Facilities via the Area Commander and Provost Marshal.

310. TELEPHONE SERVICE. Requests for government telephone service, installation, removal, relocation or special equipment will be submitted with complete justification in accordance with reference (j).

311. OFFICE MACHINES AND REPRODUCTION EQUIPMENT. Repair service for government-owned office machines and reproduction equipment will be obtained from Office Machine Repair, telephone extension 2690.



312. WASHERS AND DRYERS. Vendor-owned washers and dryers located in unaccompanied officer/enlisted housing and Watkins Village will not be removed, relocated, adjusted or tampered with. Maintenance/repair of vendor-owned washers and dryers will be as prescribed in reference (h). Lint filters on dryers must be cleaned each time the dryer is used.

313. INSTALLATION OF VENDING MACHINES. (See reference (k)).

314. LAWN MOWERS. Procedures for lawnmower issue, turn-in and maintenance are outlined in reference (l).

315. MANUFACTURING. Manufacture of items that can be procured through supply channels is not a function of Base Maintenance. Requests for such services will not be accepted.

316. PRIVATELY-OWNED APPLIANCES

1. Requests by nonappropriated fund activities for maintenance and repair of privately-owned appliances and equipment will not be accepted without certification that such work is subject to reimbursement and citation of the applicable job order number.

2. Installation of privately-owned appliances in family housing may be accomplished in accordance with the provisions of references (f) and (g).

317. ANTENNAS. Requests for the installation of antennas will be submitted on a Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68) to the Assistant Chief of Staff, Facilities, Marine Corps Base for approval. A diagram of the proposed installation arrangements will accompany the request. The installation of antennas upon or the affixing of guy wires to roofs on family housing or structures is prohibited. Thus, antenna systems should be designed to be supported by a tower or pole. Requests for installation within family housing should be submitted on MCBCL 11101/9.

318. AIR CONDITIONING. A moratorium on the installation of electrically driven air conditioning systems was established by reference (m). Thus, previously nonair conditioned spaces will not be air conditioned unless it is determined to be essential. All requests for the installation, reinstallation or movement of air conditioning will be submitted with complete justification on Standard Work Request Form NAVFAC 9-11014/20 (Rev. 2-68) to the Assistant Chief of Staff, Facilities, Marine Corps Base for approval.

1. Any electrical work required incident to the installation or reinstallation of air conditioners is considered to be new work (construction).

2. Sufficient ceiling insulation must be present or included in the proposed project for the spaces where air conditioning is essential. Installation of ceiling insulation is considered to be construction.

3. All requests for the replacement of existing window air conditioning units must be forwarded to the Assistant Chief of Staff, Facilities, Marine Corps Base accompanied by a letter(s) of unserviceability for the unit(s) being replaced and the requisitions for the replacement unit(s). The Base Property Control Office will process only those requisitions which have been reviewed and approved by the Assistant Chief of Staff, Facilities, Marine Corps Base.

4. Maintenance of air conditioning units is the responsibility of Base Maintenance.

5. Air conditioned spaces must be periodically checked to ensure that the temperature does not go below 78 degrees Fahrenheit. When spaces are unoccupied, air conditioning units must be turned off.



SECTION IV  
AREA MAINTENANCE PROCEDURES

401. GENERAL. When facility occupants have clear-cut responsibilities to participate in the maintenance effort, improved support can be expected. To make these responsibilities manageable, each facility must be the direct responsibility of someone, and processing of necessary work requests must be standardized.

402. ORGANIZATIONS

1. All facilities at Camp Lejeune, Marine Corps Air Station (Helicopter), New River and those installations under the cognizance of the Commanding Officer, Marine Corps Air Station (Helicopter), New River, are under the facilities management of the Commanding General, Marine Corps Base. Reference (e) designates Area Commanders, outlines their responsibilities and authorizes the designation of sub-Area Commanders.

2. Area Commanders will appoint an Area Facilities Maintenance Officer, ordinarily the Commander's G-4/S-4, who will be responsible for all area facilities. All routine repair/maintenance requests will be submitted to the Base Maintenance Officer via the Area Maintenance Officer except requests from dining facilities. Routine repair/maintenance requests for dining facilities are submitted to the Base Food Services Officer, Building 1116.

