

Facilities Engineering
Care, Maintenance, and Alterations of Facilities

History. This printing revises III Corps and Fort Hood Regulation 420-27.

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, and contracted activities, according to specific contract provisions; leases, according to specific provisions of lease agreement; and tenant activities. This regulation does not apply to family housing.

Supplementation. Local supplementation of this regulation is prohibited except upon approval of AFZF-PW.

Changes. Changes to this regulation are not official unless authenticated by the Directorate of Information Management.

Suggested Improvements. The proponent of this regulation is the Directorate of Public Works (DPW). Send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-PW, Fort Hood, Texas 76544-5028.

FOR THE COMMANDER:

WILLIAM C. FEYK
Colonel, U.S. Army
Chief of Staff



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LTC, SC
DOIM

DISTRIBUTION:
IAW FH FORM 1853; S

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OVERVIEW

1

Purpose

This regulation establishes

- Responsibilities and procedures for
 - Care.
 - Maintenance.
 - Alterations 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

- Appoint a real property hand receipt holder (normally the battalion S4).
- Ensure real property hand receipt holders' records are up to date at the 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.
 - 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 according to AR 420-70 (Building and Structures).

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**Commanders
Directors,
and Activity
Leaders
(continued)**

- Direct reasonable protection of real property from:
 - Vandalism.
 - Fire, according to Fort Hood Regulation 420-1(Fire Regulations).
 - Damage due to extreme weather conditions.
 - Misuse or negligent use.
 - Other preventable damage.
- Direct and encourage the organization of self-help teams.
- Assign barracks repair and utilities (R&U) duties to barracks occupants.
- Allow Directorate of Public Works (DPW) personnel access for maintenance and repair of buildings and facilities.

2a

**Real Property
Hand Receipt
Holders**

Hand receipt holders (normally the battalion S4)

- 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.
- Manage consolidated service order logs using a DA Form 5000 (Maintenance Request), Figure 2-1, or other suitable means such as a logbook.
- Coordinate and maintain file of DA Forms 4283 (Facilities Engineering Work Request - XFA, XFB, XFC) (Figure 2-2) submitted on the receipted facilities.
- Protect facilities from damage during extreme weather conditions.

Note: During cold winter months, do not turn off electricity and heat while units are away for training, deployment, field exercises, leave, and so forth. When temperatures are expected to drop below freezing, leave water running slightly to prevent pipes from bursting.

(continued on next page)

**Real
Property
Hand
Receipt
Holders
(continued)**

Figure 2-1. Sample Fort Hood Form 5000, Maintenance Request

MAINTENANCE REQUEST				
SECTION 1				
REQUESTOR: John B. Jones				
UNIT: 2/2 Fix-It Unit				
TELEPHONE NUMBER: 287-5555				
DATE & TIME: 8 Feb 00, 1300 hrs				
SECTION 2 – (TO BE SUBMITTED TO DPW BY BN S4)				
BUILDING	STARWELL OR WING	FLOOR	ROOM NUMBER	SPECIFIC DEFICIENCY
36001		2nd	209	Broken light fixture, smokes when switch is on.
SECTION 3 – (TO BE COMPLETED BY S4 PERSONNEL)				
DATE: 8 Feb 00				
TIME: 1400 Hrs				
TO: (PERSON TAKING WORK ORDER) Mary B. Doe				
BY: (PERSON CALLING WORK ORDER) SGT James John				
SECTION 4				
COMPLETION DATE OF MAINTENANCE REQUEST: 18 Feb 00				
FOLLOW UP ACTION TAKEN ON DISCREPANCY: Switch disconnected, new switch on order. Fixture replaced.				
S A M P L E				

FH FORM 5000, AUG 97 (DPW) REPLACES PREVIOUS EDITION

(continued on next page)

**Real
Property
Hand
Receipt
Holders
(continued)**

Table 2-1. Work Order Process

Who Does What?	Work Order Generation
Originator: Facility occupant (1SG R&U Team) Who notices facility maintenance and repair beyond self-help repair	Provides initial scope. Provides knowledgeable POC. Prepares Sketch
Hand receipt holder: Normally the Battalion S4/G4 or property book officer	Concurs with project. Establishes unit priority. Signs REQUESTOR block.
Intermediate command as necessary	Concurs with project. Establishes priority based on unit plans.
S4/G4 or designated representative	Concurs with project. Establishes priority based on master plan. Make periodic review of requirement Check work completion and priorities of work orders.
DPW Work Reception	Logs in work order. Forwards for disposition for M&R work. Places on Customer Project Plan for construction and alteration

2b

**Self-Help
R&U Teams**

Self-help R&U teams

- Survey real property to determine deficiencies and appropriate corrective measures.
- Initiate maintenance and repairs of real property according to this regulation.

(continued on next page)

**Self-Help
R&U Teams
(continued)**

- Maintain a service order log using FH Form 5000 or other suitable means such as a logbook.
- Request status of outstanding work orders at least monthly:
 - Access the DPW web site at *http://dpw_web_*
 - Pick up a printout from DPW, Work Services.

2c

**Directorate
of Public
Works
(DPW)**

DPW:

- Is the installation proponent for the self-help program.
- Performs work beyond capabilities of self-help teams.

Table 2-2 provides key DPW telephone numbers.

Table 2-2. Key telephone numbers

Department	Telephone Number
Barracks Washer and Dryers (DPW/Contractor)	287-4504/286-0915
Digging Permits	287-9735
DPW Environmental	287-6499
DPW Sergeant Major	287-3854
DPW Service Orders	287-2113
Fax	288-3979
DPW Work Services	287-3111
DPW Supply	287-1064
DRMO	287-6039
Family Housing Self-Help (Contractor)	287-7448
Grounds Maintenance Questions	287-9607
DPW Real Property Section	287-2801
DPW Recycle	287-6732
Refuse Collection (DPW/Contractor)	287-9606/532-2256
DPW web page address: <i>http://dpw_web.</i>	

2d

SELF-HELP PROGRAM

3

Objective

The self-help program supports the listed organizations through the establishment of R&U Teams to perform minor repairs and maintenance of Fort Hood real property

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

3a**Self-Help Teams**

The specific needs of the organization determine the structure of self-help teams.

