

Installations
BUILDING TRANSACTIONS USAGE AND MAINTENANCE OF INSTALLED PROPERTY

SUPPLEMENTATION. Local supplementation of this regulation is prohibited, except upon approval of AFZF-DE.

SUGGESTED IMPROVEMENTS. The proponent of this regulation is the Directorate of Engineering and Housing (DEH). Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-DE.

SECTION I

GENERAL

1

Purpose	This regulation sets up policies and procedures for <ul style="list-style-type: none">● assignment and proper usage of installation real property facilities excluding family quarters● the control and maintenance of installed property● responsibility for usage, care, and protection of installation real property, and installed property● key controls and the method of obtaining additional keys and replacements for keys that are either lost or broken.	1a
Policy	To provide adequate facilities to all units and activities on an equal basis within the installation's available assets. <ul style="list-style-type: none">● The circumstances of each case governs the assignment of an unusual nature.	1b
Use of Available Facilities	Facilities are made available for use to other units or activities having a requirement when <ul style="list-style-type: none">● no immediate requirement exists or● facilities<ul style="list-style-type: none">● are not used● are under used● or not being put to maximum use. Facilities assigned for a specific purpose that have been modified for special use are returned to DEH when specific purpose or special use terminates.	1c
Assignment of Facilities and Space	Assignment of facilities and space is <ul style="list-style-type: none">● the minimum needed to meet valid mission requirements and● used as effectively and efficiently as is practicable, considering specific user requirements and overall installation requirements.	1d
Activities Consolidation	To consolidate activities into a minimum of facilities and space <ul style="list-style-type: none">● assure more complete use of each facility	

Continued on next page

Activities Consolidation (Continued)

Example: Reduce the amount of space to support and administrative function, such as reducing office space and storage space to a minimum essential, according to established criteria for administrative space.

- assure that each facility is used for as many hours per day and days per week as possible
 - use facilities during both the daytime and the evening.
- reduce the consumption of energy and other utilities
- reduce the use of space of nongovernment activities where there is a strong demand for government-owned facilities.
- combine similar or compatible requirements and activities to reduce the number of facilities kept in use, such as
 - youth activities
 - morale, welfare, and recreation sponsored clubs
 - religious activities that only meet for a few hours a week should share a facility.
- properly warehouse and store to reduce the requirement for additional warehouse and storage facilities
 - use cubic feet rather than square feet.

1e

RESPONSIBILITIES

2

DEH

DEH

- has staff responsibility for facilities used for building assignments
- conducts periodic space use surveys to verify actual facilities use
- evaluates the facilities use for possible
 - reassignment
 - diversion
 - conversion
 - inactivation, or
 - disposal.
- recommends the assignment and reassignment of facilities space to the installation commander.

2a

Commanders

Commanders have a responsibility to

- assist and cooperate with the DEH in
 - the assignment and use of space and
 - in furnishing data relative to the use of space their activity occupies.
- return to DEH all facilities no longer needed to support current requirements
- assure that the individuals who sign for the buildings and keys from DEH, Real Property Branch, properly transfer responsibility upon change of assignment

Continued on next page

Commanders
(Continued)

- set up controls for keys issued with buildings and issue replacements or additional keys as specified under key control
- periodically conduct space inspections and space planning studies to ensure optimum space usage
- report to the DEH any space which is excess to their needs, as determined through the use of space criteria guides.

2b

ASSIGNMENTS

3

Assignments of
Buildings and
Facilities

Initial assignment is made to units and activities from DEH.

Requests for additional buildings and facilities are sent with complete justification to DEH.

An officer, warrant officer, or DA civilian signs for all buildings and facilities assigned to a unit or activity at DEH, Real Property Branch, Building 4213.

The individual responsible for buildings and facilities ensures that

- occupants do not remove or relocated locks, hardware, and doors
- no alterations are made without DEH approval
- installed property is properly maintained.

3a

Parking Areas

Parking areas within a division, command group, or separate battalion area is under the control of chain of command concerned.

The commanders concerned resolve differences arising over the joint use of a parking area.

DEH controls other parking areas for individual units and activities.

3b

Transfer of
Buildings and
Facilities

Intra-unit or intra-activity transfer of buildings and facilities is done through joint inspection between the incoming and outgoing individuals, but the transfer of responsibility must be made at the DEH, Real Property Branch, Building 4213, with both the losing and gaining individuals present.

When there is a discrepancy in transferring buildings and facilities, coordinate a joint inspection between

- the incoming and outgoing responsible individuals and
- DEH Real Property Branch.