3. Organizations within the 2d Marine Division, FMF; 2d Force Service Support Group (Rein); Naval Regional Dental Center and Marine Corps Base units will submit all requests for self-help projects, new work (alterations or minor construction), troop training projects, and other requests not of a routine nature to the Assistant Chief of Staff, Facilities, Marine Corps Base via the chain of command. Units on those installations under the cognizance of the Commanding Officer, Marine Corps Air Station (Helicopter), New River will submit such requests to the Installation and Logistics Officer, Marine Corps Air Station (Helicopter), New River for review and forwarding, as appropriate, to the Assistant Chief of Staff, Facilities, Marine Corps Base.

403. FUNCTIONS. The organizational chain above permits all levels of the Command to be aware of their maintenance requirements and what is being done about them. As a by-product, the same chain can help commanders enforce utilities conservation and prudent "home owner" care of occupied facilities. The system helps Base Maintenance by reducing the number of maintenance requestors to a minimum.

1. The person in charge of each facility must be completely familiar with that facility. He telephones emergency requirements to Base Maintenance, reports routine requirements to the Organizational Facilities Maintenance Officer or NCO and maintains minimum records to show what was requested and when, as well as what was done and when. He also should reconcile his facility maintenance records with those of the Area Facilities Maintenance Officer's on a monthly basis.

2. Organizational Facilities Maintenance Officers and NCO's, if utilized, consolidate facility requirements and pass them to Area Maintenance Officers.

a. Area Facilities Maintenance Officers. Area Facilities Maintenance Officers receive requirements of lower echelons, prepare proper work requests and submit them to Base Maintenance on a weekly basis. (Requests of a minor nature requiring more rapid action, but not of an emergency nature, may be evaluated by the Area Facilities Maintenance Officer and forwarded to Base Maintenance as necessary.)

b. Maintain records for all maintenance which requires support from Base Maintenance in the form of material and/or labor. These records should include dates of requested work and dates of completed work.

c. Ensure that all work requests are complete, accurate and justified. Additions and/or changes to jobs after work has started will be avoided. Requirements generated by unforeseen circumstances, which necessitates a change in scope of a job underway, will be requested and approved in the same manner as the original request.

d. Reconcile outstanding work requests with the Work Reception Branch of Base Maintenance Department, Building 1202 on a monthly basis.

e. Ensure that facilities to be worked on are available at the designated time.

f. Enforce a vigorous utilities conservation program.

g. Submit dining facility work requests to the Base Food Services Officer via the Command's Food Services Officer.

404. AREA MAINTENANCE RESPONSIBILITIES

1. The major area maintenance responsibility is the coordination of all routine maintenance within the area.

2. Area Maintenance Officers should notify the Area Commander of all damage caused by disregard for public property or damage resulting from negligence and improper use. Such damage reports to the Area Commander should become a matter of record. This reporting should be in a manner that will not only detail the specific incidents, but also indicate trends such as a greater breakage of glass in one type building than another in the area. Once trends have been established, positive action can be taken, thereby stretching maintenance dollars.

3. Responsibility for preventing unauthorized additions, modifications, and alterations to existing facilities is an extremely important function of area maintenance.

4. Area Facilities Maintenance Officers should assure continuity of a program for indoctrination of personnel in the proper handling and use of equipment and facilities. By proper indoctrination, the following list of expensive building occupant practices can be greatly reduced if not completely eliminated:

a. Dining Facilities

(1) Washing slicing machines in sinks causes motors to short-out. Comment: To clean properly, remove carriage, guard and center plate only. Wash these parts in the sink. Clean the remainder of the machine with a damp sponge and a chlorine solution. Reinstall and store in reefer or other cool location. Do not remove blade.

(2) Cleaning fire bricks in bake ovens with water, causes bricks to loosen and break. Comment: Scrape or brush spilled food from brick surfaces with a putty knife or a similar tool. Never use water.

(3) Inserting knives, forks or spoons in electric toasters to remove bread, causes a short in the heating element.

(4) Scrubbing mess hall screens with brooms, causes damage to screens. Comment: Use a soft bristle brush and handle screens carefully to prevent damage.

(5) Careless handling of carts, broom and mop handles and mess hall furniture causes damage to walls, pipes, thermostats, light fixtures, windows and doors.