Battalion-size units should have a team of four to six persons.

Company R&U teams may consist of one to two persons.

The self-help team should be capable of performing:

- Minor electrical repairs:
 - Replacing light bulbs, fluorescent lamps, and covers.
 - Replacing exit light covers.
 - Replacing switch plates and receptacle plates.
- Minor plumbing repairs:
 - Unstopping (with plunger or bowl auger):
 - Commodes.
 - Sinks.
 - Urinals.
 - Floor drains.
 - Repairing sink and lavatory faucet leaks.
 - Repairing or replacing urinal and commode flush valves and handles.
 - Repairing accessible drain line leaks on

(continued on next page)

**Self-Help
Teams
(continued)**

- Sinks.
- Lavatories.
- Urinals.
- Commodes.

- Replacing:
 - Vacuum breakers on urinals and commodes.
 - Shower heads.
 - Toilet seats.
 - Faucet handles.
 - Other bathroom accessories.

- Minor air-conditioning problems:
 - Replacing filters in room units.
 - Unstopping room unit drain pans.

- Police and maintenance of grounds according to Fort Hood Regulation 420-2:
 - Restoring lawns.
 - Watering.
 - Minor pruning of trees and shrubs.
 - Correcting minor drainage problems to deter erosion or damage to facilities.

- Carpentry:
 - Replacing passage sets on non-locking doors.
 - Tightening, replacing, and straightening door hinges.
 - Replacing, installing, or repairing weather stripping.
 - Caulking.
 - Replacing composition floor tiles.
 - Minor replacement of ceiling tiles.
 - Patching or rescreening screen doors.
 - Installing eyebolts for securing safes.

- Replacing:
 - Window screens and glass panes in doors and windows when inside access on upper floors is unavailable.

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**Self-Help
Teams
(continued)**

- Screens and glass on the first floor only of multi-story facilities.
 - Bathroom mirrors.
 - Soap dishes.
 - Towel racks.
 - Shower curtains and rods.
-
- Painting as prescribed in this regulation.
 - Pest control according to this regulation.

Self-help teams refer work beyond their capability to DPW, according to block 5.

3b

**“Not to Do”
Projects**

Self-help teams (and building occupants) will not:

- Weld or permanently attach, in any fashion, anything to facilities except in the course of repairing or replacing an existing facility component without authorization from DPW (DA Form 4283).
- Repair windows and screens on the second and third floors unless accessible from
 - Stairwells.
 - Common areas.
 - Interior rooms.
- Adjust gas burners.
- Replace gas pipes.
- Install or repair electrical wiring.
- Repair roofs.
- Construct new partitions without authorization from DPW (DA Form 4283).
- Perform work which is exclusively assigned to DPW personnel, according to this regulation and references in Appendix A.

3c

Materials and Tools Military units may get materials to accomplish self-help repairs from the Hazardous Material Pharmacy (HAZMART), through the Army supply system, or appropriate commercial sources.

Hand receipt holders will provide the basic, manual hand tools.

3d

Self-Help Projects Units must request self-help projects by submitting a DA Form 4283 to the DPW Work Services Branch.

- DPW personnel will contact the unit point of contact (POC) to discuss the scope of the work and determine appropriateness of self-help.
- Projects may be disapproved.

DPW encourages this type of self-help project for simple facility:

- Maintenance.
- Repair.
- Rehabilitation projects.
- Painting.

3e

Self-Help by Occupants In facilities without R&U teams, building occupants perform tasks including:

- Cleaning air conditioning vent covers.
- Housekeeping.
- Spot painting.
- Maintaining lawns.
- Cleaning exhaust hood filters.
- Changing light bulbs and fluorescent lamps.
- Providing keys and escorts, as necessary, for DPW personnel.

(continued on next page)

**Self-Help by
Occupants
(continued)**

Occupants will not perform work exclusively assigned to DPW personnel according to this regulation and references in Appendix A.

3f

WORK ORDERS

4

**Service
Orders**

G4, S4, or self-help R&U team requests (all service order requests must go through R&U according to paragraph 2c.) minor repairs and maintenance of real property from DPW, Work Services Branch,

- By telephone.
- By submitting a FH Form 5000.
- By fax (non-emergency).

Required information:

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

Note: DPW Work Services does not accept R&U type work (specified in block 3c).

(continued on next page)

**Service
Orders
(continued)**

DPW, Work Services Branch, initiates a FH Form 2393, which:

- Authorizes DPW workers to provide specific services.
- Assigns a response priority (if materials are on hand).
 - Priority 1- *emergency*
 - Dispatched by radio.
 - Response normally provided within 24 hours.
 - For repairs related to
 - Health protection.
 - Safety.
 - Security.
 - Prevention of property damage.
 - Examples include no heat or air conditioning to a barracks complex, unable to secure arms rooms where a guard cannot be posted, sewage backups, and any kind of gas leak or gas break.
- Priority 2-- *urgent*
 - Repairs required to mitigate the potential for emergency conditions or ill effects on morale.
 - Depending on availability of materials, repairs are normally initiated within 10 calendar days.
 - Examples: no air-conditioning to one floor of a three-floor building; commode flush not working in latrines where there are additional facilities (additional commodes or another floor within the same building); air-conditioning for administrative buildings, heat for individual barracks rooms or child care individual rooms; no power to outlets; light problems; coffee urns, pressure cookers, reach-in freezers, ice machines in dining facilities
- Priority 3 -- *routine*
 - Repairs related to user inconvenience or unsightly conditions.
 - Depending on availability of materials, repairs are normally initiated within 30 calendar days.

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**Service
Orders
(continued)**

- Examples: no air-conditioning in 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; in dining facilities - hot dog warmers, ice cream cabinets, ice tea dispensers.
- To prevent duplication of service orders, organizations
 - Maintain a consolidated reference file of FH Forms 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.

4a

**DA Form 4283
Facilities
Engineering
Requests**

DA Form 4283 are requests submitted for expensive, complex, and specific types of work or materials from DPW:

- Major repairs or maintenance.
- Kitchen equipment hookup.
- Special self-help projects.
- Construction of any type.
- Alterations to real property.
- Paint surveys.
- Gravel.
- Utility poles for antenna masts (unit provides funding).
- Packing or crating material (special note for G3 fund cite if for exercise).

