

# Facility Maintenance Administrative Instruction

**AI Number:**

**Date:**

**Subject:**

**FM Building Blitz Program**

**APPROVED BY**

# Facility Maintenance Administrative Instruction

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## Change History Log

The purpose of this table is to record updates made to the documentation.

Issue Date	Pages	Summary of Change	Version Number	Authorized by

## Outstanding Issues Log

The purpose of this table is to record outstanding issues for the documentation. These issues should be addressed in the next published version.

Date	Pages	Summary of Issue	Issue Number	Authorized by



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the lack of which does not cause the facility to deteriorate further; and second, the lack of which does result in a progressive deterioration of the facility for its current function.

**Maintenance and Repair:** Recurrent, day-to-day work required to preserve or immediately restore a facility or fixed equipment to such a condition that it can effectively be used for its designated purpose. Maintenance may take the form of routine, preventive or emergency work or service contracts.

**Major Repairs:** The restoration of a facility or fixed equipment to such condition that it may be effectively utilized for its designated purpose. The repair is done by overhaul or replacement of a major building system component parts that have become functionally obsolete or have deteriorated by action of the elements or through usage.

**Mandated Improvements:** Building upgrades that are required as a result of legislative code, regulatory requirements, or safety improvements.

**New Construction:** The erection of a new facility or the addition or expansion of the exterior of an existing facility or internal buildout of nonheated space that adds to the building's overall heated dimensions.

**Remodeling and Other Functional Improvements:** The addition of quality features to existing space by upgrading mechanical or electrical systems or architectural finishes for the purpose of improving the functional or aesthetic condition of the room or facility. These remodeling and improvement activities generally increase the capital value of a room or facility.

**Renewal and Replacement:** The systematic process of planning and budgeting for future cyclic repairs and replacements that extend the life

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### II. PURPOSE

To provide a systematic means of conducting periodic inspections of all of the University of Alaska \_\_\_\_\_ owned real property structures.

### III. OBJECTIVES

The building blitz inspections are designed to accomplish the following:

1. To review the condition of each UA\_\_ building at least annually each fiscal year.
2. To serve as a means of generating any missed service and/or trouble calls required to avoid future major repairs.
3. To document any special needs of the facility.
4. To review the various levels in services being provided by Facility Maintenance.
5. To meet with the building manager and document any special needs and concerns.
- 6.

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### V. BUILDING BLITZ OPERATIONAL PROCESS

The Associate Director of Facilities Maintenance is responsible for administering the building blitz program. Key elements of the program include:

- a. Developing an annual schedule of building inspections.
- b. Developing and updating a formal building inspection checklist.
- c. Coordinating with all of the required participants on the scheduled time and place for the inspection.
- d. Generating trouble and service calls, as necessary based upon the inspection.
- e. Following up and reporting on the open inspection items until completed.

#### **Annual Building Blitz Schedule**

The annual building blitz inspection schedule will be developed and distributed on or before June 30<sup>th</sup> each calendar year. (A sample 12e3 T33 T9I /P §96 Schedule

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## Inspection Follow-Up and Closeout

At the conclusion of each inspection, an inspection summary report will be generated. This report will be utilized to summarize all of the areas requiring further action. A sample report format is shown in Exhibit 4.