(6) Careless transporting of pedestal fans to storage areas and to repair shops causes additional damage to the equipment. Comment: Always move to store fans in upright position after properly securing them to the truck.

(7) Throwing heavy cook pots into sinks causes faucets to break.

(8) Closing copper draw-off valves by kicking causes damage to the valve.

(9) Overloading dishwashers causes the conveyor to break.

(10) Throwing GI cans on or against the washer-sterilizers causes them to break from the floor anchors. Comment: Place cans over sterilizers carefully. Use water to wash the can, reserving the steam only to sterilize. This conserves steam and saves on fuel expenses.

(11) Using steam or hot water to wash down walls and ceilings causes damage to plaster, lath, studs, paint, etc. Comment: To clean wall and ceiling areas, use a damp sponge, a mild detergent and gentle pressure. Never use steam or hot water under pressure.

(12) Frequent removal of filters from range hoods for cleaning is necessary, however, they are easily broken or bent by rough handling and replacement is expensive. Filters should always be in place when the cook stoves are being used.

b. Unaccompanied Enlisted Personnel Housing (UEPH) (Figures 1 and 2)

(1) Hanging clothes and towels on wall bracket lights in heads, causes the shades to break.

(2) Pushing wall lockers and trunks against wall causes damage to the paint and wall surfaces.

(3) Dragging lockers and field safes up and down stairs causes damage to stair treads.

(4) Hanging objects out the windows from unhooked tension-type window screen studs causes damage to the screens. Comment: Keep the screens hooked and tight at all times.

(5) Standing or sitting on lavatories and kicking or resting feet on the lavatory drain lines causes breakage.

(6) Breaking lavatories and lavatory legs with mops and broom handles, rifle barrels, etc.

(7) Kicking flush valves on toilets to operate them causes breakage.

(8) Kicking toilet seats to raise them causes breakage.

(9) Dropping trash in urinals, toilets and lavatories causes stoppage.

(10) Removing, breaking or discarding shower heads and soap trays, causes damage to walls and loss of items.

(11) Breaking copper water lines to water coolers.

(12) Placing deodorant cakes in urinals and commodes causes stoppages. Comment: Deodorant cakes are prohibited from being placed in urinals and commodes. Cakes will be suspended with a piece of wire to prevent causing stoppages.

c. General (Applicable to all types of buildings)

(1) Installation of unauthorized "jury-rigged" electrical wiring is prohibited. Such wiring will result in issuance of a fire discrepancy notice. Comment: All electrical wiring must be installed by the Base Maintenance Department or a qualified contractor for compliance with wiring code. This is a fire prevention measure.

(2) Removal and storage of space heaters causes damage to the heaters and the additional expense of reinstalling them. Comment: During the summer months, space heaters should be left in place. This will facilitate a Limited Technical Inspection prior to the heating season.

(3) Walking on roofs causes damage to shingles and roof leaks. Comment: Slate or asbestos shingles are brittle. Keep off all roofs.

(4) Installing hasps and staples on doors in permanent buildings is prohibited. Comment: Do not attempt unauthorized installations. If lock cylinders do not work, request repairs from Base Maintenance.

(5) Discarding door knobs and shafts when broken. Comment: Turn in serviceable parts to Base Maintenance. Often they can be repaired.

(6) Window panes that are only cracked and not exposing the interiors to the elements will not be replaced.

(7) Utility poles are used only for their designed purpose. Utilizing utility poles for such purposes as support for temporary communication wires, temporary lighting conductors, etc. is prohibited.

(8) Requests to use fire hydrants for purposes other than fire fighting will be submitted to the Base Maintenance Officer either in writing or by telephoning extension 451-3001/3002.

#### 405. SELF-HELP MAINTENANCE PROGRAM

##### 1. Definition

a. The term "self-help" is applied to such labor services as differentiated from services performed by military personnel permanently assigned or temporarily detailed to the Base Maintenance Department and the services performed by civilian maintenance personnel. It is intended that the self-help program be limited to those tasks undertaken by a prudent home-owner possessing the minimum craft skills and equipped with simple hand tools. Military personnel may perform maintenance and repair work on barracks, recreation areas and grounds designated for their use.

b. The term "self-help" does not apply to projects requiring accomplishment by military personnel for reasons of security, disciplinary actions, training or maintaining competence in recognized trade skills and for reasons of practicality when the work is at isolated locations.