Coordinate DA Forms 4283 (Figure 2-2 for sample and process) through

- G4, S4, or ACofS services of requesting MSC.
- DPW, Engineer Resources Management (ERM), Work Services Branch, who ensures inclusion of:

(continued on next page)

**DA Form 4283
Facilities
Engineering
Requests
(continued)**

- Individual job order (IJO) number.
- Validation of requirement.
- Sketches.
- G4 or S4 initial or requesters signature.

DPW, Work Services Branch accepts and processes DA Forms 4283 which:

- Meet the above requirements for real property not scheduled for demolition.
- Comply with regulatory and statutory limitations.
- Will not duplicate other requests or work pending.

Accepted work requests receive a priority by the MSC G4 or S4.

DPW estimates costs of labor and materials before requests are forwarded to the approving authority.

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

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

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 block 7).

4b

CUSTOMER PROJECT PRIORITIZATION

5

General

DPW and units manage project priorities through a standardized approach which requires regular communications and unit chain of command involvement.

(continued on next page)

**General
(continued)**

- Funds received for project execution are allocated to units.
- Fund allocations are based on square footage occupied and are subject to change based on unit assignments and command guidance.
 - The allocation listing is available from DPW Work Services Branch.
- Two project listings are managed for each unit:
 - Projects less than \$5,000: listing is subject to change as project requirements change.
 - Projects greater than \$5,000: listing remains essentially the same throughout the year.

5a

**DPW
Responsibilities**

DPW will:

- Establish a maximum number of work orders per customer.
- Derive unit dollar allocations based on square footage occupied.
- Assign tentative unit dollar allotments.
- Develop design priority lists.

5b

**Hand
Receipt
Holder**

Hand receipt holders will:

- Submit work request through the chain of command.
- Monitor priorities and status of work orders through the unit self-help team.

5c

**Unit
Commanders**

Unit Commanders (MSC) will:

- Establish one unit POC to work with DPW.
- Submit work orders to DPW not to exceed number limit and dollar allocations.
- Provide project priority input on a quarterly basis.

5d

INSTALLATION STATUS REPORT (ISR)

6

***Installation
Status
Report (ISR)***

Major subordinate command (MSC), garrison activity, and tenant organization commanders support the annual ISR facility inspection effort.

The ISR Part 1 (Infrastructure) is a decision support system and resource allocation model developed by HQDA that:

- Provides installation and MACOM commanders and HQDA an evaluation of the quality and quantity of significant facilities.
- Is an integral part of the planning and programming effort for M&R of facilities.
- Implements DA instructions which make the installation commander responsible for planning, preparation, supervision, and coordination of the ISR.

The III Corps Commander appoints a central coordinating office for the ISR.

- The ISR uses visual facility inspections to measure facility conditions against DA standards.
 - Inspections are
 - Functionally oriented (non-technical).
 - Normally performed by the facilities occupants.
 - Normally conducted in the second quarter of the fiscal year.
- MSCs, garrison activities, and tenant organizations participate in ISR facility inspections.
- The central coordinating office arranges inspection-training sessions.
- ISR results are normally signed by the III Corps Commander and forwarded to FORSCOM and DA.

6

PROCEDURES

Excavations Contractors, subcontractors, government organizations, military units, and individuals proposing excavations on Fort Hood must complete a FH Form 420-X10, Coordination for Land Excavation.

Figure 5-1. Sample Fort Hood Form 420-X10, Coordination for Land Excavation

COORDINATION FOR LAND EXCAVATION <small>(III Corps & FH Reg 420-2)</small>					CONTROL NUMBER
NAME, RANK, TITLE, AND ORGANIZATION OF REQUESTER John Doe, CPT, 3rd Sig Brigade Purpose of Excavation: (Project no/contract/title, etc.)					COMPLETED BY DPW
					TELEPHONE 287-5555
PURPOSE OF EXCAVATION (PROJECT NO./CONTRACT NO./TITLE, ETC.)					PROJECTED DATES OF EXCAVATION
<p>I propose to dig at the locations depicted in the attached map, sketch, or overlay (For military operations, plot digging locations on transparent overlays that include two grid register marks using standard 1:50,000 topographic maps).</p> <p>I understand that the proposed digging or excavation is a requirement within the scope of work to be accomplished. I will not dig or excavate before receiving written approval from the Directorate of Public Works (DPW). I understand my responsibilities and obligations pursuant to safety, property damage, personal injury, and life threatening hazards associated with digging in the vicinity of underground utilities (including utilities such as electrical cables and pipes containing natural gas, water, sewer, liquefied fuels, and refrigerants). Severe injuries, death, and extensive property damage may occur as a result of digging through underground utilities. I am responsible for damages caused to persons or property as a result of my fault or negligence. If the exact locations of underground utilities are unknown, I will perform whatever work is necessary to determine exact locations and avoid damaging utilities.</p> <p>Unless otherwise permitted, I will not excavate within 50 meters of streams, natural drains, roads, and tank trails. I will not deposit excavated spoil within 30 feet of trees.</p> <p>If archaeological resources (arrowheads, charcoal, bones, etc.) are discovered during excavation, I or my representative will notify DPW, 287-7965, and suspend disturbance of the finding until DPW issues guidance.</p> <p>Upon termination of use, I will restore the excavation site including backfilling, reshaping, and seeding to conform with surrounding topography.</p>					
SIGNATURE OF REQUESTER					DATE
REVIEWED OR INSPECTED BY					
ARCHAEOLOGIST	CENTEL	ELECTRIC	GAS	G3, RANGE DIVISION	
ENDANGERED SPECIES	LAND MANAGEMENT	1114TH SIGNAL BATTALION	TV CABLE	WATER & SEWER	
<input type="checkbox"/> Approved under the following conditions <input type="checkbox"/> Disapproved for the following reasons					
S A M P L E					
APPROVED BY					DATE