3c

Termination of
Assignment of
Buildings and
Facilities

The following requirements are necessary to facilitate clearance

- advise the DEH of intent to release buildings and facilities
- follow guidelines in appendix A when preparing buildings for return to DEH control
- the installation supply and services property book officer (PBO) accompanies the joint inspection party in cases involving termination of dining facilities.

3d

SECTION II

USAGE, KEY CONTROL, INSPECTION AND CONTROL OF BUILDING AND FACILITIES AND CONTROL OF INSTALLED PROPERTY

4

Diversion from Intended use of Building Permanent bachelor housing buildings, or portions thereof, are not diverted or converted to other uses unless approval is obtained from Headquarters, Forces Command through DEH.

Commanders concerned are responsible for proper usage of assigned buildings and facilities. Requests for diversions or conversions are done according to regulations prescribed in AR 420-70 (Buildings and Structures) paragraph 1-10.

4a

Usage Surveys DEH Real Property Branch conducts continuous surveys of space assigned and tenant units occupy to ensure

- efficient
• economical, and
• authorized uses are maintained.

Organizations and activities

- are given notification from DEH at least 48 hours in advance of the proposed facilities use survey
• furnish an escort officer
• make arrangements for all rooms in buildings to be unlocked and surveyed at one time, to include
• barracks
• administrative
• storage
• mailrooms, and
• dayrooms.

Space that is not being fully and efficiently used, as designed or as authorized, is subject to reassignment or consolidation with similar organization or activities.

4b

KEYS

5

Key Control Units or activities assigned buildings having installed locks are issued keys for each separately keyed lock.

- The number of keys issued is dependent on the type of building.

5a

Additional Keys The individual signed for the building submits requests for additional keys on DA Form 4283 (Facilities Engineer Work Request) to DEH.

The individual signed for the building receipts the building assignment sheet for additional keys issued.

5b

Broken Keys Take broken keys to the DEH lock shop to obtain replacements.

U.S. Government keys are not authorized to be reproduced commercially.

5c

Total Number of Keys The individual who signs for a unit or activity building is responsible for the total number of keys signed for on the building assignment sheet. (Key schedule is attached, listing the number of keys per room).

The unit or activity commander is held responsible for shortages of keys when the individual who signed for the building fails to transfer the building hand receipt upon change of assignment.

5d

Charges	<p>A charge of \$1.50 is assessed for each missing key.</p> <ul style="list-style-type: none"> ● payment may be made in cash on DD Form 1131 (Cash Collection Voucher) to the finance and accounting individual or ● DD Form 362 (Statement of Charges for Government Property Lost, Damaged or Destroyed). ● A validated copy of DD Form 1131 or DD Form 362 is furnished the DEH Real Property Branch to obtain replacement keys. <p>Building keys may be accounted for on DA Form 4697 (Department of the Army Report of Survey) according to AR 735-11 (Accounting for Lost, Damaged, and Destroyed Property).</p> <p>When a change in lock combination is required as a result of lost keys</p> <ul style="list-style-type: none"> ● a charge of \$24 is assessed for changing each lockset and ● \$1.50 for each key assigned to that lockset. <p>Payment is made in the same manner as for lost keys.</p> <p>The charges listed above are the actual costs of keys and rekeying of locks.</p>	5e
INSPECTIONS		6
Inspection of Buildings, Installed Property	<p>DEH personnel and the responsible individual concerned makes a joint inventory and inspection when DEH terminates assignment or acceptance of any building or facility other than dining facilities.</p>	6a
Dining Facilities	<p>When dining facilities are involved, the Directorate of Logistics (DL), installation supply and service PBO is part of the inspection party to determine that</p> <ul style="list-style-type: none"> ● the building or facility is in an acceptable condition ● no unauthorized modifications, additions, and alterations have been made ● all items of engineer repairs and utilities (R&U) and CTA 50-909 (Field and Garrison Furnishings and Equipment) property are present and in satisfactory condition. 	6b
TERMINATION		7
Termination Assignment	<p>If the building or facility is not reassigned or the building is to be disposed of, the responsible individual concerned (last occupant) turns in CTA 50-909 property to the appropriate supply support channels.</p> <p>See block 8 below for disposal of food service equipment.</p>	7a
Discrepancies	<p>Any discrepancies noted during the joint inspection must be corrected or report of survey action initiated before returning the building or facility to the control of DEH.</p>	7b
Checklist	<p>A checklist for engineer R&U and CTA 50-909 property is attached, as appendix A, for guidance when preparing for termination of buildings or facilities assignment.</p>	7c

Control of
Installed
Property

Engineer R&U installed property shall not be removed from or relocated within a building or facility, except under the direct supervision of DEH personnel.