##### 2. Authorization

a. Materials for accomplishment of self-help work requiring less than 16 man-hours and/or \$400 will be issued by the Base Maintenance Department and the requesting units will provide the manpower. Work in this category includes, but is not limited to, replacing light globes at a height of no more than 14 feet, adjusting or replacing building hardware, touch-up painting, spackling and minor plaster repairs to walls and ceilings, and window glazing.

b. Self-help work requiring more than 16 man-hours and/or \$400 shall be authorized by a specific job order issued by the Base Maintenance Officer. Self-help work authorized by specific job order shall be completed 30 days after receipt of required materials. Work in this category includes, but is not limited to, interior and exterior painting of buildings, landscaping and screen repairs or replacement.

##### c. Carpentry

###### (1) Screens

(a) Wood frame screen doors and screens may be repaired to the extent of retacking loose screen wire, securing fasteners, tightening hinges, adjusting or replacing springs, or complete screen replacement. Do not remove screens from windows more frequently than is absolutely necessary. Never secure screens by driving nails through wooden or metal frames.

(b) Metal screens (aluminum tension type) are best maintained by keeping them properly secured.

(c) Repair of screen doors and screens in dispensaries and food handling buildings will be performed by Base Maintenance on an "as required" basis.

(d) Screen repair/replacement in centrally air conditioned billeting facilities will be provided only by Base Maintenance personnel.

(2) Doors. The extent of repairs that may be made to doors is limited to tightening of hinges and hardware and light lubrication of hinges and locks. Do not use nails as substitutes for screws in securing hardware. Small bits of wood as filler in enlarged holes will result in a sound fastening when the screw is replaced.

d. Painting. Base Maintenance tries to adhere to scheduled internal and external painting. The cycle, depending upon available funds, is every three years inside and every four years outside. When austerity prevails, the internal painting is extended to five years since internal painting has no preservative value. Variations to the painting cycle to improve appearances are authorized only on a case-by-case basis when sanitation, safety or heavy personnel traffic may be a consideration. Where rapid paint deterioration will lead to inadequate surface protection, the cycle will be altered. Reinforced concrete walls and stairs and the concrete foundations of brick buildings will not be painted. Also, concrete steps and decks in all types of buildings will not be painted. This in accordance with reference (n). The standard paint scheme authorized is depicted in figure 3.



(1) By adhering to standard colors in the painting of buildings, blending of touch-up painting is simplified. Colors for all barracks and buildings will be green on green or beige on beige. By permitting touch-up painting by the organization, a general presentability of facilities may be attained within the organization's capability. Haphazard touch-up painting is useless - - more often detracting from appearance than the unattended surface would have been. Follow the below steps and contact Base Maintenance when additional information is required.

(a) Cleaning. Prior to painting, dust, wash or degrease surface with washing soda solution. Use only a dampening application and clean small areas at a time. Results may indicate that painting is not required.

(b) Preparation. Damage to the surface such as holes, punctures or splits must be corrected prior to touch-up painting. Large deficiencies in surfaces to be painted should be reported to Base Maintenance.

(c) Painting. Apply paint to dry surfaces only and ensure the surface remains dry for at least four hours after application.

(2) Self-help paint projects will be coordinated and approved by the Base Maintenance Officer. Except for special cases, all complete interior and exterior paint projects will be accomplished by contract or by shop forces.

(a) Self-help painting requests will include the following statement: "Manpower is available to complete the project within 30 days of receipt of materials."

(b) Touch-up paint is available to the activity upon request. Paint is limited to five gallons per building per fiscal year.

e. Electrical

(1) Organizational electrical maintenance is limited to relamping standard bulb fixtures and fluorescent tubes and cleaning/replacing globes and reflectors. All other repairs and replacements within the electrical system shall be made by Base Maintenance.

(a) The incandescent lamp (to and including 200 watt, including mogul base and spot lights) and fluorescent tubes are Self-Service items and can be obtained from Building 1606 with a standard Self-Service Credit Card. Incandescent lamps and fluorescent tubes less than 14 feet from deck level will be replaced by the organization.

