

## Memorandum

March 20, 2007

**To:** Bruce Chrisman  
**From:** William Griffing *Griffing*  
**Subject:** Revised FESHM Chapter 2050 – Building Manager Program

FESHM 2050, Building Manager Program, has been revised to clarify responsibilities and training requirements. It was posted for site wide review and all comments were addressed.

After final approval, please return this approval page to Elizabeth Bancroft at MS119 for posting on the web.

Encl.

**Recommended for Approval:**

Bruce Chrisman

3/21/07

Date

**Approved:**

Piermaria Oddone

3/21/07

Date

## BUILDING MANAGER PROGRAM

### INTRODUCTION

In order to provide a uniform and consistent approach to the management of the real property (i.e., the buildings, structures, enclosures, etc.) that are utilized in the accomplishment of the scientific mission of the Laboratory, a building manager program has been established. A strong building manager program will serve to focus the conventional operations, systems and functions of each building toward a specific, assigned individual. This individual can then serve as the point of contact for occupants and visitors to the building as well as the representative of the division/section to interact with maintenance, janitorial, building inspection personnel or outside contractor personnel, when such work is to be completed on or within the building. In order to successfully assume this role, each building manager is required to develop an understanding and working knowledge of the assigned building systems. In addition, the building manager should be aware of hazards which may be permanently or temporarily contained within a building as well as the general operations carried out on a day-to-day basis within a given building. This will, in turn, provide the opportunity for increased awareness of building operations for the occupants in order to provide a safe and productive working environment for all Fermilab employees and users.

Since the buildings on the Fermilab site have a great diversity in size, use and occupancy, the responsibilities of a building manager will become more comprehensive as the size, complexity and/or occupancy of a building increases. The building manager responsibilities for a large experimental facility will require a higher level of experience in systems and operations than those for a normally unoccupied storage building. It is not the intent of this manual chapter to create new job categories or to address all of the specific responsibilities that may be assigned to a building manager. Instead, a set of basic responsibilities will be provided that will constitute a minimum, uniform framework for building management and operations on the Fermilab site. Each division/section can then further define building manager responsibilities to a level commensurate with the complexity of any given building. In addition, if a division/section deems a building to be too large or complex for a single building manager, area managers may be assigned to assume portions of the responsibilities indicated in this chapter for specifically delineated areas within a building. If this is the case, attention still needs to be given to the responsibility for oversight of conventional or experimental building systems that are common to more than one area of a building.

## DEFINITIONS

Area Manager - A designated employee for a specifically delineated portion of a building who may assume some of the same responsibilities as a building manager for a portion of a building or outdoor area associated with a defined activity.

Building - For the purposes of this chapter, a building is defined as any structure, enclosure or facility, including trailers and portakamps, on the Fermilab site whether it is normally occupied or not.

Building Manager - A designated employee for each building on site that will serve as the contact point for all activities that will affect that building as a result of daily operations or services requested from both internal and external sources. Depending on the specific building, a division/section may designate the area directly adjacent to the building, including parking areas, outside storage, outside equipment, etc., as the responsibility of the building manager.

Building Manager Coordinator - At the discretion of the division/section, a single person may be named to prioritize, plan and coordinate some of the activities of the building managers within that specific division/section. This will offer an opportunity for consistency in the implementation of the Building Manager Program within a given division/section.

Facility Information Management System (FIMS) - A Department of Energy mandated database system which requires the assignment of a permanent numeric identifier for each building on every DOE site. This database also requires the input of additional data for each building including, square footage, use, acquisition date and capital value. The Administrative Group of the Facilities Engineering Services Section has been assigned the responsibility for maintaining the information contained in this database. Enclosures that do not have a numeric assignment in FIMS can be assigned the FIMS number of a nearby structure followed by a hyphen and a sequential number to associate the enclosure with the building.

## RESPONSIBILITIES

### Division/Section Heads

1. Establish and maintain a complete listing of all buildings assigned to the division/section with a corresponding Fermilab employee designated as "Building Manager". Forward changes to this listing to the Facilities Engineering Services Section where a Labwide listing will be maintained.
2. Provide minimum training for each designated building manager as indicated in this chapter and additional training, as determined necessary by the

division/section, to be commensurate with the functions, operations and hazards contained in each building.

