

Summary of Changes:

This revision has delegated responsibility for management, sustainment, maintenance, servicing, and operation of facilities to building managers as a default position, that a D/S/C head could change as needed. As a result, the chapter lays out the comprehensive list of responsibilities and duties that are involved in the management of a building or facility. It does not preclude the D/S/C from delegating responsibilities or duties involving a building or facility to personnel other than a building manger.

An online training course, Building Manager Training, has been added.

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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/ facility toward a specific, assigned individual. This individual can then serve as the point of contact for occupants and visitors to the facility as well as the representative of the Division/ Section/ Center to interact with maintenance, janitorial, building inspection personnel or others, when such work is to be completed on or within the facility. In order to successfully assume this role, each building manager is required to develop an understanding and working knowledge of the assigned facility systems. In addition, the building manager should be aware of hazards which may be permanently or temporarily contained within a facility as well as the general operations carried out on a day-to-day basis within a given facility. This will, in turn, provide the opportunity for increased awareness of facility operations for the occupants in order to provide a safe and productive working environment for all Fermilab employees and users.

Since the facilities on the Fermilab site have a great diversity the responsibilities of a building manager will become more comprehensive as the size, complexity and/ or the occupancy increases. The building manager's 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/ Center can then further define building manager responsibilities to a level commensurate with the complexity of any given facility. In addition, if a Division/ Section/ Center deems a facility 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 facility. 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 facility.

DEFINITIONS

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

Building/ facility - For the purposes of this chapter, a building/ facility is defined as a single or several structures, enclosures, or utility system, including trailers and portakamps, on the Fermilab site whether normally occupied or not.

Building Manager - A designated employee for each building/ facility on site that will serve as the contact point for all activities that will affect that facility as a result of daily operations or services requested from both internal and external sources. Responsibilities include adjacent areas, including parking lots, outside storage, outside equipment, etc.

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

Facility Information Management System (FIMS) - A Department of Energy mandated database system which requires the FESS assignment of a permanent numeric identifier for each building on the site. This database also requires the input of additional data for each building including square footage, use, acquisition date, and replacement plant value. The Facilities Engineering Services Section has been assigned the responsibility for maintaining the information contained in this database.

RESPONSIBILITIES

Division/ Section Heads

1. Establish and maintain a complete listing of all buildings assigned to the Division/ Section/ Center with a corresponding Fermilab employee designated as "Building Manager". Forward changes to this listing to the Facilities Engineering Services Section where a Lab wide 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/ center, to be commensurate with the functions, operations and hazards contained in each facility.

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. Provide facility, facility planning, and facility status or utilization data when requested. Anticipate and report facility requirements necessary to fulfill the Fermilab mission.
5. Delegate responsibilities and provide resources to building managers sufficient to meet the requirements of this chapter.

Building Managers

Note: The responsibilities of a Fermilab building manager extend to an entire facility and its immediate environments, and are not limited to the facility per se. This includes the adjacent grounds and landscaping, walks, lots, drains, signage, exterior lighting, storage areas, utility and trash facilities and services, wildlife and pest management, snow removal, exterior housekeeping, Fermilab permits, and other associated services and activities.

Each of the items listed below shall be implemented at a level that reflects the requirements, complexity, and/ or potential hazard of the system or operation contained within the facility. The building manager will be responsible for tailoring these items to the specific requirements of each facility. In addition, the term "working knowledge" is intended to establish a level of understanding that will allow the building manager to determine if a system or responsibility 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, and be responsible for resolving it, coordinating the resolution with others, or documenting and assuring that D/ S/ C management is aware of unresolved concerns and deferred maintenance. Building Managers should:

1. Become familiar with the operations and functions that occur in assigned facilities.
2. Become familiar with the operations of all conventional, installed facility components that contribute to the proper functioning of the facility. Examples of conventional components include the facility structure and envelope, electrical power distribution, HVAC systems, elevators and cranes, domestic water and sanitary piping, natural gas or propane supplies and distribution, and fire protection systems.
3. Have a general working knowledge of experiment apparatus within a facility to the extent that it impacts normal operation and occupancy.
4. Serve as the primary point of contact to collect and process requests or requirements for facility maintenance, facility component or equipment repair or replacement, facility modifications, and facility improvements. Work requests could originate from the occupants and/ or management, inspections, condition assessments, audits, engineering studies, or other sources. Building Managers are responsible for resolution, or coordinating resolution with others. Unresolved concerns and deferred maintenance shall be reported.

5. Ensure that facility concerns creating the highest risk receive commensurate attention and prioritize unresolved items for inclusion in the budgeting process. High risk concerns include life safety items such as exiting deficiencies or impairments to fire alarms or fire suppression systems, hazards such as improper chemical storage or development of mold, or infiltration of moisture due to failures in the roof, facility envelope, or structure. It also includes resolution of “no maintenance zones” where access is inadequate and hazardous.
6. Ensure Fermilab permits are properly processed, including work notification, DP18 reviews, welding or hot work, JULIE, road closure, domestic water or sanitary modifications, electrical work, and fire protection system disablements.
7. Serve as the primary point of contact for work to be accomplished on or within the facility by maintenance and service providers. Interact with the task manager, service coordinator, or construction coordinator assigned to subcontracted tasks or projects. Included in this responsibility is the review of permits as required for work accomplished on or within an assigned facility or on related conventional utility systems.
8. Notify the FESS Operations Department or others as appropriate of new equipment installation that will require regular servicing or maintenance. Equipment serviced by FESS Operations is identified with an orange FESS Operations label that identifies by name and asset number the equipment or system.
9. Be cognizant of and maintain access to records of work completed for each facility in order to establish a source of data for future maintenance budgeting, future site development, and facility planning. Maintain facility specific records such as equipment or component warranties if not included in the FESS Operations maintenance database.
10. Manage the facility emergency preparedness program and/ or develop a working knowledge of and maintain access to current emergency preparedness information including emergency warden designation, exiting and evacuation plans, and the location and readiness of emergency shelters. Refer to FESHM 6010 - Fire Program & Monitoring, FESHM 6011 - Periodic Testing of Emergency and Exit Lights, FESHM 6012 - Periodic Inspection of Fire Doors, FESHM 6030 – Disablement of Detection Systems, FESHM 6040.1 - Fire Retardant Coatings, FESHM 6040.2 – Fire Construction Requirements, and FESHM 6040.3 Fire Stops for Cable Penetrations. Coordinate and/ or conduct periodic occupant evacuation drills and associated documentation.
11. Develop a working knowledge of all safety related equipment within the building/ facility, including eye wash stations and access to building/ facility alarm systems. Refer to FESHM Chapter 6020 - General Fire Protection Requirements.
12. Develop a working knowledge of and maintain current information regarding hazards and hazardous materials and areas within the building/ facility. Hazard information that would be useful in an emergency should be documented in the form of a "hazard map". HazM aps provide a representation of the building/ facility 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.

13. Be aware of and maintain access to records of required facility equipment testing such as emergency and other safety equipment, pressure vessels, fire alarm systems, emergency generators, fire suppression systems, fire doors, or emergency lights.
14. Conduct and/ or participate in facility audits and inspections such as the ES&H inspection of the building/ facility specified in the Fermilab Highly Protected Risk Inspection Program (HPR).
15. Attend periodic building manager meetings.

MINIMUM ES&H TRAINING REQUIREMENTS

- Building Manager Training – A Power Point training program designed to help building managers understand their ES&H responsibilities in their assigned facilities.
- 10 Hour OSHA 1910, General Industry Standards or Hazard Awareness for Supervisors (FN000022/ CR/ 00)
- Current Building Managers may, at the discretion of the Division/ Section/ Center 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.