

III Corps and Fort Hood Regulation 420-27

Facilities, Engineering
Care, Maintenance, and Alterations of Facilities

Department of the Army
Headquarters, III Corps and Fort Hood
Fort Hood, TX 76544
23 August 2012

UNCLASSIFIED

SUMMARY OF CHANGE

III Corps and Fort Hood Regulation 420-27
Facilities Engineering Care, Maintenance, and Alterations of
Facilities

This issue dated 23 August 2012

- Adds information for Vehicle Cargo entering Fort Hood.

This summary updates vehicle traffic coming on to Fort Hood.

- Adds the statement “all over height cargo exceeding 14 feet high must enter/exit Clarke Road.”
- Adds the statement “all over height cargo exceeding 14 feet high entering Fort Hood must report to Building 89013, Central Receiving and Shipping Point, Quartermaster Lane, 254-287-7987 for delivery route instructions.”
- Adds the statement “all over height cargo must use pre-approved designated routes as annotated below, complete designated routes with map and instructions will be given to escort once truck arrives/departs Central Receiving and Shipping Point”.
- Adds Clarke Road to main cantonment
- Adds Tank Destroyer Boulevard to main cantonment
- Adds New Railhead Drive to main cantonment
- Adds Turkey Run to main cantonment
- Adds 72nd Street to main cantonment
- Adds Murphy Road to main cantonment
- Adds Clarke Road to West Fort Hood
- Adds 18th Street to North Fort Hood
- Adds Central Avenue to North Fort Hood

- Adds West Range Road to North Fort Hood
- Adds an EXCEPTION: Alternate routes will only be utilized if primary route is closed.
- Adds Logistics Lane as an alternate route to the main cantonment
- Adds Tank Destroyer as an alternate route to the main cantonment
- Adds North Avenue as an alternate route to the main cantonment
- Adds West Fort Hood as an alternate route to the main cantonment
- Revises the name of the III Corps Chief of Staff.
- Revises the Directorate of Information Management to Network Enterprise Center.

Revises First Sergeant Barracks Initiative to First Sergeant Barracks Program

Revises location of Work Reception to building 4612.

Prohibits paved area penetration for tent installation.

Revises location of Real Property Branch to building 4622.

Revises location of hazardous Materials team to building 4213.

Facilities Engineering
Care, Maintenance, and Alterations of Facilities

History. This revision is an administrative revision. Portions affected by this revision are listed in the summary of change.

Summary. This regulation establishes responsibilities and procedures for care, maintenance, and alterations of facilities.

Applicability. This regulation applies to military units stationed or training at Fort Hood; III Corps and Fort Hood staff and activities according to specific contract provisions; leases according to specific provisions of lease agreement; and garrison

organizations. This regulation does not apply to Family housing.

Supplementation. Local supplementation of this regulation is prohibited without prior approval of Directorate of Public Works (DPW).

Suggested Improvements. The proponent of this regulation is the DPW. Send comments and suggested improvements to the Commander, United States Army Garrison, ATTN: IMHD-PWO, Fort Hood, Texas 76544-5028.

FOR THE COMMANDER:

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IAW FH FORM 1853, S

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OVERVIEW

1

Purpose

This regulation establishes

- Responsibilities and procedures for the care, maintenance, and alteration of facilities.
- The self-help program for Fort Hood facilities, excluding Family housing.

1a

References

Appendix A lists required and related references.

1b

Abbreviations and terms

The glossary explains abbreviations and terms used in this regulation.

1c

RESPONSIBILITIES

2

Commanders, directors, and activity leaders

Commanders, directors, and activity leaders responsibilities include:

- Appoint a real property hand receipt holder (normally the battalion S4) in accordance with Army Regulation (AR) 735-5 (Policies and Procedures for Property Accountability), paragraph 2-10.
- Ensure real property hand receipt holders' records are up-to-date at the Directorate of Public Works (DPW), Real Property Office.
- Assure that an inventory of real property assigned to the unit is complete before a hand receipt holder changes.
- Implement policies and directives to preclude:
 - Removal, relocation, modification, or pilferage of installed property or real property components.

(continued on next page)

**Commanders,
directors, and
activity
leaders
(continued)**

- Construction, alteration, and repair in violation of this regulation or the references in appendix A.
- Any diversion of buildings for purposes other than those for which the facility was designed unless diversion has been requested and approved.
- Direct reasonable protection of real property from:
 - Vandalism.
 - Fire according to Fort Hood (FH) Regulation (Reg) 420-1 (Fire and Emergency Services).
 - Damage due to extreme weather conditions.
- Misuse or neglect use.
- Other preventable damage.
- Establish organization self-help teams.
- Allow DPW personnel access for maintenance and repair of buildings and facilities.
- Support the annual Installation Status Report (ISR) facility inspection effort to provide feedback on the conditions of facilities.
- Accept financial responsibility for repairing damaged facilities, outside of normal wear and tear.

2a

**Real property
hand receipt
holders**

Hand receipt holders (normally the battalion S4) responsibilities include:

- Sign hand receipts for real property, which includes facilities and keys assigned to the organization at the Real Property Office.
- Control accountability of real property keys.
- Oversee the self-help team's actions and training.