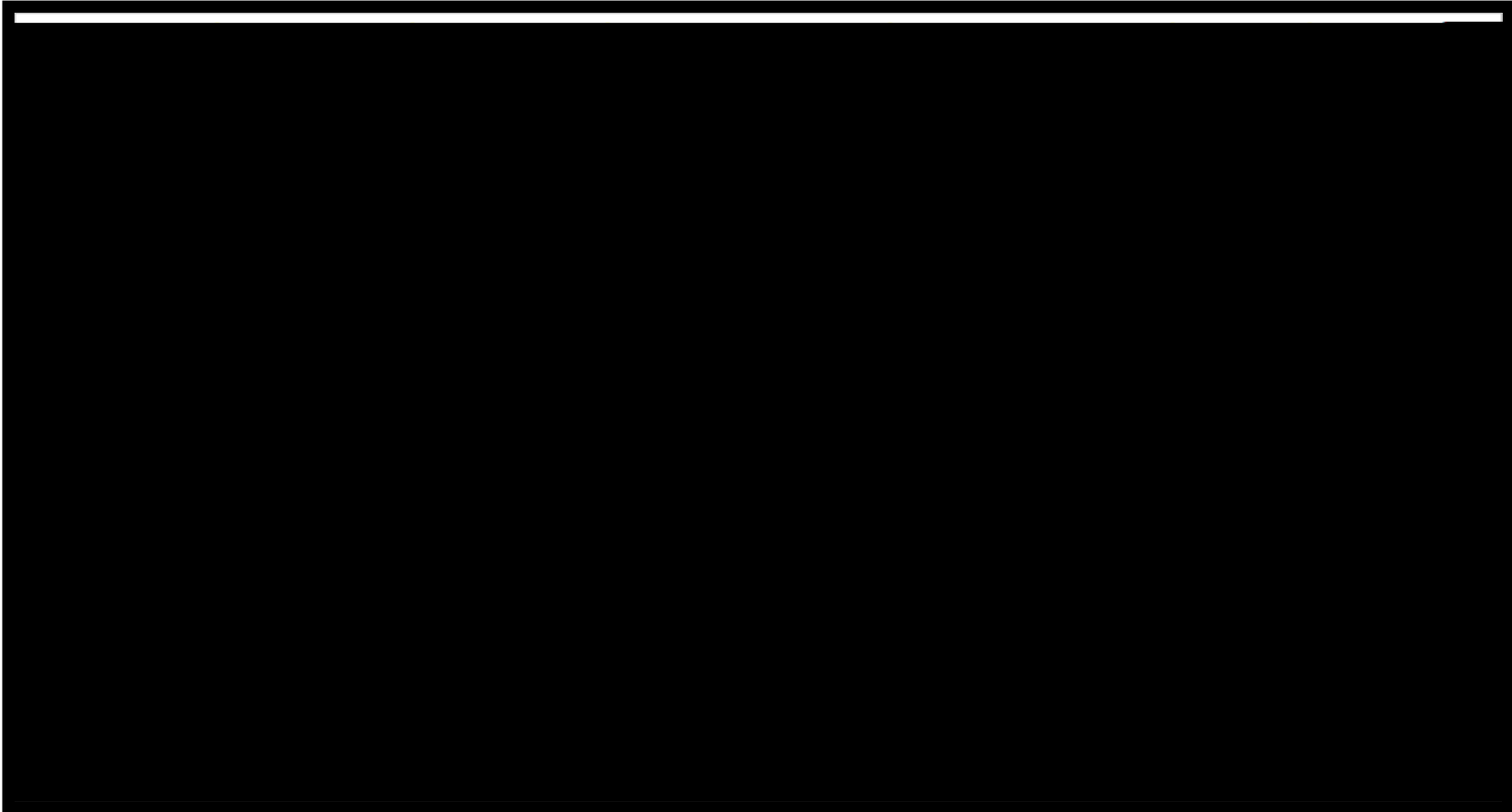
## VI. EXHIBITS

The following exhibits are included as reference. These exhibits are samples and will be modified as necessary.

- a. **Exhibit 1** – Building Manager List (updated as changes occur)
- b. **Exhibit 2** - Annual Building Schedule (updated each June)
- c. **Exhibit 3** - Inspection Checklist (updated as necessary)
- d. **Exhibit 4** - Inspection Completion Summary Report (completed at conclusion of each inspection)

# Facility Maintenance Administrative Instruction

## Exhibit 1 – Sample Building Manager List



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## Exhibit 2 – Sample Building Blitz Annual Schedule

Facilities & Campus Services		
Building Name	Scheduled Date	
<b>July-03</b>		
ation	7/10/2003	Av
s Building	7/24/2003	Art
<b>August-03</b>		
<b>September-03</b>		
	9/5/2003	Eugene Short
	9/19/2003	Diplomacy
<b>October-03</b>		
	10/3/2003	Bookstore
	10/3/2003	University Center
<b>November-03</b>		
	11/14/2003	CAS
<b>December-03</b>		
	12/5/2003	707 A Street
rud	12/21/2003	Sally Monse
<b>January-04</b>		
<b>February-04</b>		
	2/6/2004	Physical Education Building
	2/20/2004	Lucy Cuddy Center
<b>March-04</b>		
04	K Building	3/5/2004
04	J/Auto Diesel	3/19/2004
04	Gordon Hartlieb	3/19/2004
<b>April-04</b>		
	Allied Health Science	4/2/2004
	Business Education Building	4/16/2004
<b>May-04</b>		
	5/7/2004	Engineering
<b>June-04</b>		
ons	6/25/2004	Housing Comr
<b>TO BE SCHEDULED</b>		
ience Building)	TBS	ERHE (New Sc



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1. Safe and Orderly Operating Conditions	All Buildings	Yes	No	NA	Comments
1.1	Are all aisles clear and unobstructed?				
1.2	There are no tripping hazards, wet spots, grease/oil protruding objects, miscellaneous debris?				
1.3					
1.4					
1.5	Are all fire exits clearly marked and unobstructed?				
1.6	Are fire exits clearly marked and unobstructed?				
1.7	Are fire exits clearly marked and unobstructed?				
1.8	Are fire exits clearly marked and unobstructed?				
1.9	Are fire exits clearly marked and unobstructed?				
1.10	Are fire exits clearly marked and unobstructed?				



