DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON-FORT LEE
3312 A AVENUE SUITE 208
FORT LEE, VIRGINIA 23801-1818

REPLY TO
ATTENTION OF

IMLE-ZA   **FORT LEE POLICY NO. 15-03**

FEB 10 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Inspection of Unmanned Buildings During Cold Weather

1. Background: Severe cold weather can cause extensive freeze damage to water pipes in buildings. This policy revises the requirement to check unmanned buildings during freezing weather, both during duty and non-duty hours.

2. Policy:

    a.   Each Fort Lee organization (unit, tenant, directorate, etc.) will develop a plan to check unmanned buildings around the clock whenever the outside temperature is predicted to drop to 20 degrees Fahrenheit or below.

    b.   Upon confirmation from Directorate of Public Works (DPW) that outside temperatures are predicted to fall below 20 degrees Fahrenheit, Directorate of Plans, Training, Mobilization, and Security (DPTMS) will notify all Fort Lee organizations that they are required to implement their respective plans.

    c.   The plans (implemented by each Fort Lee organization) ensure that all unmanned Fort Lee buildings are physically checked every six hours. Only buildings with both heat and water service are required to be checked. The check ensures that the temperature inside each building is at least 50 degrees Fahrenheit and all windows/storm windows and doors are closed.

    d.   If the temperature inside falls below 50 degrees Fahrenheit and the heat is not on, the inspector will notify the Work Order Desk, 99-451-1914.

3. Effective Date: This policy is effective on the above-mentioned date of this memorandum.

4. Supersession: This policy supersedes Fort Lee Policy 15-03, dated Jan 18, 2011.

IMLE-ZA

SUBJECT: Inspection of Unmanned Buildings During Cold Weather

5. Proponent: Proponent for this policy is Robert Andrus, P.E., CEM, DPW Energy Manager, telephone number (804) 734-4100.

PAUL K. BROOKS
COL, LG
Garrison Commander

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