FHT FORM 420-X10 (DPW) REPLACES PREVIOUS EDITION WHICH MAY BE USED UNTIL EXHAUSTED

(continued on next page)

**Excavations
(continued)**

Excavation permits must be hand-carried by a person knowledgeable of the request to the appropriate DPW office:

- Excavations in or near developed areas (cantonment area), including the developed portions of ranges, range roads, training areas, and any area on which underground utility signs are posted, require permit approval with DPW EPS for such soil activities as:
 - Planting trees and shrubs.
 - Antenna stakes.
 - Tent stakes.
 - Grounding rods in developed areas.
- Excavations in undeveloped areas (outside cantonment area), require permit approval through DPW, Environmental Management Branch, and EPS, according to Fort Hood Regulation 420-2 and FH Form 420-X10.
- Hand excavated individual fighting positions do require a permit, and must be refilled.
- Typical excavations that require a FH Form 420-X10 for undeveloped areas include
 - New trails or roads.
 - Trenches.
 - Fire breaks.
 - Bunkers.
 - Berms.
 - Crossing sites.
 - Tank traps.

Permit approvals may take 7 to 14 days from request date to approval.

Note: Underground utilities exist in training areas 1, 3, 6, 7, 14, 15, 16, 17, 18, 45, 51, 53, 54, 65, 66, 71, 72, 73, and 74; and in the following ranges: Sugar Loaf Mountain, Jack Mountain, Clabber Creek, Black Gap, Brown's Creek, Dalton Mountain, Crittenberger, Blackwell, Henson Mountain, Pilot Knob, Lone Star, and Clear Creek Small Arms.

Approval from both EPS and ENV may be required.

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**Excavations
(continued)**

DPW will notify the unit when approval from both offices is required.

If the excavation does not start within 30 days after permit issue, the excavation permit becomes invalid.

Avoid excavations if other alternatives are available.

7a

**Lumber
Requests**

Units may purchase lumber products costing less than \$2,500 with a government credit card.

Request lumber products costing over \$2,500 needed for training or non-RPMA purposes from DPW.

- Table 5-1 lists national stock numbers (NSNs) for lumber.

Table 5-1. National stock numbers (NSN) for lumber and plywood

Category	NSN
Lumber	1 X 4 (.025m X 1.219m): 5510-00-220-6078 1 X 6 (.025m X 1.829m): 5510-00-220-6080 1 X 8 (.025m X 2.438m): 5510-00-220-6082 1 X 10 (.025m X 3.048m): 5510-00-220-6084 1 X 12 (.025m X 3.658m): 5510-00-220-6086 2 X 4 (.051m X 1.219m): 5510-00-220-6194 2 X 6 (.051m X 1.829m): 5510-00-220-6196 2 X 8 (.051m X 2.438m): 5510-00-220-6150 2 X 10 (.051m X 3.048m): 5510-00-220-6200 2 X 12 (.051m X 3.658m): 5510-00-220-6202 4 X 4 (.102m X 1.219m): 5510-00-220-6226 4 X 6 (.102m X 1.829m): 5510-00-167-6857 6 X 8 (.152m X 2.438m): 5510-00-273-6790 6 X 6 (.152m X 1.829m): 5510-00-273-6791
Plywood (AC)	¼ (.006m): 5530-00-129-7721 3/8 (.010m): 5530-00-129-7749 ½ (.013m): 5530-00-129-7777 ¾ (.019m): 5530-00-129-7833
Plywood (CD)	3/8 (.010m): 5530-00-618-6956 ½ (.013m): 5530-00-618-6958 ¾ (.019m): 5530-00-618-8073
Other Information	One board foot = 1 square foot multiplied by 1 inch To figure board feet, multiply feet (inches/12) by thickness (inches) then multiply length (feet) by number of pieces. Example: 27 pieces at 2" thick x 4" wide/12 x 8' long = 144 BF

(continued on next page)

**Lumber
Requests
(continued)**

A memorandum requesting the wood products must:

- Be sent through the unit chain of command (include III Corps G3 Resource Management Division and G3 Administration).
- Be sent to Commander, III Corps and Fort Hood, ATTN: AFZF-PW-SS, Fort Hood, Texas.
- Include:
 - Description.
 - NSN.
 - Quantity.
 - A brief description of the work.
 - The appropriate accounting processing code (APC) and Department of Defense activity address code (DODAAC).
 - A statement that the supplies will not be used to alter real property.
 - Figures 5-2 and 5-3 depict examples of the memorandum and DA Form 2765-1 (Request for Issue or Turn-In).
 - One DA Form 2765-1 for each NSN line item, including the units APC, DODAAC, and document number.

Note: If the NSN is not known, contact DPW, S&S Division.

For large quantities of material, a sketch is required to determine that the bill of materials (BOM) is a reasonable estimate.

DPW, S&S Division

- Orders items over \$2,500 when the above requirements are met.
- Notifies the unit for pickup when materials are received.

Individuals picking up lumber must have a current DA Form 1687 with a copy of the Commander's or the S4 Officer's assumption of command or appointment orders on file with DPW, S&S Division, SRA Branch.

(continued on next page)

Lumber Requests (continued)

Figure 5-2. Sample Request for Lumber

OFFICE SYMBOL (MARKS NUMBER)

MEMORANDUM THRU

Commander, 1st Cavalry Division, ATTN: AFVA-GD-F

Commander, 1st Cavalry Division, ATTN: AFVA-FM

Commander, III Corps & Fort Hood, ATTN: AFZF-PTM-RM

For Commander, III Corps & Fort Hood, ATTN: AFZF-PW

SUBJECT: Request for Lumber

1. Request this unit be issued the following items of lumber:

ITEM DESCRIPTION	NSN	QUANTITY	BOARD FEET
2 X 4 X 8'	5510-00-220-6194	10	53
3/4" Plywood (AC)	5530-00-129-7833	20 Sheets	

2. This lumber will not be used to alter real property.

3. This lumber will be used to build shelving in three MILVANS. We are currently rebuilding the storage areas in these MILVANS. This is required to increase the stability of our storage locations; therefore, ensuring safe transportation of our stockage (drawing attached).