(continued on next page)

**Real property
hand receipt
holders
(continued)**

- Manage consolidated service order logs using a Fort Hood (FH) Form 5000 (Maintenance Request) (see appendix C) or other suitable means such as a logbook.
- Coordinate and maintain file of Department of the Army (DA) Form 4283 (Facilities Engineering Work Request) submitted on the receipted facilities.
- Protect facilities from non-fair wear and tear damage during extreme weather conditions.
- Request status of outstanding work requests at least monthly:
- Access the DPW Web site at: <http://www.hood.army.mil/dpw/>
- Pick up a service order and/or work order printout from DPW, Work Reception Section (see paragraph 4 of this regulation).

2b

**Self-help
repair and
utilities (R&U)
teams**

Self-help R&U teams' responsibilities include:

- Survey real property to determine deficiencies and appropriate corrective measures.
- Initiate maintenance and repairs of real property according to this regulation.
- Support the real property hand receipt holder in tracking and monitoring work requests.

2c

**Facility
occupants**

The building occupants are responsible for the following:

- Cleaning air conditioning vent covers.
- Housekeeping.
- Spot painting.
- Cleaning exhaust hood filters.
- Changing light bulbs and fluorescent lamps.

(continued on next page)

**Facility
occupants
(continued)**

- Providing keys and escorts, as necessary, for DPW personnel.
- Lawn and grounds maintenance (see paragraph 5g of this regulation).

In barracks buildings, the building occupants shall perform the following:

- Maintain cleanliness of common areas including:
 - Gang latrines.
 - Hallways.
 - Laundry rooms.
 - Dayrooms.
 - Stairwells.
 - Parking lots.
- Lawn and grounds maintenance (see paragraph 3b and 5g of this regulation).
- Police around buildings.

In shared barracks buildings, the owner is responsible for coordinating duties and responsibilities with the other facility occupants.

All facility occupants are responsible for:

- Accepting financial liability for repairing damaged facilities resulting from non-fair wear and tear.
- Preventive measures during cold winter months. Do not turn off electricity and heat while facilities are unoccupied. When temperatures are expected to drop below freezing, leave water running slightly to prevent pipes from bursting. Set heating thermostat temperature to 60 degrees Fahrenheit (15 degrees Celsius).

2d

**Directorate of
Public Works
(DPW)**

DPW provides the following:

- Oversight of the installation self-help program.
- Facility maintenance and repair work beyond the capabilities of self-help teams.
- Oversight of facility construction, maintenance, and repairs funded by other organizations.

2e

SELF-HELP PROGRAM

3

Objective

The self-help program supports the following listed organizations through the establishment of R&U teams to perform minor repairs and maintenance of Fort Hood real property including barracks sleeping quarters:

- Garrison activities and DA personnel (military and civilian).
- Battalion S4 or troop R&U teams.
- Contractors occupying government facilities.
- Tenant organizations.

3a

**Self-help
teams**

The specific needs of the organization determine the structure of self-help teams. Battalion size units shall have a team of four to six persons. Company R&U teams and Civilian and contractor tenants may consist of one to two persons.

The self-help team should be capable of performing the following:

- Minor electrical repairs, which include:
 - Replacing light bulbs, fluorescent lamps, and covers.
 - Replacing exit light covers.

(continued on next page)

**Self-help
teams
(continued)**

- Replacing exit and emergency light bulbs.
- Replacing switch plates and receptacle plates.
- Minor plumbing repairs which include:
 - Unstopping (with plunger or bowl auger):
 - Commodes.
 - Sinks.
 - Showers.
 - Urinals.
 - Floor drains.
 - Repairing sink and lavatory faucet leaks.
 - Repairing accessible drain line leaks on:
 - Sinks.
 - Lavatories.
 - Urinals.
 - Commodes.
- Replacing:
 - Vacuum breakers on urinals and commodes.
 - Shower heads.

(continued on next page)

**Self-help
teams
(continued)**

- Toilet seats.
- Faucet handles.
- Other bathroom accessories.
- Police and maintenance of grounds which includes:
 - Restoring lawns.
 - Watering.
 - Minor pruning of trees and shrubs with approval from DPW, Natural Resources Branch. Refer to FH Reg 200-1 (Environment and Natural Resources), paragraph 9.1.B and C, and 9.1.D(1).
 - Correcting minor drainage problems to deter erosion or damage to facilities.
- Carpentry which includes:
 - Replacing passage sets on non-locking doors.
 - Tightening, replacing, and straightening door hinges.
 - Tightening and replacing door vents.
 - Replacing, installing, or repairing weather stripping.
 - Caulking.
 - Minor replacement of ceiling tiles.
 - Patching or re-screening screen doors.

(continued on next page)

**Self-help teams
(continued)**

- Repairing wall surfaces prior to painting, to include patching holes up to 1 foot (0.30 meters) square.
- Replacing:
 - Window screens when access is available.
 - Bathroom mirrors.
 - Soap dishes.
 - Towel racks.
 - Shower curtains and rods.
- Perform facility self-help pest control procedures to resolve minor nuisance pest problems according to this regulation (see paragraph 5h of this regulation).