(b) The largest lamp size that can be safely used in standard sockets is 200 watts. Do not use a size larger than specified on the socket base.

(c) Under no circumstances should lamps be used which are too large to permit easy replacement of the globe.

(d) Do not handle globes more often than necessary. Avoid cleaning hot globes, shades and reflectors with damp cloths. When replacing globes, turn off light until cool.

(2) Relamping floodlights, street lights and lights in locations in excess of 14 feet require crew techniques and equipment and must be accomplished according to specified safety procedures. Only Base Maintenance personnel are authorized to perform these tasks.

(3) Resetting of circuit breakers or fuse replacement may be accomplished by the organization. Repeated tripping of the circuit breaker or blowing fuses indicate a dangerous condition. DO NOT BYPASS CIRCUIT PROTECTION WITH "JUMPERS" OR METAL CONNECTORS (PENNIES, ETC.) OR SECURE CIRCUIT BREAKERS IN CLOSED POSITION.

(4) Extension cords and multiple connector male plugs are hazardous, particularly in public facilities. They should never be used when the situation is unattended. Extension cords will not be fabricated by Base Maintenance.

(5) Policies

(a) A cleared area must be maintained in front of all electrical panels to assure adequate accessibility and eliminate fire hazards. Electrical conduits are not substantial enough to support additional weight. Do not hang decorations, clothing or any other material on conduit.

(b) Installations, modifications, alterations or additions to the electrical system of existing buildings will be accomplished only by Base Maintenance, or by projects approved by the Commanding General, Marine Corps Base. Existing circuits will be used only to their designed capacity. Overloading is strictly prohibited.

(c) Upon completion of a safety inspection of buildings by representatives of the Fire Department, Safety Office or Base Maintenance, using organizations will request required corrective action as follows:

1. Submit work requests, with a copy of inspection report, to Base Maintenance for repairs or maintenance to the existing permanent electrical service, as required.

2. Submit requirements for replacement of jury-rigged wiring (improperly installed electrical system) as new work in accordance with reference (a).

3. Take immediate action, within local capability, to reduce danger of fire from any highly dangerous or threatening situation, e.g., disconnect overloaded circuits, phone-in emergency telephone work requests (extension 451-3001/3002) or throw panel box switches.

(d) Upon any subsequent inspection by the Fire Department, Safety Office, etc., organizations will not submit additional work requests for items already listed on previous work requests unless a discrepancy posing a significant hazard to personnel or property has not been corrected and dictates a need for timely follow-up and remedial action. When such follow-up is required, either in the form of verbal (emergency) or written requests, previous correspondence or other inquiries will be referenced.

f. Heating

(1) Organizations are responsible for the care and cleaning of space heaters. Specific instructions on the care and cleaning are contained in Section III of this Order.

(2) Maintenance on steam, hot water, forced air and gas heating systems will be performed by Base Maintenance preventive maintenance teams. When it is evident that a failure for any reason has occurred, it should be reported immediately to Base Maintenance by telephoning extension 451-3001/3002.

g. Plumbing

(1) The following types of plumbing maintenance may be performed by the using organization.

(a) Removal of stoppages in toilet bowls.

(b) Removal of stoppages in lavatories. (This does not include removal of traps.)

(c) Clean and adjust shower heads.

(2) Using organizations are also responsible for the proper use of plumbing fixtures. Proper usage requires emphasis on the following:

(a) Utilities conservation.

(b) Nonremoval of shower and floor drain strainers.

(c) Nonremoval of lavatory or other plumbing fixtures.

(d) Nonremoval of cross bars in lavatory drain plug.

(e) Do not place newspapers or paper towels in toilet bowls.

(f) Do not stand on plumbing fixtures or use them in any manner other than their intended purpose.

(g) Use "Out of Order" signs to indicate what is out of order.

h. Roads and Grounds. Each organization is responsible for the general care and police of their assigned area.

(1) Area Commanders are responsible for the exterior police of their designated areas (reference (e)). The Base Maintenance Officer will be responsible for the mowing of all lawns except those which are not accessible to the large power mowers. These inaccessible areas include the mowing and trimming of ditches, culvert areas and areas adjacent to sidewalks, buildings and structures. These will be the responsibility of the organizations and activities operating in each area. Organizations and activities are also responsible for the trimming of shrubs.