This includes

- space heaters
- furnaces
- exhaust and window fans
- fire extinguishers
- plumbing fixtures, and
- metal storage bins.

Request for relocation, addition, or removal of installed property must be sent to the DEH on DA Form 4283.

7d

SECTION III

DINING FACILITY
FOOD SERVICE AND RELATED EQUIPMENT

8

Control of
Equipment

Food service equipment must be accounted for on the DL installation property book (IPB), according to AR 710-2 (Supply Policy Below the Wholesale Level) and the Army Medical Department Property Accounting System (AMEDDPAS).

NOTE: This procedure applies to all hand receipt holders of property on the IPB, WOVC09, DODAAC, W45CMJ.

The DL installation property book office uses the AMEDDPAS automated hand receipts to record the issues of property to each authorized user.

DA Form 3161 (Request for Issue or Turn In) may be used to record transactions until they are processed through the AMEDDPAS.

8a

Replacement of
Equipment

The DL installation property book office, UIC WOVC09, DODAAC W45CMJ, is responsible to submit supply requests for replacement of equipment in accordance with (IAW) guidance received from the Fort Hood food service advisor.

Requests for issue are submitted on DA Form 3161 in four copies and routed through the installation food service advisor to the PBO.

8b

Equipment
Transfer

Do not remove dining facility equipment from the building it is assigned to.

No transfer of any food service equipment between dining facilities is permitted without the express permission of the installation food service advisor and the PBO.

8c

Individuals
Authorized to
Receipt for
Supplies

DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies) is used to identify individuals authorized to receipt for supplies.

The responsible individual (supervisor or company commander) is the only person authorized to designate personnel as their representatives.

8d

Serviceable
Turn-in

Units and activities supported through the installation PBO requests turn-in of excess serviceable items through the installation food service advisor who provides disposition instructions.

8e

Unserviceable Turn-ins Requests for turn-in of unserviceable equipment are prepared on DA Form 3161, and submitted to the PBO.

DA Form 2407 (Maintenance Request) or DA Form 2404 (Equipment Inspection and Maintenance Worksheet) as applicable, is attached to the DA Form 3161. 8f

Inventories Units and activities supported through the DL installation PBO follow procedures outlined in the automated system, AMEDDPAS, in updating their hand receipts.

A physical inventory is required once a year for hand receipt holder and is scheduled through the PBO according to AR 710-2.

Make a joint physical inventory when there is a change of hand receipt holders.

The responsible individual adjusts discrepancies discovered as a result of the inventory according to AR 735-11.

Upon completion of the inventory the responsible individual acknowledges receipt and responsibility on the automated hand receipt, with date and signature. 8g

Work Orders Hand receipt holders submit their own work orders for repair of dining facility equipment.

DD Form 3161 is prepared for turn-in if the item is not repairable.

The DD Form 3161 is accompanied with the technical inspection report, DA Form 2407 and DA Form 2404, as evidence that the item is no longer economically repairable.

The PBO coordinates the turn-in and notifies the unit of the time and place to make the turn-in.

Unit calls DEH to have the dining facility equipment

- inspected
- coded, i.e., serviceable, repairable, unserviceable
- disconnect
- installation of new equipment.

DEH does not inspect the dining facility.

NOTE: The only deviation from this procedure is if the DEH personnel deem it necessary to have the replacement equipment on hand to disconnect and reconnect in one operation. 8h

FOR THE COMMANDER:



WILLIAM A. FITZGERALD, JR.
Brigadier General, USA
Chief of Staff

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DOIM

1 Appendix

A - Checklist for Termination of Assignment
of Buildings

DISTRIBUTION:
IAW FH Form 1853, A
Plus: DE (100)
IM-Pubs (100)
IM-AO (2)
IM-ARL (1)

APPENDIX A

CHECKLIST FOR TERMINATION AND ASSIGNMENT OF BUILDINGS

1. DEH. The following list is used as a guide when preparing buildings for return to DEH control or when accepting a building for occupancy.

a. Screens. Screens are to be in place and in a good state of repair. Screens are to be securely fastened with hooks and eyes.

b. Windows.

(1) Windows are to be cleaned and in a good state of repair.

(2) Locking latches on temporary buildings must fit on both sides to prevent the top window from dropping down, and the lower one snug so vandals cannot enter by prying the window up.

(3) Venetian blinds and window curtains are accounted for and are to remain in the building.

c. Floors.

(1) Floors are in a good state of repair.

(2) Wood floors are mopped clean and dry.

(3) Oxychloride, vinyl, or other types of floor covering are mopped clean and marks removed. Floors are lightly waxed and polished.