4. Material should be charged to APC ____ DODAAC _____.

5. CPT Steve Jones is the POC, 287-XXXX.

FOR THE COMMANDER:

Encl
1 drawing

JOHN DOE
CPT, IN
BN, S-4

Figure 5-3. DA Form 2765-1, Request for Issue or Turn-In

**Utility
Outages**

Request outages (memorandum, email, or fax) from DPW Work Services seven to nine days in advance.

DPW Work Services coordinates scheduled utility (water, gas, electric, sewer, and so forth) outages with the affected G4 or S4 at MSC or non-MSA agencies.

Affected MSCs and non-MSA agencies will:

- Lessen the impact of the outage.
- Determine conflicts with scheduled dates and times.
- Allow for coordination of special arrangements due to outage, such as
 - Generators.
 - Alternate water facilities.
 - Safeguarding computers, and so forth.

7c

**Contractor
Access to
Mechanical
Rooms**

For contracts inspected by DPW, keys will be issued at DPW, EPS, directly to contractor personnel needing access to:

- Mechanical rooms.
- Gates.
- Utility facilities.

Other contractors get access from the appropriate:

- Contracting officer representative.
- DPW inspector.
- DPW supervisor.
- Action officer for contracts administered by:
 - Central Texas Area Engineer (CTAE), Corps of Engineers.
 - Army and Air Force Exchange Service (AAFES).
 - Commissary.
 - 1114th U.S. Army Signal Battalion.

(continued on next page)

**Contractor
Access to
Mechanical
Rooms
(continued)**

- Other government activities:

Note: In these instances DPW, EPS, issues keys only to government officials, not the contractor.

Architect-engineers, prospective bidders, or others who have a need to see facilities will get keys from the DPW division chief who is assigned as action officer (normally the Chief, EPS Division).

Contractors are not issued keys for:

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

Note: Contractors will request access through DPW, EPS. DPW, EPS, determines access to these areas case-by-case, in coordination with the Chief, DPW Maintenance Division.

DPW, EPS, issues keys for DPW administered contract warranty work.

EPS contacts the (CTAE) office for CTAE administered warranty work.

7d

**Vehicle
Traffic**

Tracked vehicles are not operated 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.

(continued on next page)

**Vehicle
Traffic
(continued)**

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 per hour.
- Vehicle is escorted by a wheeled vehicle.
- 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 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 do 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.

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

Motor Park Pavements Protect the asphalt pavements in motor parks from the deteriorating effects of petroleum products.

7f

Lawns, Lawnmowers, and Top Soil Maintain lawns according to Fort Hood Regulation 420-2. (Environment and Natural Resources).

Hand receipt holders get approval from appropriate Resource Management Office and requisition lawnmowers through DOL Installation Property Book Office (IPBO) according to current DOL, IPBO Standing Operating Procedures.

Customers will use the IMPAC credit card to accomplish repairs.

DOL repairs lawnmowers that are 23 horsepower and above.

Request topsoil (except family housing) from DPW, Work Services Branch, on a DA Form 4283.

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 Div.

7g

Off Limits Areas in and around Facilities Roofs, crawl spaces (under buildings), and mechanical rooms are off limits to occupants and other unauthorized personnel.

Personnel authorized on roofs and in crawl spaces and mechanical rooms of real property include:

- DPW.
- Fire Department.
- 1114th Signal Battalion.
- Contractors performing contract work.

7h

Pest Control All professional pest management services are coordinated through DPW and performed according to AR 200-5 (Pest Management).

Exceptions to the terms herein may be negotiated during Interservice Support Agreement (ISA) development with certain tenants.

R&U Teams and facility occupants

- 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.
- Must control nuisance pests using self-help pest control materials obtained through the HAZMART before requesting professional assistance through DPW.:
- Will submit a FH Form 5000 (Figure 2-1) or telephonic service order to request professional pest management assistance for resolving pest problems not correctable through self-help measures.
 - Will call DPW Work Order Section immediately if a vertebrate animal needs to be removed from an inhabited building.
 - Apply only those pesticides approved for facility occupant self-help use.
 - 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.

Table 5-2 lists pests and their control category.

Table 5-2. Self-help and non self-help controlled pests.

Self-Help Control Pests	Non Self-Help Control Pests	
Cockroaches.	Termites.	Fleas
Ants.	Ticks	White grubs
Silverfish.	Webworms.	
Houseflies.	Vertebrate pests	
Crickets.	Skunks.	Snakes
Rodents.	Bats.	Birds.

***Refuse and
Recycle
Containers***

Refuse and recycle containers are maintained by a DPW monitored contract.

Keep access to containers clear.

The solid waste management (SWM) contractor will not empty blocked containers.

Do not place in containers:

- Hazardous materials (call DPW, Environmental.)
- Concertina wire (call DRMO).
- Tires (call DRMO).
- Salvageable materials (call DRMO).
- Large bulky or heavy items (call SWM contractor).
- Place recyclable materials in designated recycle containers.

Do not fill beyond their capacity.

Lids must close or the container cannot be emptied.

Keep area around the container free from spillage.

Place large bulky items within 10 feet (3.048m) to the side of a refuse container and call the SWM contractor for a special pickup.

Double bag putrescible garbage (foodstuff) in a container..

Do not move containers.

Forward a memorandum to DPW, EPS Division, Service Contracts Team, for container relocation.

Refuse containers at dining facilities will be emptied daily.

Containers throughout the rest of the cantonment area are monitored Monday through Friday and emptied when they are more than half full.

DPW does not maintain or repair the wooden container screens. The maintenance and repair is the responsibility of the using unit.

(continued on next page)

**Refuse and
Recycle
Containers
(continued)**

If a container requires emptying more once a day, call the SWM contractor before 1400.

- An additional trip to empty containers will be arranged, if possible.

Do not climb on or into the containers.

Scavenging in containers is strictly prohibited.

Do not paint containers or put paint in containers.

If the user is unable to get service, contact DPW, EPS.

7j

**Signs and
Markings**

DPW fabricates, erects, and maintains exterior signs and markings essential to the operation of Fort Hood according to Fort Hood Regulation 420-5 (Standards for Signs and Markings).

Submit requests for most signs using a FH Form 420-X7.

