

# **FACILITY MANAGER DUTIES AND RESPONSIBILITIES**

## **Initial Informal Brief / Annual Self-Review**

The following information is provided as an annual refresher of your requirements as Facility Manager and is not all inclusive.

### **Duties and Responsibilities of Facility Managers:**

1. Facility managers, in cooperation with all occupants of the building, are responsible for the care, management, and protection of assigned real property and are required to safeguard the property from damage or loss.
2. Maintain fire-safe conditions inside and outside the facility. All facility managers are required to have a working knowledge of local Fire Prevention and Protection requirements.
3. Establish rules for opening and closing the building during normal duty hours and ensure all occupants comply with the rules. These rules, including after-hours admittance and security measures, will be posted inside the building by the facility manager.
4. Maintain an aggressive energy and water conservation program.
5. Serve as the central point of contact for building occupants requesting Civil Engineer services.
6. Maintenance of area surrounding their assigned buildings as specified in local guidance.
7. Establish a key control program and procedures for the security of all basic and master keys that service their facility.
8. Ensure service requests are submitted either verbally or written in accordance with AFI 32-1001, Operations Management and supporting playbooks. Requests for minor construction and planned work must be approved using an AF Form 332.
9. Ensure proper surveillance and customer complaint procedures are adhered to in accordance with the requirements in the contracts for refuse collection, grounds maintenance, and custodial services.
10. Ensure reserved parking is requested and maintained in accordance with CED approval and guidance.
11. Maintain a facility folder for a chronological history of the building (electronic file suggested to minimize resource consumption). This file will be kept current at all times. When there is a change in facility managers, the departing facility manager will turn this file over to the new

facility manager and explain the use, importance, and procedures for keeping the file current. See details for what should be in the facility folder within the local Facility Management Program Handbook.

### **Additional Responsibilities as Applicable**

1. The facility manager plays a key role in the surveillance and control of asbestos-containing materials (ACM) and lead-based paint (LBP) in facilities and must:
  - a. Pick up an inventory list from the 733 CED Environmental Element of the locations where each bulk sample was collected and file the list in the organization's facility folder. Use the list to identify any ACM or LBP locations in the facility and ensure maintenance workers, custodians, and building occupants do not disturb or damage ACM or LBP locations.
  - b. Make a visual inspection at least every six months, more often if needed, to ensure there is no damage to ACM or LBP in the facility. If damage is noted, submit a service request to CE Customer Service.
2. Ensure compliance with AFI91-203, 19 Aug 2014, *AF Consolidated Occupational Safety Instruction*; most of the safety information that the facility manager needs is in this AFI. (The AFI is 1000+ pages, it is most efficient to utilize Ctrl+F and search for "facility manager" to locate requirements)
  - a. Load Capacity. "...shall have signs that identify the floor load capacity determined by 733 CED permanently installed in plain view of all workers. CED shall approve the installation of all equipment weighing more than 500 pounds in any multi-story building. "...shall ensure heavy loads are evenly distributed according to the floor's safe load limit."
3. Advise 733 CED of any and all changes of Facility Manager/Building Manager POCs within 30 days of change.