Self-help teams refer work beyond their capability to DPW according to paragraph 4c of this regulation.

3b

Restricted projects

Self-help teams and building occupants will not perform the following work:

- Adjust gas burners.
- Replace gas pipes.
- Install or repair electrical wiring.
- Repair roofs.
- Install eyebolts for securing safes.
- Paint without authorization from DPW (reference DA Form 4283 in paragraph 4c of this regulation).

(continued on next page)

Restricted projects (continued)

- Paint vehicle parking areas, to include privately owned vehicle (POVs) parking lots and motor pool parking areas, traffic lines, and reserved parking signs. Refer to FH Reg 420-5 (Standards for Signs and Markings) for procedures on requesting reserved parking signs.
- Repair, replace, or alter any fire alarm system.
- Perform work that is exclusively assigned to DPW personnel, according to this regulation and references in appendix A.
- Construction projects or construction of new partitions without authorization from DPW (reference DA Form 4283 in paragraph 4c and troop construction projects in paragraph 4e).
- Weld or permanently attach anything to facilities.

3c

Materials and tools

Military units may get materials to accomplish self-help repairs from the Post Supply Center and Hazardous Material Pharmacy (HAZMART) in building 4406 (see appendix C for telephone numbers) through the Army supply system or approved commercial sources.

Hand receipt holders will provide the basic manual hand tools.

3d

WORK REQUESTS

4

Service orders

Service orders are for minor repairs and maintenance of real property.

G4, S4, or self-help R&U teams submit service order requests for facilities (excluding barracks sleeping quarters) through the real property hand receipt holder to the DPW, Work Reception Section located in building 4612, Room 27.

Barracks sleeping quarter's occupants contact their respective Unit Barracks Management Teams to submit service orders.

(continued on next page)

**Service
orders
(continued)**

Service orders are submitted to DPW, Work Reception Section using one of the following:

- By telephone (see appendix C for telephone numbers).
- By submitting a FH Form 5000 to Work Reception, building 4612, Room 27.
- To fax FH Form 5000 (see appendix C for telephone numbers).
- Access the DPW Web site at: <http://www.hood.army.mil/dpw/>

Required information for service orders includes:

- Nature of problem.
- Location of problem.
- Building information:
 - Building number.
 - Room number.
 - Floor.
 - Wing or stack number.
- For other than buildings, the distance to nearest building and building number.
- Point of contact (POC).
 - Telephone number.
 - Name.
- Any special information regarding building access.

(continued on next page)

Service orders (continued)

DPW, Work Reception Section does not accept R&U type work (see paragraph 3b of this regulation).

DPW, Work Reception Section initiates a service order form which:

- Authorizes DPW workers to provide specific services.
- Assigns a response priority.

4a

Service order priority levels

Priority 1 – Emergency.

- For repairs related to:
 - Health protection.
 - Safety.
 - Security.
 - Prevention of property damage.
 - Life, health, and safety.
- Examples: No heat or air conditioning to a barracks complex, unable to secure arms rooms where a guard cannot be posted, sewage backups, any kind of gas leak or gas break, fire alarm system down in barracks, fire sprinkler system piping break, and kitchen fire suppression system malfunction.

Priority 2 – Urgent.

- Repairs required to mitigate the potential for emergency conditions or ill effects on morale.

(continued on next page)

**Service order
priority levels
(continued)**

- Examples: Commode flush valve not working in latrines where there are additional facilities (additional commodes or another floor with latrine in the same building), air conditioning for administrative buildings if the entire building is down, heat for individual barracks rooms; no power to outlets; light problems; coffee urns; pressure cookers; reach-in freezers; and ice machines in dining facilities.

Priority 3 – Routine.

- Repairs related to user inconvenience or unsightly conditions.
- Examples: No air conditioning to major portion of motor pools or Hangars; one plumbing item in a “gang” latrine; drinking fountain Problems; roof leaks; no hot water in administrative or motor pool Buildings; and in dining facilities - hot dog warmers; ice cream Cabinets; and ice tea dispensers.

To prevent duplication of service orders, organizations should perform the following:

- Maintain a consolidated reference file of FH Form 5000.
- Initiate all DPW maintenance requests through a central point within the organization (preferably the self-help team).
- Monitor work status according to this regulation.

4b

Work orders

DPW, Work Management Branch in building 4612 (see appendix C for telephone numbers) reviews, accepts, and processes DA Form 4283 (individual job orders).

DA Form 4283 <http://armypubs.army.mil/eforms/index.html> is a request form submitted for the following expensive, complex, and specific types of work or materials from DPW:

- Major repairs or maintenance.

(continued on next page)

**Work orders
(continued)**

- Special self-help projects.
- Painting and paint surveys.
- Construction of any type.
- Alterations to real property.
- Utility poles for antenna masts (unit provides funding).
- Flag poles that are in the real property inventory.

Coordinate DA Form 4283 through:

- G4, S4, or the Assistant Chief of Staff (ACofS) of the requesting major subordinate command (MSC) who must approve and sign the hard copy form.
- DPW, Work Management Branch, building 4612, who ensures inclusion of:
 - Individual job order number.
 - Validation of requirement.
 - Sketches.