Requests involving electrical work require a DA Form 4283 and a FH Form 420-X7.

Units will not buy nor paint signs for installation on the exterior of real property.

Figure 5-4 outlines FH Form 420-X7 (Sign Information Verification Control) and signage guidelines.

7k

Painting

Self-Help interior painting is encouraged

Paint colors will comply with Fort Hood standards at Table 5-3.

Submit a request for a paint survey using a DA Form 4283 (Figure 2-2).

(continued on next page)

***Painting
(continued)***

- DPW personnel survey the facility before a DA Form 4283 is approved.
- The unit will request the required paint from the HAZMART using unit funds when the DA Form 4283 receives approval.
- DPW will approve methods and procedures for exterior painting projects.

Avoid painting prefinished surfaces except when unusual conditions or safety requirements justify painting.

Do not apply paint to:

- Brick.
- Floor covering.
- Metal or vinyl siding.
- Ceramic tiles.
- Ceiling panels.
- Glass or fiberglass.
- Wall paneling.
- Sidewalks.
- Curbs.
- Asphalt pavements.

(continued on next page)

Figure 5-4. Sign Information Verification Control

SIGN INFORMATION VERIFICATION CONTROL (FH REG 420-27)		DATE				
INACCURATE INFORMATION WILL CAUSE DELAY						
PART 1 - TYPE OF SIGNS AND SIZE						
MILITARY UNIT / CREST DIVISION HQ - 4' X 8' _____ NAMES _____ BRIGADE HQ - 4' X 8' _____ NAMES _____ BATTALION HQ - 4' X 6' _____ NAMES _____ DINING FACILITY - 4' X 4' _____ STAFF SECTION - 3' X 4' _____ OTHER _____ SIZE _____	MILITARY UNIT / NO CREST POST & PANEL - SIZE _____ COMPANY / ORDERLY ROOM 2' X 4' _____ BATTALION SECTION - 2' X 4' _____ MOTOR POOL - 2' X 4' _____ MOTOR POOL UNIT - 8" X 4' _____ OTHER _____ SIZE _____	TRAFFIC / INFORMATION UNIFORM TRAFFIC CONTROL MANUAL CODE _____ MILITARY TRAFFIC CONTROL SIZE _____ STREET NAME - 12" X LENGTH _____ INFORMATION / DIRECTION _____ / _____ RESTRICTED / DANGER _____ / _____ OTHER _____ SIZE _____				
PART 2 - QUANTITY OF SIGNS REQUIRED						
SINGLE FACE SIGNS TOTAL _____	DOUBLE FACE SIGNS - TOTAL _____	TOTAL NUMBER ALL SIGNS - SF & DF _____				
PART 3 - LOCATION OF SIGNS						
BLDG # _____ ON BUILDING _____	STREET / INTERSECTION _____ ON PIPE _____	(ATTACH LIST _____) ON FENCE _____				
PART 4 - WHO TO CONTACT FOR INFORMATION / INSTALLATION						
NAME / TITLE	PHONE	BUILDING/FACILITY				
PART 5 - COPY AND COLOR (BE SURE OF SPELLING AND WORDING COMPLETENESS)						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">LETTER COLOR</td> </tr> <tr> <td style="padding: 2px;">BACKGROUND COLOR</td> </tr> <tr> <td style="padding: 2px;">UNIT CREST IN COLOR IS ATTACHED [] YES [] NO</td> </tr> <tr> <td style="padding: 2px;">USE SPACE TO THE RIGHT TO ARRANGE WORDING FOR SIGN. FOR MORE SPACE ATTACH ADDITIONAL PAGES</td> </tr> </table>	LETTER COLOR	BACKGROUND COLOR	UNIT CREST IN COLOR IS ATTACHED [] YES [] NO	USE SPACE TO THE RIGHT TO ARRANGE WORDING FOR SIGN. FOR MORE SPACE ATTACH ADDITIONAL PAGES	S A M P L E	
LETTER COLOR						
BACKGROUND COLOR						
UNIT CREST IN COLOR IS ATTACHED [] YES [] NO						
USE SPACE TO THE RIGHT TO ARRANGE WORDING FOR SIGN. FOR MORE SPACE ATTACH ADDITIONAL PAGES						

FHT FORM FEB 89 420-X7 (DPW)

(continued on next page)

Figure 5-5. Signage Goals

SIGNAGE GOALS

Standardize signage
Reduce Clutter

STANDARDS

Unit identification signs will have a black borderline and black lettering on a beige background; and approximate 12 inch by 12 inch unit crest in organizational colors for battalion level signs; or an approximate 12 inch by 12 inch unit insignia in organizational colors for brigade (and above) level signs .

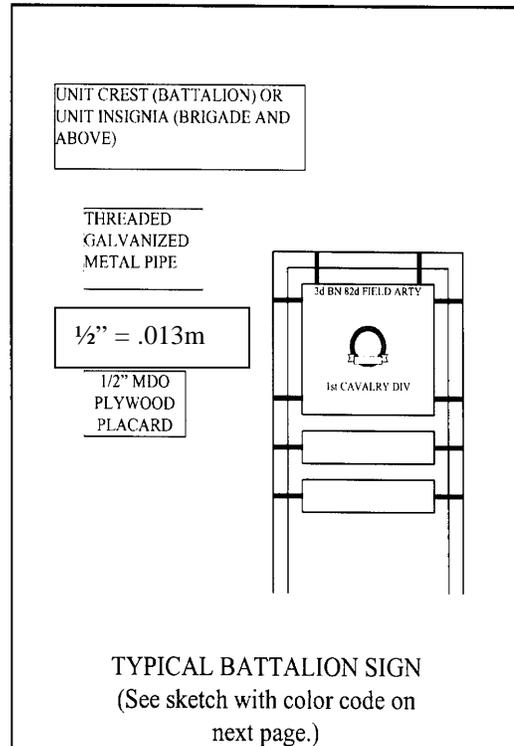
12" = .305m

ACTIONS/RESTRICTIONS

Unit crests, logos, and mottoes are not authorized for display on exterior surface of buildings except where they are part of the original construction.