(4) Floors of motor repair shops are swept clean, grease removed, and grease pits cleaned.

d. Doors.

(1) Doors are locked and otherwise secured. Bolt-type latches must fit so the knob on the bolt turns down to prevent accidental opening from wind vibration.

(2) Hasps for padlocks are installed so the attaching screws are covered when locked.

e. Plumbing.

(1) Water faucets and pipes are in good condition.

(2) Commodes, urinals, lavatories, and sinks are cleaned and in working order. Metal sinks are given a coat of corrosion preventive compound (available from self-service supply center) prior to turn-in of building.

(3) Shower stalls are clean and shower heads in good condition.

(4) Grease traps in dining facilities are cleaned and dry prior to turn-in of buildings, regardless of how the building has been used.

f. Electrical.

(1) Light bulbs are in sockets.

(2) Light shades, globes, and reflectors are clean and in place.

(3) Electrical switches and receptacles are in good condition.

(4) DEH turns off the main electric panel or entrance switch.

g. Heating.

(1) DEH turns off gas on water heater.

(2) DEH turns off gas to space heaters.

h. Keys. Building keys are checked and accounted for prior to turn-in of building. In the event of loss, clearance from DEH, is done according to paragraph 7d.

i. Outside Area.

- (1) Cut grass.
- (2) Police surrounding area, including ditches and under buildings.
- (3) Clean and police stairs, culverts, and walkways of trash, mud, paper, etc.

j. Utilities. The DEH representative accepting buildings initiates action to turn off utilities (gas, electricity, and water) and have building winterized.

k. Damages. The occupying unit initiates appropriate action in case of damage through causes other than fair wear and tear before DEH accepts the building.

l. Not used.

m. Installed Property. The vacating units do not remove electrically operated water drinking fountains, window-type air conditioners, evaporative coolers, mess equipment, storage bins, or other installed property under any circumstance. If these items are listed on PBs, immediate steps for lateral transfer are made between losing and gaining unit PBO.

n. Miscellaneous.

(1) Bottles, paper, brooms, mops, rags, and trash of any sort are removed from the building and surrounding area. Paper and posters are removed from bulletin boards and other parts of the buildings.

(2) Fire extinguishers are in place.

(3) Counters, shelving, and storage bins remain in the building.

(4) Serviceable coat hangers may be left in barracks.

(5) Any item purchased from nonappropriated funds is removed from the building prior to turn-in, unless the item has been permanently installed and removal would cause damage to the building. Items permanently installed become the property of the Government and accountability should be transferred to the DEH Property Office at time of installation.

(6) Request for discontinuance of telephone service is made on DA Form 3938 (Local Service Requests (LSR)) according to instructions contained in the official Fort Hood telephone book, prior to release of building. Actual removal does not have to be done prior to turn-in of building.

(7) Concessionaire vending machines, such as candy, cigarette, and drink machines are left in the building. DEH representative notifies the post exchange of buildings vacated where vending machines are located.

2. DL, Supply Division Installation PBO.

a. Chest, Ice Storage.

(1) Check for need of paint on exterior, wood rot, or other defects.

(2) Check for rust and cleanliness.

(3) Hinges, handles, and rubber seal must be in serviceable condition.

(4) Apply corrosion resistant compound to top, bottom, and side of interior.

(5) Prop door open to allow ventilation.

- b. Dishwashing Machine.
 - (1) Check water shut off valve for seepage.
 - (2) Check drain valve for open position.
 - (3) Check side doors for open position.
- c. Dispenser, Drinking Water.
 - (1) Check glass fillers for completeness and serviceability.
 - (2) Check for presence of motor and unit.
 - (3) Check condition of electrical cord and disconnect from power source receptacle.
- d. Fryer, Deep Fat.
 - (1) Check fat container and surrounding areas for rust, cleanliness, and to see that corrosion preventive compound has been applied.
 - (2) Check lower compartment for cleanliness, rust, and bare spots in paint. Repaint bare spots.
 - (3) Ensure burners are in place and in serviceable condition.
- e. Frozen Food Cabinet.
 - (1) Check lower rear compartment of cabinet for presence of motor and unit.
 - (2) Check condition of electrical cord; disconnect from power source receptacle.
 - (3) Ensure hinges, door latch, and seal are in serviceable condition.
 - (4) Wash interior with hot soapy solution, rinse with hot water with soda added, and wipe dry with clean dry cloth.
 - (5) Prop door open.
- f. Griddle, self-heating.
 - (1) Check for presence of knobs and burners.
 - (2) Check for cracks in top.
 - (3) Check top for burned grease and rust.
 - (4) Check for application of corrosion preventive compound to top.
- g. Meat Slicing Machine.
 - (1) Check condition of chute receiver.
 - (2) Check for cracks.
 - (3) Check motor, knife, knife plate, chute, chute handle, receiving tray, (sharpening stone assembly, and table adjusting knob).
 - (4) Wash waste box with hot soapy water and a stiff brush to ensure removal of grease. Clean sharpener stone with water and a stiff brush. Wash other components with a clean cloth dipped in hot soapy water and wring dry. Dry exterior surfaces of slicing machine components with a clean dry cloth before replacing. Coat blade with corrosion resisting compound. Coat side rod with mineral oil.
- h. Mixing Machine.
 - (1) Check for presence of motor. (Motor for some bench types may be found by removing inspection plate in rear of machine).