G4, S4, or MSC ACofS will:

- Establish one unit POC to work with DPW.
- Maintain status of work orders through the unit self-help team, if one is available.

DPW, Work Management Branch accepts and processes DA Form 4283 which:

- Comply with regulatory and statutory limitations.

(continued on next page)

**Work orders
(continued)**

- Do not duplicate other requests or pending work.

Upon approval of the work request, work may be done by:

- DPW (in-house).
- Troop construction.
- Contract.

Work performance depends upon availability of funding and material procurement lag time.

Work requests for construction and alteration may be returned to the requester for processing through customer project prioritization (see paragraph 4d below).

4c

**Work orders
prioritization**

Work orders are prioritized by the G4, S4, or MSC ACofS with the exception of life, health, and safety requirements.

The G4, S4, or MSC ACofS will:

- Establish and update the customer prioritization list in coordination with DPW, Work Management Branch.
- Provide updates to the customer priority list maintained by DPW on no less than a quarterly basis.

DPW will develop and maintain the overall list of DPW priority work orders.

The Project Planning Board meets periodically to review projects and

- Distributes available project funding based on the priority lists.
- The III Corps Command will provide a recommended priority of the units' projects.

4d

Troop construction projects

Units must request self-help construction projects by submitting DA Form 4283 to DPW, Work Management Branch. The DA Form 4283 must be identified as a self-help construction project for approval by DPW. Units will submit a bill of materials and a project construction plan.

- DPW personnel will contact the unit POC to discuss the scope of the work and determine appropriateness of self-help.
- DPW will contact the Directorate of Emergency Services (DES) to see if the scope of work meets all Fire Safety Standards and criteria. This includes non-appropriated funds (NAF) and Army and Air Force Exchange Services (AAFES).
- DPW may approve or disapprove projects based on funding requirements, material availability, and unit expertise.
- DPW personnel will inspect completed projects to determine if building standards have been adhered.

4e

Paintings and ceiling tile replacement projects

Self-help interior painting is authorized after DPW personnel conduct a paint survey of the facility and approve the DA Form 4283 (see paragraph 4c of this regulation).

Replacement of lay-in ceiling tiles is authorized. Ceiling tile should be rated for high humidity and high temperature.

Paint colors will comply with Fort Hood standards listed in Table 4-1. Paint color numbers are from Federal Standard 595C (Colors Used in Government Procurements).

Submit a request for a paint survey using DA Form 4283 <http://armypubs.army.mil/eforms/index.html>.

- The unit shall purchase the required paint from the Post Supply Center and HAZMART in building 4406 using unit funds after the DA Form 4283 is approved.

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Paintings and ceiling tile replacement projects (continued)

- Using paint other than those listed in Table 4-1 or paint containers larger than one gallon requires a Hazardous Material Authorization Request form signed by the Environmental Division, Hazardous Material (HAZMAT) Team in building 4213. This form must be submitted to HAZMART before paint will be issued.
- Repair wall surfaces prior to painting, to include patching holes up to 1 foot (0.30 meters) square.
- DPW must approve methods and procedures for exterior painting projects.
- DPW must approve methods and procedures for painting murals and insignias.

Table 4-1. Paint color numbers for cantonment facilities ceiling tile

Color	Color No.	Use for
White	27886	Ceiling tiles and grids of suspended ceilings
Light tan	23717	Walls
Antique white	27778	Walls
Nutmeg brown	30111	Interior doors, trim, hand rails, and ladders
Nutmeg brown	30111	Exterior doors, trim, hand rails, metal stairs noising on concrete stairs, metal stairs, fire hydrants, sign posts, and back of signs
Desert sand	33690	Exterior wall of buildings
Desert sand	33690	CONEX, MILVANs, and walls

Legend:

CONEX – Container express
MILVAN – Military van (container)
No. – Number

Note:

For safety color code markings in motor pools, refer to Occupational Safety & Health Administration (OSHA) Standard 29 Code of Federal Regulations (CFR) 1910.144 (Safety Color Code for Marking Physical Hazards).

(continued on next page)

**Painting and
ceiling tile
replacement
projects
(continued)**

Avoid painting pre-finished surfaces except when unusual conditions or safety requirements justify painting.

Do not apply paint to the following:

- Brick.
- Masonry walls.
- Floor covering.
- Metal or vinyl siding.
- Ceramic tiles.
- Ceiling panels.
- Glass or fiberglass.
- Wall paneling.
- Sidewalks.
- Curbs.
- Asphalt pavements.
- Fire sprinkler heads.
- Fire sprinkler piping.
- Fire rated door labels.

4f

Projects funded and executed by other than Directorate of Public Works (DPW) agencies

Agencies that fund and execute their own projects must:

- Submit DA Form 4283 (see paragraph 4c of this regulation) requesting approval to DPW, Work Management Branch.
- Follow the guidance as outlined in AR 420-1 (Army Facilities Management), paragraph 2-10 and 2-12.