Trailer-mounted portable signs are not allowed unless approved by DPW. Normally, DPW will only approve portable signs for temporary advertisement of a single event.

Directional and room signs on interior of buildings should match the decor, be consistent throughout the building, be affixed so no unnecessary damage is caused to the building structure, and be funded by unit mission funds.



TYPICAL BATTALION SIGN
(See sketch with color code on next page.)

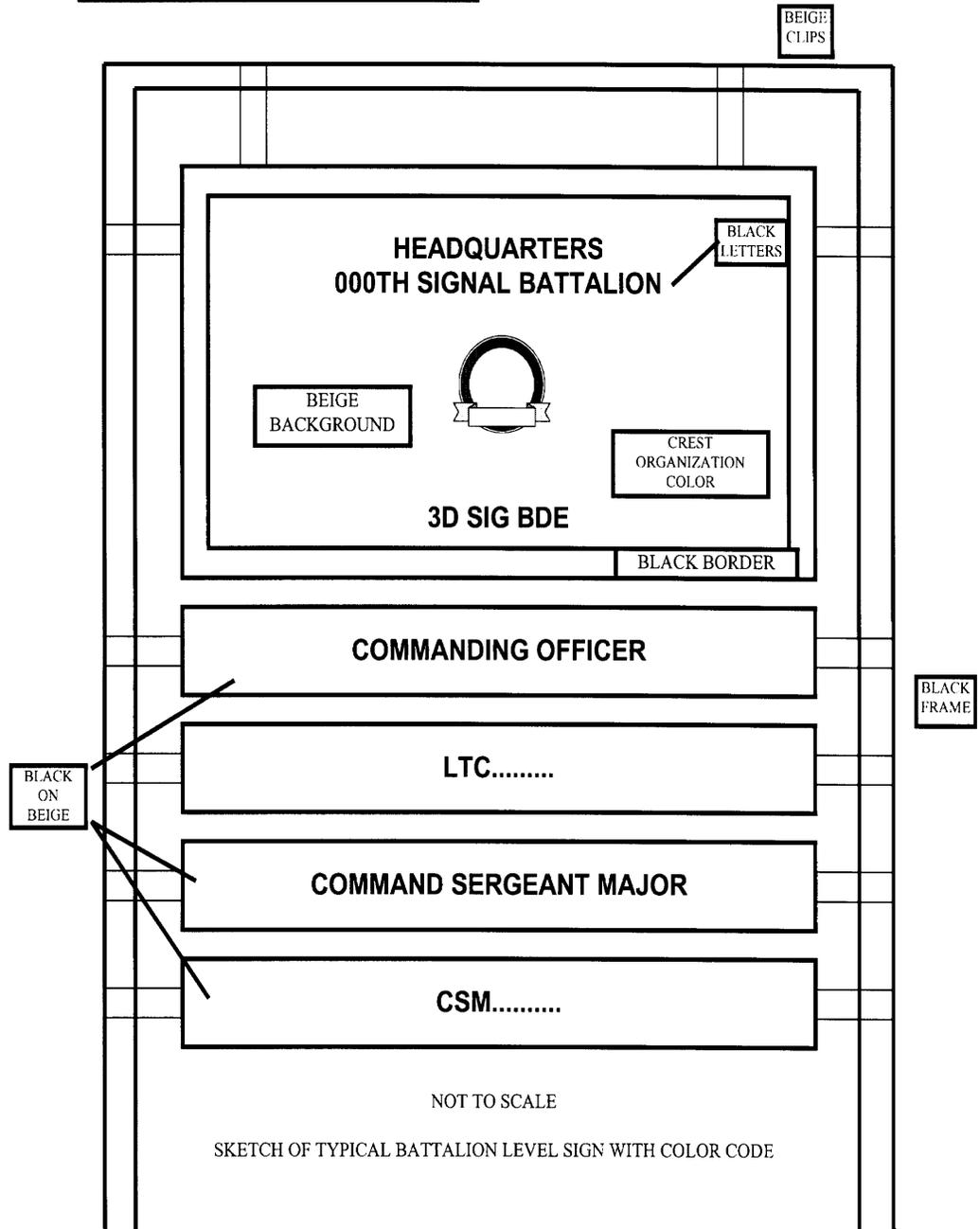
FUNCTION	SIZE	
BRIGADE	4' x 8'	1.22X2.44m
NAME SLATS	5 in x 8'	.13X2.44m
BATTALION	4' x 6'	1.22X1.83m
NAME SLATS	5 in x 6'	.13X1.83m
MOTOR PARK	2' x 4'	.61X1.22m
NAME SLATS	8 in x 4'	.20X1.22m
COMPANY HQ	2' x 4'	.61X1.22m
FAMILY CLINIC	3' x 4'	.91X.22m
DINING FACILITIES	4' x 4'	1.22X1.22m
STAFF	3' x 4'	.91X1.22m

(continued on next page)

Figure 5-5 Fort Hood signage goals (continued)

ACOE GUIDELINES

SIGNAGE



(continued on next page)

Table 5-3. Fort Hood paint guidelines

Painting (Cantonment Facilities)			
Color Schedule for Barracks Only (Includes Barracks with Admin)			
FED STD CAT#	Color	Color #	Use for
0278	Snow white	(27886)	Ceilings and grids of suspended ceilings
0276	Light beige	(36642)	Bedroom walls
0139	Antique white	(27778)	Bedroom walls
0572	Light tan	(23717)	
0285	Soft beige	(22563)	Interior and exterior doors and trim, wall heater: vinyl base trim, interior and exterior handrails and the third floor roof access ladders, and all air conditioner grilles throughout the building.
0276	Light beige	(36642)	Walls of corridors, lobbies, offices, stairwells, latrines, showers, bathrooms, storage and supply rooms, arms rooms, laundry rooms, kitchenettes, and dayrooms.
Color Schedule for Buildings other than barracks			
0284	Antique white	(27778)	Walls offices, conference rooms, lounges, latrines and closets
0283	Light yellow	(33798)	
0276	Light beige	(36642)	
0569	Light blue	(35550)	
0571	Light green	(24585)	
0572	Light tan	(23717)	
0281	White	(27875)	Ceilings and grids of suspended ceilings and light fixtures throughout.
0285	Soft beige	(22563)	Exterior doors, trim handrails, metal stair nosing on concrete stairs and metal stairs.
0801	Desert sand	(33690)	CONEX and MILVANS
For Safety Color Code Markings in Motor Pools refer to AR 385-30(Safety Color Code marking and Signs)			

Locks and Keys

Only DPW personnel install and repair locking devices on real property.