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## Exhibit 3 – Building Blitz Inspection Checklist (Continued)

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2	Fire Safety - All Buildings	Yes	No	N/A	Comments
2.1	Are fire extinguishers clearly accessible; are their seals intact; are they properly mounted to wall panels; are they inspected and tagged monthly?				
	Have fire extinguishers been ordered to replace missing, damaged, or discharged units?				2.3 Have fire
	Are inspection tags initialed and dated by parties responsible for monthly checks?				2.4 Are backs
	Is there a 18" minimum clearance below all fire sprinklers; are sprinklers clear of interference by stored boxes and so forth) and from any paint applied to the sprinkler heads?				2.5 Is there an
					2.6 Is there presence of combustible materials minimized?
					2.7 Are flammable and combustible liquids properly labeled and stored?
					2.8
					2.9 Are exit-access corridors free of storage

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## Exhibit 3 – Building Blitz Inspection Checklist (Continued)

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The image shows a corrupted version of a checklist table. The table structure is obscured by heavy digital noise and artifacts. Visible elements include:

- Section header: 2 Earthquake Safety - All Buildings
- Item 3.2: General: Are furniture and equipment that could tip and block an exit properly anchored?
- Item 3.3: Checkoff: Are fire extinguishers properly anchored?
- Item 3.6: [Illegible]
- Item 3.7: [Illegible]



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## Exhibit 3 – Building Blitz Inspection Checklist (Continued)

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4	Electrical Safety - All Buildings	Yes	No	N/A	Comments
	Extension cords not used in place of permanent wiring; not run through walls, ceilings, doors, windows, or under carpets.				
	4.2 Are power cords in good condition, not fraying, grounds pins in place, necessary strain relief measures taken?...				
	4.3 Have frayed wires been replaced?				
	4.4 Is access to electrical panels clear and not obstructed (36" minimum)?				
	4.5 Is access to switches and circuit breakers clear and not obstructed?				
	4.6 Do all ground fault (GFCI) outlets have GFCI covers that meet minimum requirements for the application?				
	4.7 Are electrical receptacles located within 6 feet of sinks and exterior doors, on all metal-surfaced workbenches and on all outdoor benches and on all outdoor				
	4.8 Are electrical receptacles GFCIs?				
	4.9 Are power feeding boxes and boxes properly labeled?				
	4.10 Are electrical panels shielded in elevators and apartments?				
	4.11 Are electrical panels shielded in elevators and apartments?				
	4.12 Are electrical panels shielded in elevators and apartments?				
	4.13 Are electrical panels shielded in elevators and apartments?				

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**Exhibit 3 – Building Blitz Inspection Checklist (Continued)**

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## Exhibit 3 – Building Blitz Inspection Checklist (Continued)

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6	Hazardous Waste	Yes	No	N/A	Comments
	6.1 Are all containers properly labeled with contents and date, and clearly identified?				
	6.2 Are containers closed except when being filled or emptied?				
	6.3 Are "Accumulation Start" date and contact name provided on containers? <sup>1, 11</sup>				
	6.4 Are containers closed except when being filled or emptied?				
	6.5 Are containers closed except when being filled or emptied?				
	6.6 Are there appropriate secondary containment for all containers? <sup>1, 11</sup>				
	6.7 Are there secondary containment for all containers? <sup>1, 11</sup>				
	6.8 Is there a Waste Accumulation Area logbook on hand? <sup>1, 11</sup>				

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### Exhibit 3 – Building Blitz Inspection Checklist (Continued)

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7	Compressed Gases	Yes	No	N/A	Comments