4g

SERVICES AND GUIDELINES

5

Excavations

Contractors, subcontractors, government organizations, military units, and individuals proposing excavations on Fort Hood must request approval on a FH Form 200-X10 (Coordination for Land Excavation and Water Use).

Refer to FH Reg 200-1, chapter 8, for excavation procedure and regulations.

5a

Scheduled utility outages

Scheduled utility outage requests will be submitted via memorandum, by email or by fax (see appendix C for telephone numbers) to DPW, Maintenance Division, building 4213. Utility outage requests are required ten business days in advance.

DPW, Maintenance Division will coordinate scheduled utility (water, gas, electric, and sewer) outages with the affected non-MSA agencies, G4, S4, or MSA.

Affected agencies will:

- Notify the subordinate sections of their organization when a utility outage has been scheduled.
- Determine conflicts with scheduled dates and times.

(continued on next page)

Scheduled utility outages (continued)

- Allow for coordination of special arrangements due to outage, such as:
 - Generators.
 - Alternate water facilities.
 - Safeguarding computers.

5b

Contractor access to mechanical rooms

Contractors will contact DPW, Engineering Division or DPW, Maintenance Division to request access to:

- Mechanical rooms.
- Gates.
- Utility facilities.

DPW authorizes contractor access to these areas on a case-by-case basis and has the discretion to elect one of the following:

- Issue keys from the DPW contracting officer representative directly to contract personnel requesting access.
- Coordinate with other organizations to provide the contractor access.
- Issues keys only to government officials, not the contractor.

Contractors are not issued keys for:

- Electrical substations.
- Transformer enclosures.
- The main water pump station.

5c

Off limits areas in and around facilities

Roofs, crawl spaces (under buildings), mechanical rooms, and fenced mechanical enclosures are off limits to occupants and other unauthorized personnel.

The following organizations or their authorized agents are permitted on roofs and in crawl spaces and mechanical rooms of real property:

- DPW.
- DES.
- Network Enterprise Center (NEC).

5d

Vehicle traffic Tracked vehicles shall not operate on paved roads, except:

- North Avenue.
- 72d Street.
- Terminal Avenue.
- Tank Destroyer Boulevard (east of Motor Pool Road to 72d Street).
- 80th Street (north of Warehouse Avenue only).
- Railhead Drive (west of Hood Stadium only).
- Specifically constructed and designated crossings.

When a tracked vehicle travels the above paved streets, the:

- Tank commander is with the vehicle and provides ground guiding, when appropriate.
- Speed limit is 15 miles (24 kilometers) per hour.
- Vehicle is escorted by a wheeled vehicle.

(continued on next page)

**Vehicle traffic
(continued)**

- Operator keeps both tracks on the pavement.
- When high water obstructs fording sites, tracked vehicles use properly classified bridges.

The convoy commander ensures that:

- Bridge is not overloaded.
- Only one tracked vehicle uses the bridge at a time.
- Tracked vehicles cross bridges at 10 miles (16 kilometers) per hour without stopping or accelerating on bridges.
- Tracked vehicles travel over the centerline of the bridge.

Note: This precaution prevents failure of the bridge because of improper weight distribution.

- Using unit immediately cleans mud from roadway after crossing.

Vehicles operated within the cantonment shall not travel or park on:

- Seeded parade fields (except 1/4-ton wheeled vehicles used during ceremonies).
- Seeded soil.
- Lawns and other grassed or landscaped areas.
- Athletic courts and fields.
- Unpaved land that does not support vehicular traffic.
- In paved storm ditches.

Note: The only exception to this restriction is for those vehicles supporting authorized work on grounds, utilities, or facilities.

(continued on next page)

**Vehicle traffic
(continued)**

Oversize Cargo Vehicles must abide by the following guidelines:

- All over height cargo exceeding 14 feet high must enter/exit Clarke Road.
- All over height cargo exceeding 14 feet high entering Fort Hood must report to Building 89013, CRSP, Quartermaster Lane, 254-287-7987 for delivery route instructions.
- Escorts must be provided by requestor/representative for all incoming and outgoing cargo that exceeds 14 feet high.
- All over height cargo must use pre-approved designated routes as annotated below, complete designated routes with map and instructions will be given to escort once truck arrives/departs CRSP.

Oversize Cargo Routes are determined as primary and secondary, and detailed below.

Primary Routes:

MAIN CANTONMENT

- Clarke Road
- Tank Destroyer Boulevard
- New Railhead Drive
- Turkey Run
- 72nd Street
- Murphy Road

WEST FORT HOOD

- Clarke Road

(continued on next page)

**Vehicle traffic
(continued)**

NORTH FORT HOOD

- 18th Street
- Central Avenue
- West Range Road

EXCEPTION: Alternate routes will only be utilized if primary route is closed.

***ALTERNATE ROUTES: – MAIN CANTONMENT**

- Logistics Lane
- Tank Destroyer
- North Avenue

5e

**Motor park
pavements**

Protect the asphalt pavement areas in motor parks from the deteriorating effects of petroleum products. Use appropriate drip pads or pans to prevent leakage on parking areas.

Penetrations into paved surfaces for tents or temporary structures is prohibited.