DPW installs locking devices in living or sleeping areas in a manner which allows unlocking from inside according to Fort Hood Regulation 420-1.

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.

Note: Vaults are built in and considered real property. Freestanding safes are not real property.

DPW repairs locking devices for freestanding safes.

Request routine lock repairs from DPW, Work Services Branch.

Requests for emergency repairs of defective locks on doors that lock daily are promptly referred to DPW, Work Services Branch.

Hand receipt holders are issued keys for each keyed lock on their assigned real property according to Fort Hood Regulation 210-2.

Replace damaged or unserviceable keys through direct exchange at DPW, Lock Shop.

- Replacement does not require paperwork.

Request lost key replacement or resetting combinations on lock sets through DPW, Real Property Branch, according to Fort Hood Regulation 210-2.

DPW will repair locks on walk-in or reach-in refrigerators, but will not reset the lock combination nor replace lost keys for these locks.

Per Fort Hood Regulation 190-3, (Administration and Management of Physical Security) Provost Marshal Office (PMO) Physical Security oversees the repair of high security padlocks.

**Installation
of
Antennas**

Users will request authorization to install antennas through DPW, Work Services Branch on a DA Form 4283, and get an approved excavation permit.

Users may install antennas only when authorized by DPW.

Antenna masts are

- 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 #8 copper or aluminum conductor to a 5/8-inch by 8-foot (.016m X 2.44m) ground rod of a copper -clad or galvanized metal
 - Make connections with standard clamps or lugs and a FH Form 420-X10 is required, see block 4a.

Erect towers or self-supported masts away from power lines.

- Minimum clearance is twice the erected height.

Lead-in conductors have adequate lightning arrestors, grounded with wires not smaller than the lead-in conductor.

7n

**Vehicle
Mounted
Antennas**

Antennas mounted on vehicles cannot project above 16 feet (4.88m) from the road surface while traveling on Fort Hood.

Tie down antennas mounted on tactical vehicles while traveling through areas where overhead power lines are present.

7o

**Recreational
Vehicle Parking**

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

RVs include, but may not be limited to boats, travel trailers, motor homes, campers, utility trailers, etc.

The exception to this policy is an RV that is parked at the barracks overnight for loading or unloading or when in transition from the permanent parking facility to the sponsor's or guest's destination with the RV.

(continued on next page)

**Recreational
Vehicle
Parking
(continued)**

If the occupant has an emergency situation that requires longer parking, they must notify the DPW SGM.

RV parking is available at owner's expense at Directorate of Community Activities, West Fort Hood Travel Camp or Belton Lake Recreational Area

If RVs must be parked at the barracks overnight for loading, etc. do not park:

- On streets or roadways.
- On seeded areas.
- Within 10 feet of any building unless parked in parking lot.

**Appendix A
References**

Section I. Required References.

AR 420-70

Building and Structures (cited in para 2a)

AR 200-5

Pest Management (cited in para 5l)

AR 385-30

Safety Color Code Markings and Signs (cited in Table 5-3)

Fort Hood Regulation 190-3

Administration and Management of Physical Security (cited in para 50)

Fort Hood Regulation 210-2

Building Transactions Usage and Maintenance of Installed Property (cited in para 3c and 5m)

Fort Hood Regulation 420-1,

Fire Regulations(cited in para 2a and 5m)

Fort Hood Regulation 420-2,

Environment and Natural Resources (cited in para 3c, 5a, and 5g)

Fort Hood Regulation 420-5,

Standards for Signs and Markings (cited in para 5k)

Section II. Related References

Fort Hood Regulation 55-1

Motor Transport Movements

Fort Hood Regulation 415-1

Troop Construction Projects

Fort Hood Regulation 420-9

Energy Efficiency Program

Fort Hood Regulation 420-22

Insect Screens

15 March 2000

III Corps and Fort Hood Reg 420-27

Section III. Prescribed Forms

FH Form 420-X7

Sign Information Verification Control. (Cited in para 4n and 5b.)

FH Form 420-X10

Coordination for Land Excavation. (Cited in para 4a and 4q.)

FH Form 5000

Maintenance Request (Cited in paras 2b, 2c, 4h, 4k, 4p, and 5a.)

DA Form 1687

Notice of Delegation of Authority - Receipt for Supplies

DA Form 1818

Individual Property Pass

DA Form 2765-1

Request for Issue of Turn-In

DA Form 4283

Facilities Engineering Work Request - XFA, XFB, XFC

FH Form 2393

Service Order

Glossary

Section I. Abbreviations

AAFES

Army and Air Force Exchange Service

AMDF

Army Master Data File

APC

accounting processing code

BOM

bill of materials

CTAE

Central Texas Area Engineer

DPW

Directorate of Public Works

DOIM

Directorate of Information Management

DOL

Directorate of Logistics

DODAAC

DOD Activity Address Code

DRMO

Defense Reutilization Management Office

ENV

Environmental Division

EPS

Engineering Plans and Services

ERM

Engineer Resources Management

HAZMART

Hazardous Material Pharmacy

IJO

individual job order

IPBO

Installation Property Book Office

ISR

Installation Status Report

ISA

Interservice Support Agreements

M&R

Maintenance and Repair

MCA

Military Construction, Army

MSC

major subordinate command

NSN

national stock number

PBO

property book officer

PMO

Provost Marshal Office

POC

point of contact

POV

Privately Owned Vehicle

R&U

repair and utilities

S&S

Supply and Storage Division (DPW)

SRA

Stock Records Account Branch

SWM

Solid Waste Management

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.

Individual job order

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

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.

Grounds

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

real property land and interests in lands.

This includes buildings, piers, docks, warehouses, rights-of-way 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/alteration work. service orders do not normally require an estimate or a formal design.