

## FESHM 2050: FACILITIES MANAGEMENT PROGRAM

### Revision History

Author	Description of Change	Revision Date
J. Niehoff	<ul style="list-style-type: none"> <li>Changed Chapter Titled from Building Manager to Facilities Management Program</li> <li>Revamped chapter to include Centralized Facility Management program administered by FESS.</li> </ul>	September 2021
J. Niehoff	<ul style="list-style-type: none"> <li>Added FESHM Template</li> <li>Removed Center, and replaced FESS Operations with FESS Facility Management</li> <li>Updated reference FESHM Chapter with current names and chapter numbers</li> </ul>	January 2016
J. Cassidy	<p>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.</p>	November 2011
J. Cassidy	Initial release of Chapter	November 2009

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## 1.0 INTRODUCTION

In order to strengthen the management of Fermilab's land, facilities, and equipment, and 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 facility manager program has been established.

Beginning in 2021, Facilities Engineering Services Section will institute the Centralize Facilities Management (CFM) program which with the exception of APS-TD areas – will encompass the entire Fermilab campus. Area Facilities Managers (AFM) will be assigned buildings and will replace the previous building management program and staff. AFMs will work alongside the Division/Section's Tenant Liaison appointees. This chapter applies to the Fermilab site. Leased spaces will follow the rules and regulations set forth by the partnering institute(s) and/or Division responsible to operate and maintain the facility.

## 2.0 DEFINITIONS

- **Area Facilities Manager (AFM)** - A designated employee for a specifically delineated portion of a buildings/facilities 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 systems, 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. (Only applies for APS-TD)
- **Centralized Facility Management (CFM) Program Manager** – At the discretion of the Division/Section, a single person who develops the Centralized Facilities Program to prioritize, and develop work plan, and identify End of Life replacement activities of the Area Facilities Manager.
- **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.
- **Facility Information Database (FID)** – A Fermilab standalone database maintained by FESS that supports the Department of Energy FIMS database.
- **Tenant Liaison** - Designated individual who will work with the AFM, identifying conventional equipment or assists.

## 3.0 RESPONSIBILITIES

### 3.1 Applied Physics and Superconducting Technology Division (APS-TD)

- Establish and maintain a complete listing of all buildings assigned to the Division 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.
- 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 facility.
- Maintain records of Building Manager training and assignments. Note that ES&H-related training must be entered into the TRAIN database (see Chapter 2070 of this manual).
- Provide facility, facility planning, and facility status or utilization data when requested. Anticipate and report facility requirements necessary to fulfill the Fermilab mission.
- Delegate responsibilities and provide resources to building managers sufficient to meet the requirements of this chapter.

### 3.2 Facilities Engineering Services Section

- Establish and maintain a complete listing of all buildings assigned to the Division/Section with a corresponding Fermilab employee designated as "Area Facility Manager". Facilities Engineering Services Section will maintain a laboratory wide listing.
- Provide minimum training for each designated area facility manager/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 facility.
- Maintain records of area facility manager/building manager training and assignments. Note that ES&H-related training must be entered into the TRAIN database (see Chapter 2070 of this manual).
- Provide facility, facility planning, and facility status or utilization data when requested. Anticipate and report facility requirements necessary to fulfill the Fermilab mission.
- Delegate responsibilities and provide resources to Area Facility Managers sufficient to meet the requirements of this chapter.

### 3.3 Area Facility Managers

Area Facilities Managers are typically responsible for the building envelope, its utilities, and all non-programmatic equipment as identified.

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 AFM 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 AFM.

However, the AFM 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 management is aware of unresolved concerns and deferred maintenance. AFM should:

- Become familiar with the operations and functions that occur in assigned facilities.
- 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.
- Have a general working knowledge of experiment apparatus within a facility to the extent that it impacts normal operation and occupancy.
- 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. Area Facility Managers/Building Managers are responsible for resolution or coordinating resolution with others. Unresolved concerns and deferred maintenance shall be reported.
- 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.
- Ensure Fermilab permits are properly processed, including work notification, Directorate’s Policy on Construction and Modifications (FESS Design Review) reviews, hot work, utility locates, road closure, domestic water or sanitary modifications, electrical work, and fire protection system disablements.
- 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.
- Notify the Facility Management (FM) Department or others as appropriate of new equipment installation that will require regular servicing or maintenance. Equipment serviced is identified with an orange Facility Management Department label that identifies by name and asset number the equipment or system.
- 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 computerized maintenance database.
- 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 Protection Program, FESHM 6011 - Periodic Testing of Emergency and Exit Lights, FESHM 6012 - Periodic Inspection of Fire Doors, FESHM 6030 – Disablement of Fire Protection and Other Related Safety Systems, Coordinate and/or conduct periodic occupant evacuation drills and associated documentation.
- Develop a working knowledge of and maintain all safety related equipment within the building/facility, including eye wash stations, emergency showers as found in FESHM Chapter 4160.
  - Hazard information that would be useful in an emergency should be documented in the form of a "hazard map" found in FESHM Chapter 6016. HazMaps 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 ES&H Emergency Services & Preparedness (ESP) Department. It is obviously important that major changes get reflected on the HazMaps. Contact your Division Safety Officer and/or the ESP in the ES&H Section for additional guidance.
  - 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.
  - 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), reference FESHM Chapter 6015.
  - Attend periodic building manager meetings.

#### **4.0 TRAINING REQUIREMENTS**

- Area Facility Manager/Building Manager Training (FN000468) – A Power Point training program designed to help building managers understand their ES&H responsibilities in their assigned facilities.
- Asbestos Awareness Training (FN000251)
- 10 Hour OSHA 1910, General Industry Standards or Hazard Awareness for Supervisors (FN000022/CR/00)
- 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.

#### **5.0 REFERENCE**

- DOE Order 420.1C Facility Safety
- DOE Order 430.1B Real Property Asset Management