5f

**Lawn
maintenance**

Police and ground maintenance guidelines.

- Fort Hood's tenants, organizations, activities, and agencies occupying or operating within the reservation of Fort Hood will police and maintain the areas they use or occupy. This includes parking lots, flower beds, areas enclosed by landscaping blocks, stones or timbers, half the distance between buildings, 75 feet (23 meters) from facilities where boundaries are not physically defined, and boundaries of existing fences.
- Dumping trash onto the ground or places other than trash receptacles is prohibited.

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**Lawn
maintenance
(continued)**

- Do not paint trees and rocks for ornamental purposes. Preserve the informal and natural look.
- Occupants are not authorized to apply chemicals for weed control except one approved ready-to-use herbicide that is only to be used in the chemical edging and trimming of vegetation. When necessary, chemical weeding is accomplished through certified DPW personnel. A well fertilized, properly mowed and watered lawn requires very little weed control. When hand weeding is necessary, the best time to do it is after a rain or watering.

General procedures for lawn maintenance.

- Trim lawns along walks, driveways, curbs, buildings, utility poles, hydrants, and other spots where a neat appearance is necessary. Avoid ditching along paved surfaces.
- Water lawns only when rainfall is insufficient for proper lawn maintenance. Watering everyday is not necessary. Do not wash away topsoil and fertilizer with excessive watering. Water lawns when dew is present (this is pre-dawn hours). Watering between 1300 and 1700 hours is prohibited.
- Fill ruts and soil erosion along sidewalks, paved areas, structures, and similar areas. To deter erosion, seed and soil eroded areas. Do not use earth-moving capabilities of combat vehicles for restoration or modification of landscape. Report to DPW extensive erosion areas that are beyond repair capabilities.
- Request topsoil (except Family housing) from DPW. For large quantities of top soil, submit a work order request using DA Form 4283 (see paragraph 4c of this regulation). The requester normally provides transportation, such as 3/4-ton trucks, for small loads of topsoil. Top soil can be picked up after coordination with DPW, Maintenance Division.
- DPW makes exceptions for tactical operations in suitable training areas if coordinated prior to the exercise.

(continued on next page)

Lawn maintenance (continued)

Lawnmowers.

- Lawnmowers and lawn maintenance equipment are personal property procured and maintained by the unit.
- Directorate of Logistics (DOL) repairs commercial grade riding lawnmowers that are 18 horsepower and above.

5g

Pest control

- I DPW provides non-chemical and low chemical self-help products to facilitate in the control of nuisance pests and professional pest control services when self-help measures are not sufficient.

All professional pest management services are coordinated through DPW and performed according to FH Reg 200-1, para 9.3.e.

Facility occupants must apply good sanitary practices to prevent pest infestations.

R&U teams and facility occupants perform the following:

- Implement procedures to control nuisance pests in their facilities prior to requesting professional pest services by utilizing all non-chemical and chemical pest control techniques available through the self-help program to the fullest extent.
- Apply only those pesticides approved for facility occupant self-help use.
- Will take appropriate self-help corrective measures to eradicate pest access and harborage through the building and adjacent grounds.
- Submit a service order (see paragraph 4a of this regulation) for professional pest management assistance to resolve pest problems not correctable through self-help measures.
- Immediately submit a service order to DPW, Work Reception for vertebrate animal removal from an inhabited building. Service Order Reception at 287-2113 Domestic or large game animal removal may be directed to the Provost Marshall's Office (PMO) for removal by Animal Control or Game Warden. See Appendix C for phone numbers.

(continued on next page)

**Pest control
(continued)**

- Cooperate fully with DPW personnel and contractors in scheduling pest management operations, to include preparing the areas to be treated.
 - May not retain or contract pest control services from commercial pest controllers to provide services within Fort Hood without coordination and approval through DPW.
 - Exceptions to the terms herein may be negotiated during Interservice Support Agreement (ISA) after approval from DPW.
-

Refer to Table 5-1 for pests and their control category.

Table 5-1. Self-help and non-self help controlled pests

Facilities self-help control efforts	Professional pest control services
Cockroaches Ants (localized problems) Rodents Wasps Houseflies Crickets	Cockroaches Ants (extensive problems) Rodents Bee hives and swarms Termites Fleas and ticks Plant pests: webworms and grubs Vertebrate pests: bats, skunks, snakes, birds, etc.

Legend:

Etc. – Et cetera

5h

Refuse and recycling

Procedures and regulations for using Fort Hood's landfill are in FH Reg 200-1, paragraph 5.3.a. Recycle containers are maintained by the DPW, Environmental Division Recycle Program. For recycling regulations and procedures, refer to FH Reg 420-6 (Recycle Program) or contact DPW, Recycle (see appendix C for telephone numbers).

5i

Signs and markings

All signs and markings on Fort Hood must be approved by DPW according to FH Reg 420-5.

5j

**Locks, keys,
and safes**

Only DPW may install and repair locking devices on real property. Occupants are not authorized to install or repair locking devices on real property without DPW approval and coordination.

Request lock repairs through a service order from DPW, Work Reception Section (see paragraph 4a of this regulation).