(2) The Assistant Chief of Staff, Logistics will provide for the procurement/replacement of power mowers for 2d Marine Division, 2d Force Service Support Group (Rein), and Marine Corps Air Station (Helicopter), New River, and Marine Corps Air Station (Helicopter), New River tenants. Base organizations will procure necessary mowing equipment utilizing appropriate financial resources assigned to their supporting fund administrators.

(3) Organizations and activities issued lawnmowers which become inoperative will be responsible for delivering them to the Lawnmower Repair Shop, Building 45, for repair or authorization for replacement. Reference (1) outlines procedures for lawnmower repair.

(4) Paved areas and sidewalks are essentially a waterproofing surfacing that confines the soil beneath for stability. This surface will crack and break up if water is allowed to undermine it. To help prevent this undermining, edges of streets and sidewalks will not be ditched or trenched except that removal of soil is authorized to a distance of two inches on either side and not to exceed two inches in depth.

(5) Vehicles and equipment will be operated in such a manner as to preclude damage to roads, road shoulders, grassed areas, drainage systems, sewer mains, water mains, communication cables and overhead electrical and telephone lines. Should any damage be incurred to the above systems, Base Maintenance must be notified immediately. (To prevent possible damage to buried telephone cable or other utilities, obtain clearance through Base Maintenance (extension 451-3001/3002) or at Marine Corps Air Station (Helicopter), New River (extension 455-6816/6817) before digging or driving posts or piling in any inhabited or improved area or along any road.)

i. The following type work is not authorized for the self-help program.

- (1) Any type of electrical work (except as noted in paragraph 405.2.e).
- (2) Alteration or modification to existing facilities.
- (3) Any work under the category of construction.

3. Submission

a. Organizations within the 2d Marine Division, FMF; 2d Force Service Support Group (Rein) and tenant commands at the Marine Corps Air Station (Helicopter), New River will submit all requests for self-help type work to the Base Maintenance Officer via the normal chain of command. Requests will include the following elements: Description of work, justification and a project officer.

b. Marine Corps Base units will submit requests, with a Project Officer designated, directly to the Base Maintenance Officer.

c. Requests for self-help projects other than painting will be submitted via the Assistant Chief of Staff, Facilities, Marine Corps Base.

4. Action Taken by Base Maintenance Officer. Upon receipt of a request for self-help paint work the Base Maintenance Officer will take the following action.

- a. Verify that building meets established criteria for a self-help paint project.
- b. Have an inspection made to determine what maintenance effort will be required before actual painting can begin.
- c. Issue a specific job order authorizing work required by the Base Maintenance Department in preparation for painting and the mixing and issuing of paint and materials is required for the job.
- d. Close out the job order promptly upon completion.
- e. After the job order has been issued, the requesting unit will be notified of the following.
  - (1) That their request has been approved.
  - (2) How much time will be required to complete the required maintenance effort.
  - (3) An approximate date for start of painting.
  - (4) Duties of the Project Officer.
- f. If the requested self-help project does not meet established requirements, the requesting unit will be so informed.

5. Inspection

a. Inspections of self-help work in progress will be conducted periodically by Base Maintenance Department representatives.

b. Final inspection of completed self-help work will be performed by Base Maintenance Department representatives. Organizations will be required to correct any discrepancies noted during the final inspection.



MAINTENANCE WORK DIAGRAM (FIRST FLOOR)