(2) Check condition of electrical cord, and disconnect from power source receptacle.

(3) Check main body for cracks and chips.

(4) Check bowl support saddle (or ring) for serviceability.

(5) Each 20 quart machine has one set of one each of the following components:

- | | | |
|--------------|-----------------|----------------|
| 1 bowl | 1 batter beater | 1 wire whip |
| 1 dough hook | 1 pastry knife | (or wing whip) |

(6) Larger machines may have two sets of above components.

i. Range, Gas.

(1) Clean oven interior.

(2) Ensure oven racks and burners are serviceable and clean.

(3) Ensure doors are equipped with handle and springs.

(4) Ensure knobs are on burners and regulators.

(5) Give a heavy coating of corrosion preventive compound to top and oven interior, including oven rack.

j. Refrigerators.

(1) Check for condition of electrical cord, and disconnect from power source receptacle.

(2) Check for presence of motor and unit.

(3) Check for sufficient racks for proper storage of food.

(4) Check for serviceability of seals.

(5) Ensure that handles and locks are present and in serviceable condition.

(6) Wash interior with hot soapy solution, rinse with hot water with soda added, and wipe dry with a clean dry cloth.

(7) Prop doors open.

k. Steam Table.

(1) Ensure presence of sufficient sliding doors to cover entire front of burner compartment.

(2) Check burners for serviceability.

(3) Remove rust.

(4) Dry water pan, repair leaks, and cover bottom with corrosion preventive compound.

(5) Shut off fresh water supply.

(6) *The following components to steam table are present:

FSN	NOMENCLATURE	MODEL A	B	C	D
7310-238-5163	Pan, steam table, corrosion resistant steel, 19 19/32" x 11 19/32", 7 1/2 quart capacity	3	2	3	4
7310-238-5164	Pan, steam table, corrosion resistant steel, 19 19/32" x 11 19/32", 15 quart capacity	3	2	3	4

FSN	NOMENCLATURE	MODEL A	B	C	D
7310-238-3355	Inset, steam table, corrosion resistant steel, w/cover, 8½" diam, 7¼ quart capacity.	0	4	0	6
7310-238-3356	Inset steam table, corrosion resistant steel, w/cover, 10½" diam, 10¼ quart capacity.	6	6	6	0
N5N	Soup Tureen, w/cover				
N5N	Adapter, for 8½" insets	0	0	0	2

*Components for all types of steam tables used in old-type buildings only.
NOTE - For correct model, check name plate.

1. Not used.
- m. Table, work, and food preparation, wooden surfaced.
 - (1) Each table has two sliding drawers beneath table top in serviceable condition.
 - (2) Check for shelf beneath the top of each table.
 - (3) The work table is equipped with an overhead rack.
- n. Toaster.
 - (1) Clean toaster and components.
 - (2) Components consist of motor, 8 baskets, 2 chains, toaster chute, toaster pan, and wire grate.
 - (3) Check condition of electrical cord; disconnect from power source receptacle.
 - (4) Cover chain with corrosion preventive compound.
- o. Urn, Coffee.
 - (1) Lift drain cover located beneath the faucets; check for dirt and rust.
 - (2) Remove valve portion of faucets, dip in corrosion preventive compound, and replace.
 - (3) Check to see if the following components are present and in serviceable condition: burners, faucets, glass rods, coffee and water gages, gage glass guards, and top of urn.
 - (4) Check inside of urn to ensure that it is clean and dry.
 - (5) If urn is equipped with bag sink, it must be clean, dry, and free of rust.
- p. Vegetable Peeler.
 - (1) Check for presence of motor.
 - (2) Check condition of electrical cord; disconnect from power source receptacle.
 - (3) Remove hopper cover and lift disc out. Clean parts and hopper interior and apply corrosion preventive compound. Clean and preserve sediment trap in the same manner.