DPW work includes high security hasps for padlocks, locksets, and similar devices required on real property components such as:

- Doors.
- Built-in cabinets.
- Closets.
- Vaults.

DPW repairs locking devices for freestanding safes.

Hand receipt holders are issued keys for each keyed lock on their assigned real property according to FH Reg 210-2 (Building Transactions Usage and Maintenance of Installed Property).

Replacement of lost metal keys.

- Request lost key replacements or resetting combinations on locksets through DPW, Real Property Branch in building 4622 according to FH Reg 210-2.
- The Real Property Branch will issue keys after receiving a processed Department of Defense (DD) Form 362 (Statement of Charges/Cash Collection Voucher) for the replacement cost of the lock cylinder and each key issued to that lock. The standard issue is four keys.
- If the locking mechanism is purposefully damaged (such as cases of forceful re-entry after a lock out), the replacement cost of the entire locking mechanism will be listed on DD Form 362.
- For barracks room hard keys, the Soldiers will report to their respective Brigade/Unit Barracks Office for a replacement key.

(continued on next page)

**Locks, keys,
and safes
(continued)**

Replacement of broken or damaged metal keys:

- Replace damaged (at least the top portion of the key remains) or unserviceable keys through direct exchange at DPW, Lock Shop in building 4208. Replacement of broken keys does not require paperwork and can usually be made while the requestor waits.
- If the key is broken off in the lock or the lock is broken and needs servicing, submit a service order through DPW, Work Reception (see appendix C for telephone numbers).
- For barracks room hard keys, the Soldiers will report to their respective Brigade/Unit Office for a replacement key.

Adding additional keys to the hand receipt holder's accountability list:

- Request additional keys through the current real property hand receipt holder by memorandum with a justification.
- Submit the request approved by the real property hand receipt holder to the DPW, Real Property Branch in building 4622.

Barracks electronic key cards:

- The Brigade Barracks Office will issue replacement electronic key cards.
- If a Soldier misplaces or loses his or her card or it has been broken due to mishandling, a charge will be assessed by the Brigade/Unit Office.
- Key magnetic strips that are read by DPW and are found to be defective will be replaced at no charge to the Soldier.
- Through the commander's discretion, if a key card is broken due to a training mishap or normal wear and tear, the Brigade/Unit Barracks Office will replace it free of charge.
- For additional information on barracks metal or electronic keys, or to request assistance, contact the Brigade/Unit Barracks Office.

5k

Installation of antennas

Users will request authorization to install antennas through DPW, Work Management Branch on DA Form 4283 (see paragraph 4c of this regulation) and get an approved excavation permit, FH Form 200-X10 (see paragraph 5a), through DPW, Maintenance Division.

Users must have authorization from DPW prior to installation of antenna systems in the Fort Hood cantonment area.

Antenna masts must be:

- Self-supported (resting with base in or on the earth).
- Not resting on or attached to a roof or its components.
- Not stabilized by guy wires to a roof or its components, but may be stabilized by guy wires to the fascia or cornice board.
- Grounded by a number 8 copper or aluminum conductor to a 5/8-inch (1.6 centimeter) by 8-foot (2.44 meters) ground rod of a copper clad or galvanized metal.
- Connected with standard clamps or lugs and a FH Form 200-X10 is required for coordination of land excavation (see paragraph 5a of this regulation).
- Erected with towers or self-supported masts away from power lines.
- Installed as per applicable equipment manuals.
- Installed with minimum clearance twice the erected height.
- Installed with lead-in conductors having adequate lightning arrestors, grounded with wires not smaller than the lead-in conductor.

Vehicle mounted antennas.

- Antennas mounted on vehicles cannot project above 16 feet (4.9 meters) from the road surface while traveling on Fort Hood.

(continued on next page)

Installation of antennas (continued)

- Antennas mounted on tactical vehicles must be tied down while traveling through areas where overhead power lines are present.

5l

Recreational vehicle (RV) parking

Recreational vehicle (RV) parking in the barracks areas is prohibited.

This includes boats, boat trailers, campers, utility trailers, motor homes, jet skis, ski mobiles, and snow mobiles, etc.

Exception to this policy is that RVs can be temporarily parked at the barracks or facilities for loading and unloading only.

RV parking is available at owner's expense at the West Fort Hood Travel Camp or Belton Lake Recreational Area.

If RVs must be parked at Fort Hood facilities for loading or unloading, the RV will not park:

- On streets or roadways.
- On seeded areas.
- Within 10 feet (3 meters) of any building.