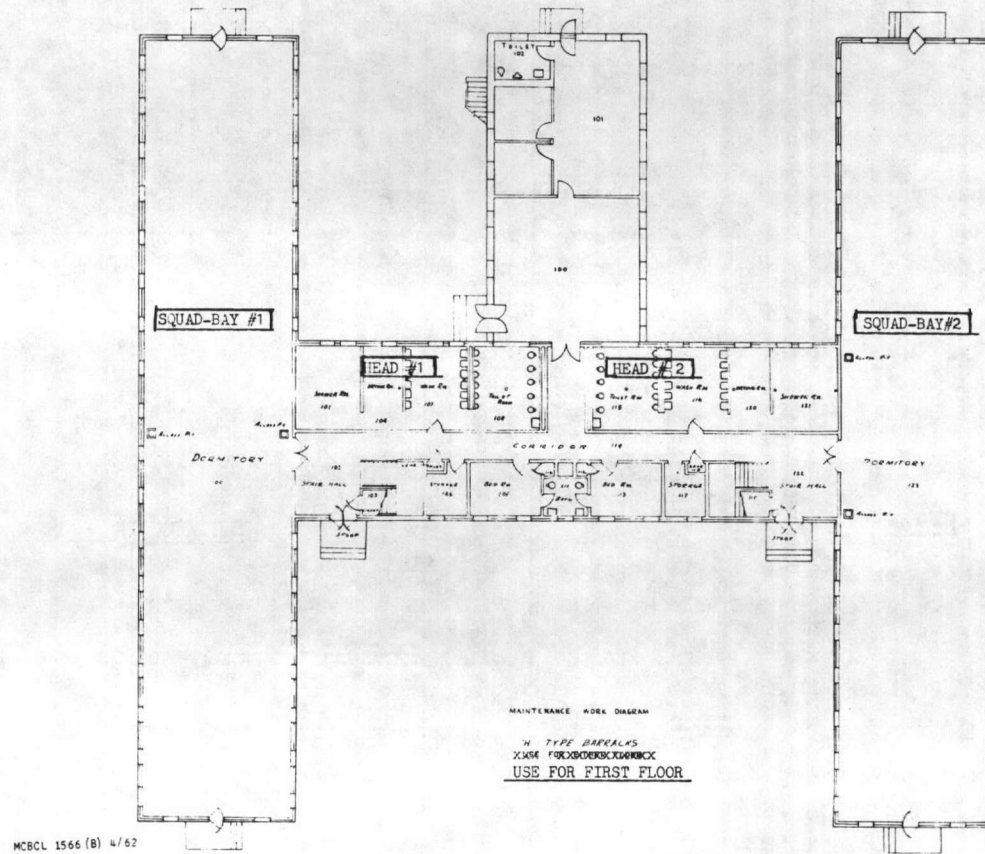
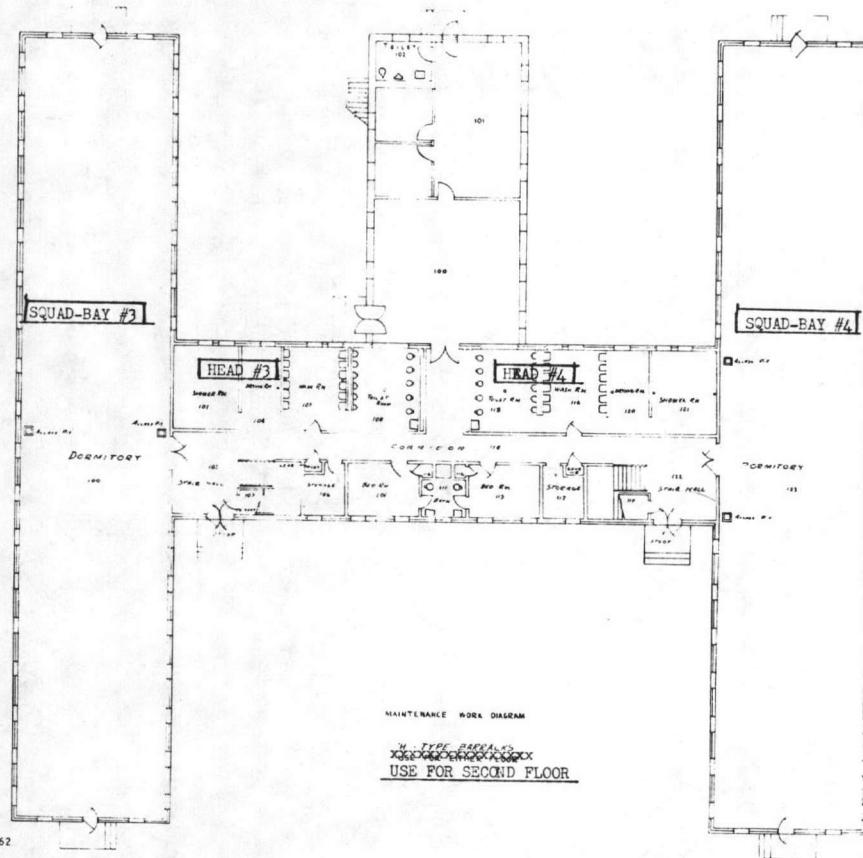