3. Maintain records of building manager training and assignments. Note that ES&H-related training must be entered into the TRAIN database (see Chapter 4010 of this manual).
4. Delegate responsibilities and provide resources to building managers sufficient to meet the requirements of this chapter.

### Building Managers

Note: Each of the items listed below shall be implemented at a level that reflects the complexity and/or potential hazard of the system or operation contained within the building. The building manager will be responsible for tailoring these items to the specific requirements of each assigned building. In addition, the term "working knowledge" as used below, is intended to establish a level of understanding that will allow the building manager to determine if a system is functioning properly or is in need of attention. The attention required may be beyond the expertise of the building manager, however, the building manager should be able to identify that a problem exists.

1. Become familiar with the operations and functions that occur in each assigned building.
2. Become familiar with the operations of all conventional, installed systems that contribute to the proper functioning of the building. Examples of conventional systems include electrical power distribution, HVAC systems, domestic water and sanitary piping and fire protection systems.
3. Become familiar with the general working knowledge of experiment apparatus within a building to the extent that it impacts normal building operation and occupancy.
4. Serve as the primary point of contact to collect and submit all requests for building maintenance, system modifications, and conventional improvements to be accomplished from the building occupants and/or division/section management. Ensure system modifications receive appropriate engineering reviews and are compatible with overall system operating strategies. Verify that domestic water and/or sewer service modification permits are submitted and approved before any modifications are made to these systems.
5. Receive and review all reports from the sitewide building inspection program for needed repairs and provide input as to their priority for inclusion into the division/section budgeting process.

6. Serve as the primary point of contact with FESS (or others as necessary) for work to be accomplished on or within the building by FESS maintenance and janitorial personnel. With respect to outside T&M or fixed-price contractors, interact with the task manager or construction coordinator assigned to the specific task or project. Included in this responsibility is the review of permits as required for work accomplished on or within an assigned building or on related conventional utility systems. Examples of required permits may include Work Permits, Electrical Work Permits, Welding Permits, Domestic Water Service Connection Permits, Sanitary Sewer Modification Permits, and Fire Protection System Disablements.
7. Notify the FESS Operations Group of new equipment installation that will require regular maintenance by FESS personnel.
8. Participate in the review of Subcontractor Safety Plans submitted for approval prior to the start of any construction project that will affect the building.
9. Be cognizant of, and maintain access to, records of work completed for each building in order to establish a source of data for future maintenance budgeting and future site development and facility planning.
10. Be cognizant of, and maintain access to, records of required testing of equipment contained in a building such as emergency safety equipment, pressure vessels, fire doors and emergency lights.
11. Develop a working knowledge of, and maintain access to, current emergency preparedness information for each building including emergency warden designation, exiting and evacuation plans and the location and readiness of emergency shelters. Refer to FESHM 6010 - Fire Program & Monitoring, 6011 - Periodic Testing of Emergency and Exit Lights, and 6012 - Periodic Inspection of Fire Doors.
12. Develop a working knowledge of all safety related equipment within the building, including eye wash stations and access to building alarm systems. Refer to FESHM Chapter 6020 - General Fire Protection Requirements.
13. Develop a working knowledge of, and maintain current information regarding, hazards and hazardous materials and areas within the building. Hazard information that would be useful in an emergency should be documented in the form of a "hazard map". HazMaps provide a representation of the building layout as well as the locations and identities of the hazards and critical control systems for use by professional emergency responders. Updating and distribution of the maps should be carried out in accordance with the Lab's emergency planning program. It is obviously important that major changes get reflected on the HazMaps. Contact your SSO and/or the emergency planner in the ES&H Section for additional guidance.

14. Participate in the ES&H inspection of the building specified in the Fermilab Highly Protected Risk Inspection Program (HPR).

#### **MINIMUM ES&H TRAINING REQUIREMENTS**

10 Hour OSHA 1910, General Industry Standards or Hazard Awareness for Supervisors (FN000023/CR/00)

Current Building Managers may, at the discretion of the Division/Section Head, substitute the 30-Hour OSHA 1926, Construction Industry Standards or the Fermilab Construction Management & Safety Course FN000303 for the 10-Hour OSHA, General Industry Standards. Building Managers appointed after 12/31/06, must have the 10 Hour OSHA 1910, General Industry Standards training.