5m

Appendix A References

Section I Required Publications

AR 200-5 (cited in para 5h)
Pest Management

AR 420-1(cited in para 4g)
Army Facilities Management

AR 735-5 (cited in para 2a)
Policies and Procedures for Property Accountability

Federal Standard 595C (cited in para 4f)
Colors Used in Government Procurement

FH Regulation 200-1 (cited in para 3b, 5a, 5h, and 5i)
Environment and Natural Resources

FH Regulation 210-2 (cited in para 5k)
Building Transactions Usage and Maintenance of Installed Property

FH Regulation 420-1(cited in para 2a)
Fire and Emergency Services

FH Regulation 420-5 (cited in para 3c and 5j)
Standards for Signs and Markings

FH Regulation 420-6 (cited in para 5i)
Recycle Program

OSHA Standard 29 CFR 1910.144 (cited in table 4-1)
Safety Color Code for Marking Physical Hazards

Section II Related Publications

AR 190-5
Motor Vehicle Traffic Supervision

FH Regulation 420-9
Energy Conservation Program

**Section III
Prescribed Forms**

DA Form 4283 (prescribed in para 2b; 3c; 4c; 4e; 4f; 4g; 5g; and 5l)
Facilities Engineering Work Request

DD Form 362 (prescribed in para 5k)
Statement of Charges/Cash Collection Voucher

FH Form 200-X10 (prescribed in para 5a and 5l)
Coordination for Land Excavation and Water Use

FH Form 5000 (prescribed in para 2b; 4a; and 4b)
Maintenance Request

**Section IV
Referenced Forms**

FH Form 1853
Distribution Scheme

NFPA 101
Life Safety Code

NFPA 1
Fire Code

NFPA 170
Standard for Fire Safety and Emergency Symbols

Appendix B Forms

MAINTENANCE REQUEST				
SECTION I - INSTRUCTIONS				
Block 1. Enter requestor name, first then last. Block 2. Enter date and time as DDMMYYYY. Block 3. Enter unit. Block 4. Enter telephone number beginning with area code. Do not enter separators. Block 5. Complete appropriate boxes for 5a through 5e. Block 6. Add additional comments if necessary. Block 7a. Requestor signature. Block 7b. Enter request date as DDMMYYYY				
SECTION II - CONTACT INFORMATION				
1. REQUESTOR:			2. DATE/TIME:	
3. UNIT:			4. TELEPHONE NUMBER:	
SECTION III - MAINTENANCE				
E. BUILDING INFORMATION:				
BUILDING	STAIRWELL OR WING	FLOOR	ROOM NUMBER	SPECIFIC DEFICIENCY
a.	b.	c.	d.	e.
6. ADDITIONAL COMMENTS IF NEEDED:				
SAMPLE				
7a. SIGNATURE			7b. DATE:	

FORT HOOD FORM 5000, MAY 2012
APD PE v1.00

Figure B-1. FH Form 5000 (Maintenance Request)

**Appendix C
Contact Information**

Table C-1. Telephone numbers

Office	Telephone numbers
FSBP Management Office	254-287-6512
HAZMART	254-532-9863
DPW, Work Reception Section	254-287-2113 Fax: 254-288-3979
DPW, Work Management Branch	254-287-7759
DPW, Maintenance Division	254-287-4405
DPW, Recycle	254-287-1606 254-287-6732
Provost Marshall's Office (PMO)	254-287-4001
Family Housing Service Orders	254-532-3133

Legend:

DPW – Directorate of Public Works
 FSBP – First Sergeants Barracks Program
 HAZMART – Hazardous Material Pharmacy

Glossary

Section I Abbreviations

ACofS

Assistant Chief of Staff

AAFES

Army and Air Force Exchange Service

AR

Army Regulation

ATTN

Attention

CFR

Code of Federal Regulations

CONEX

Container Express

CRSP

Central Receiving and Shipping Point

DA

Department of the Army

DD

Department of Defense

DES

Directorate of Emergency Services

DOL

Directorate of Logistics

DPW

Directorate of Public Works

Etc.

Et Cetera

FH

Fort Hood

FHT

Fort Hood Form

FSBP

First Sergeants Barracks Program

HAZMAT

Hazardous Material

HAZMART

Hazardous Material Pharmacy

IAW

In Accordance With

ISR

Installation Status Report

ISA

Interservice Support Agreement

MILVAN

Military Van (Container)

MSC

Major Subordinate Command

NAF

Non-appropriated Funds

NEC

Network Enterprise Center

NFPA

National Fire Protection Association

No.

Number

OSHA

Occupational Safety and Health Administration

PARA
Paragraph

POC
Point of Contact

POV
Privately Owned Vehicle

REG
Regulation

R&U
Repair and Utilities

RV
Recreational Vehicle

Section II **Terms**

Building
Normally a structure or facility having a roof system and a building number.

Facility, other than building
Normally a structure without roof and building number, such as roads, parking lots, oil-sand interceptors, bridges, fences, ranges, and other real property.

Grounds
Improved or unimproved land capable of supporting vegetation, such as lawns and ranges.

Installed building equipment
Equipment, which, after installation on a building, is considered a part of the building, such as air-conditioners, wall mounted water fountains, and others.

Real property land and interests in lands
This includes buildings, piers, docks, warehouses, right-of-ways and basements, utility systems, and all other improvements permanently attached and ordinarily regarded as real estate. This does not include machinery, equipment, or fixed signal communication systems that may be removed without harming the usefulness of the structure.

Service order

Small maintenance and repair or minor construction and/or alteration work. Service orders do not normally require an estimate or a formal design.

Work order (individual job order)

New work, maintenance, repairs, and minor construction work which exceeds the normal scope of a service order.