### Exhibit 3 – Building Blitz Inspection Checklist (Continued)

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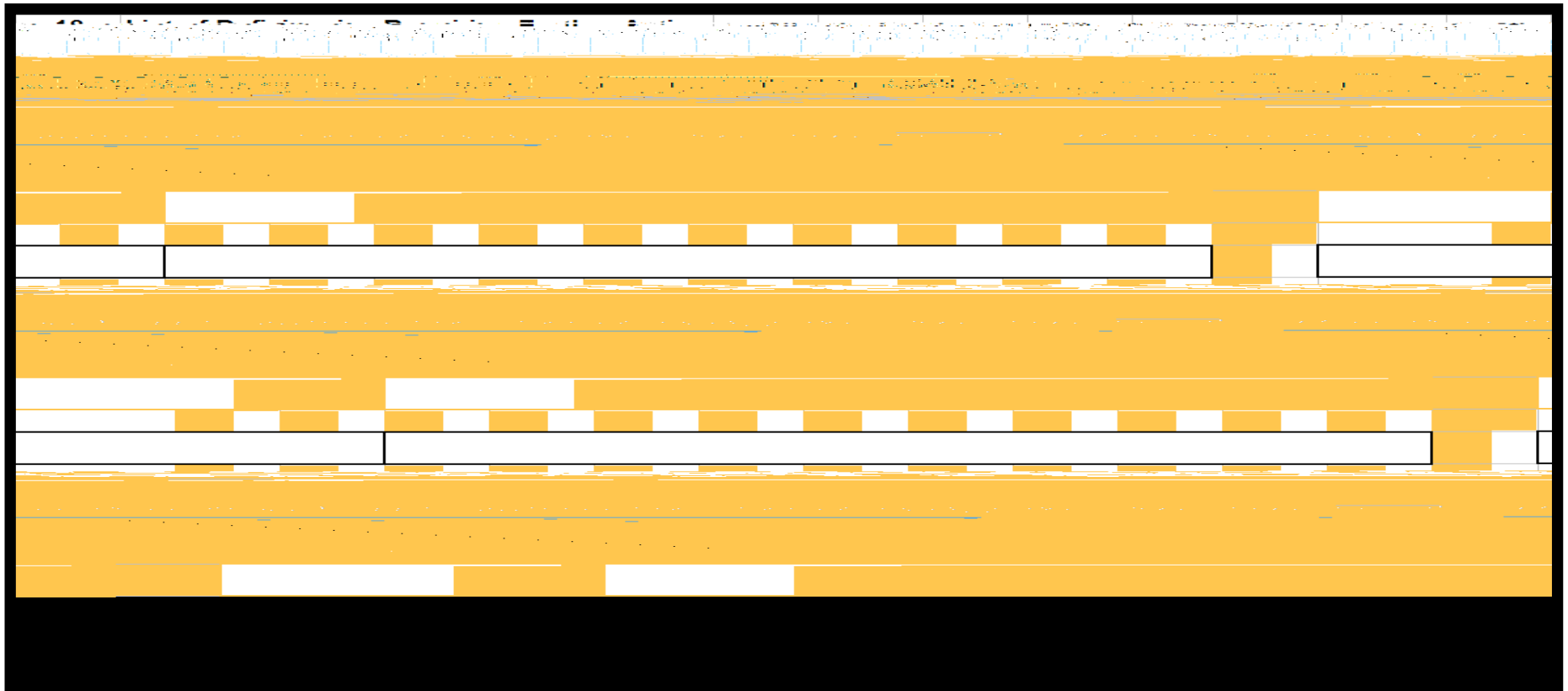
8	Building Structures and Miscellaneous	Yes	No	N/A	Comments
8.1	Floor Condition: Properly lined; clean; dry, clear of equipment; and clearance on all sides?				
8.2	Wall Condition: Clean; free of chipping; no protruding objects?				
8.3	Lighting Condition: Area is effectively lit; properly protected; properly mounted?				
8.4	Ceiling Condition: Free of leaks; no loose objects; appropriate height?				
8.5	Windows Condition: Glass properly protected; glass in good repair?				
8.6	Condition of Bleachers: Do not affect playing areas; free of splinters; in good repair; properly attached				
8.7	Exits: Clearly marked; free of obstruction?				
8.8	Exits: Unobstructed?				
8.9	Exits: Adequate lighting?				
8.10	Easy emergency access available, i.e. ambulance?				

**Exhibit 3 – Building Blitz Inspection Checklist (Continued)**



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## Exhibit 4 – Building Blitz Inspection Completion Summary Report

<b>Building Blitz Completion Summary Report</b>
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Building Inspected:

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Date of Inspection:

--

Prepared by:

--

### Summary of Findings:

**Building Maintenance**

--

**Electrical**

--

**Mechanical**

--

**Custodial**

--

**General**

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### Distribution:

- Associate Vice Chancellor of Facilities and Campus Services
- Director of Facilities Maintenance
- Associate Director of Facilities Maintenance
- Custodial Supervisor
- Building Maintenance Supervisor
- Electrical Maintenance Supervisor
- Mechanical Maintenance Supervisor
- Facilities Planning & Construction Assigned Project Manager
- Building Manager