Figure 1

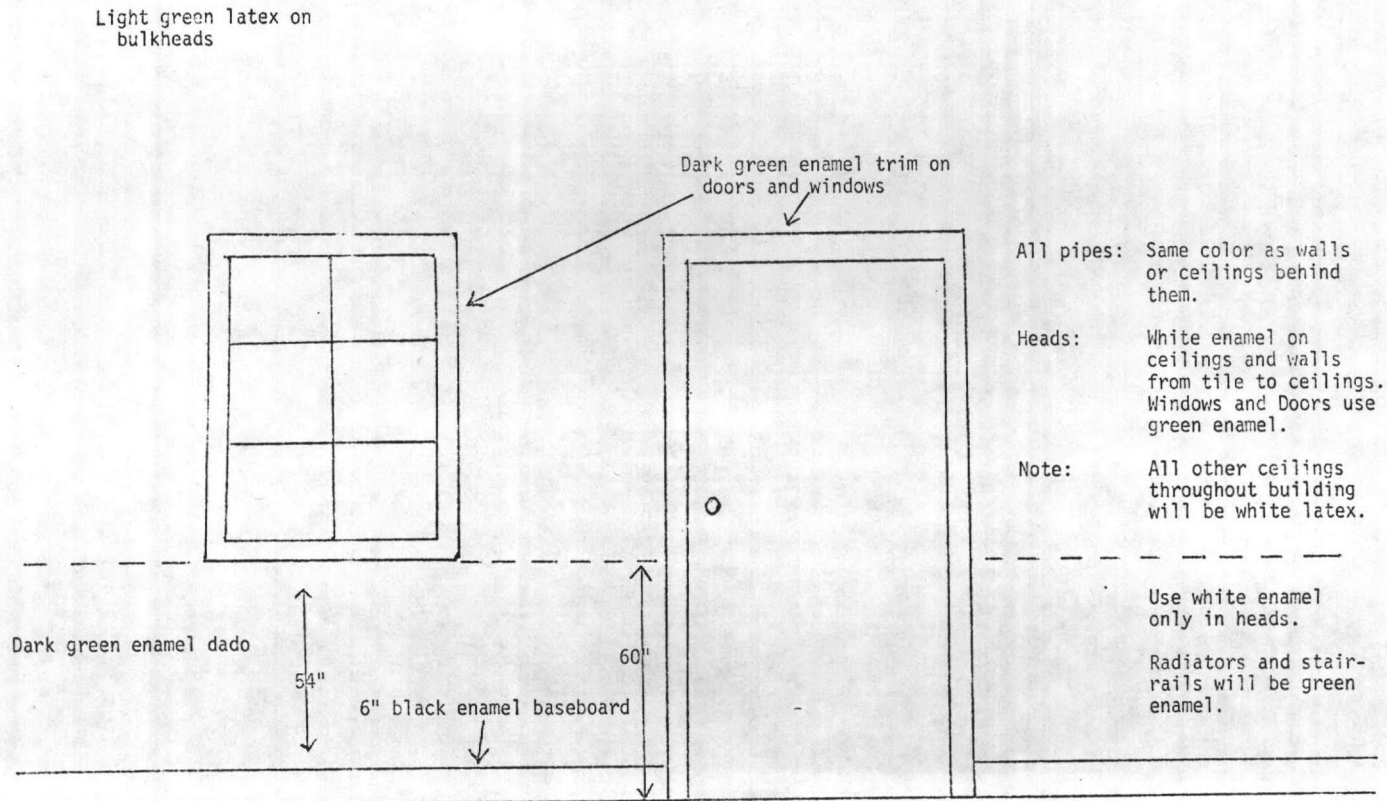
MAINTENANCE WORK DIAGRAM (SECOND FLOOR)



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Figure 2

DIAGRAM OF STANDARD PAINT SCHEME



Note: Dado used only in hallways and stairs.

Heads without ceramic tile on walls will be light green enamel on all walls from floor to ceiling.

Figure 3



