

Facility Maintenance Administrative Instruction

AI Number:

Date:

Subject:

FM Building Blitz Program

APPROVED BY

(Original on file in Facility Director's office)

Director, Facility Maintenance

Date Distributed

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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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I. STARTING POINTS

Present State:

Currently, all facilities on the University of Alaska _____ campus are inspected on a periodic basis to ensure that minor deficiencies are identified early in order to avoid major repairs due to lack of attention. This administrative instruction formalizes the process of inspections which are referred to as a **Building Blitz**.

References:

- a. All Facilities Maintenance Administrative Instructions (Series 1000 thru 4000)
- b. University of Alaska _____ Administrative Services Manual
- c. University of Alaska Regents Policy Part V, Chapter XII, Facilities
- d. University of Alaska Statewide Accounting Manual
- e. Statewide Accounting Manual, Service Recharge Centers - P-112

Definitions

The following definitions pertain to the various categories of work that may be identified during a building blitz inspection.

Alterations: The changing of the existing internal arrangement or physical characteristics of a room, or less than 33 percent of a building's gross area, or less than 33 percent of the replacement of a component system, so that it may be efficiently used for its designated purpose.

Capital Improvement Project: A project which, excluding equipment, costs greater than \$25,000 and which either creates an asset, extends the useful life of an existing asset, or is planning or work implemented to correct a significant backlog of code correction, handicapped barrier removal or plan protection projects.

Deferred Maintenance: The cumulative effect of major repair and renewal & replacement projects that have not been carried out due to inadequate funding or a perceived lower priority for the project. There are two categories or different degrees of deferred maintenance: first,

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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 and retain the usable condition of campus facilities and systems.

Renovation: The upgrading of a facility to higher standards of quality or efficiency, or to suit a new functional use, and which impacts more than 33 percent of a building's gross area or more than 33 percent of the replacement cost of a component system.

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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. To conduct a safety inspection of the building.

IV. CRITICAL SUCCESS FACTORS

The success of the building blitz inspections will be dependent upon the following critical factors:

1. Active participation of the following F&CS team members:
 - a. Director of Facility Maintenance
 - b. Associate Director of Facility Maintenance
 - c. Facilities Planning and Construction (Assigned Building) Project Manager
 - d. Director of Environmental Health & Safety
 - e. Facility Maintenance Supervisors from Building Structures, Electrical and HVAC/Plumbing
 - f. Supervisor of Custodial Services
 - g. Building Manager
2. Generating work orders for immediate action requirements discovered during the inspection process.

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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 30th each calendar year. (A sample Building Blitz Inspection Schedule is shown in Exhibit 1). As a minimum, the distribution will include the following:

- a. All members of the building blitz participation team
- b. All Building Managers
- c. The Associate Vice Chancellor of Facilities and Campus Services

Building Blitz Inspection Checklist Development

A building blitz inspection checklist will be developed and updated as necessary. As a minimum, the checklist will cover the following main categories of items:

- a. Safety and Operating Conditions of the Building
- b. Fire and Safety Conditions of the Building
- c. Earthquake Safety Conditions of the building
- d. Electrical Safety Conditions of the building
- e. Chemical Storage Concerns

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- f. Hazardous Waste Issues
- g. Compressed Gas Storage Issues
- h. Building Structure Issues
- i. The inspection form(s) will have an area for summarizing any unique items pertaining the building
- j. The inspection form will have an area to recap the list of deficiencies and corrective action taken or to be taken.

A sample building blitz inspection checklist is provided in Exhibit 2.

Building Blitz Participant Notification

As a minimum, at the beginning of each month, an e-mail notice will be sent to each building blitz participation team member and the appropriate Building Manager of the building blitz inspection for the upcoming month.

Work Generation

The main byproduct of the building blitz inspections is to accomplish the following:

- a. Identify areas that are in need of immediate repair.
- b. Identify potential long term projects that will enhance the appearance and life of the facility.
- c. Identify areas that are safety concerns
- d. Identify unsightly areas that need attention by the occupant or maintenance crews.

The Associate Director of Facilities Maintenance will coordinate the preparation of any service or trouble work requests that result from the inspection.

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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)

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Exhibit 1 – Sample Building Manager List

UNIVERSITY OF ALASKA ANCHORAGE					
BUILDING MANAGERS					
UPDATED AS OF MAY 2003					
BLDG	MANAGER	EXT	HOME PHONE	USERID	PROJECT MANAGER
707 A STREET	ASHLYN ANTIONELLI	257-2778		ANAPW	STAN VANOVER
ADMIN	MEL KALKOWSKI	1431(242-6628)	694-5203	ANMLK	STAN VANOVER
ADT	KEN EALY	1466	279-0953	ANKDE	JOHN HANSON
AHS	SHARON OLIVE	6936		ANSAO	DIANNA DURST
ALC	ROSELYNN CACY &	276-6007	344-1261	AFRC1	RUSS SHOEMAN
ALC	MARY PAYE	276-6007		ANMLP	RUSS SHOEMAN
ARTS	FRANK HARDY	4890	333-4707	ANFCH	DIANNA DURST
AVIATION	DANE HACKLEY	264-7400	349-4664	ANDGH1	JOHN HANSON
BEB	SANDY WILLIAMS	4121		SandyW@cbpp	STAN VANOVER
BKSTR	JOYCE COLAJEZZI	1153		ANJJC	STAN VANOVER
BMB	KATHY MILLS	6840	622-1948	ANKDM	DIANNA DURST
CAS					STAN/DIANNA
CMP/CNTR	ANNIE ROUTE	1221	248-7616	ANAIR	BILL MCKINNIS
CUDDY	TIM DOEBLER	4728	3498861	AFTWD	DIANNA DURST
DIPL 1-3 floors	SHARON FRASCATI	269-7349		Sharon_Frascati@correct.state.ak.us	STAN VANOVER
DIPL 4-5 floors	MARCIA TRUDGEN	7713	345-8575	ANMLT	STAN VANOVER
ENGR	JUDY MICHAEL	1913	345-2055	ANJAM	BILL MCKINNIS
ESB	DALE PITTMAN	1120		JDPITTMAN	BILL MCKINNIS
GHBE	JODY INMAN	6982		ANDWC1	GEORGE STEVENS
GHBW	JODY INMAN	6982		ANDWC1	GEORGE STEVENS
HOUSING	WAYNE MORRISON	17242		ANWLM	JOHN/GEORGE
K	MARCIA STRATTON	4392		AFMRS	GEORGE STEVENS
LIBRARY	ROBIN HANSON	1827		AFRHH	STAN/DIANNA
MATSU	ERIC BLOMSKOG	745-9750	746-1488	PNEAB	GEORGE STEVENS
PEF	DENNIS STAUFFER	1322	345-1877	ANDJS	BILL MCKINNIS
SCIENCE	ANDY BARTEL	1268	242-9279	AFAJB	BILL MCKINNIS
SMB	TERRY MUEHLENBACH	6834	277-4038	ANTM	JOHN HANSON
UC	LOU BURLEIGH	6450		ANLRB	RUSS SHOEMAN
UC	STUART ROBERTS	4624		ANSJR	RUSS SHOEMAN
ULB	TRIG TRIGIANO	1351		ANGLT	JOHN HANSON
WWA	VAN CLIFTON	6815	242-1268	ANVJC	GEORGE STEVENS

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Exhibit 2 – Sample Building Blitz Annual Schedule

Facilities & Campus Services FY-04 Building Blitz Schedule	
Building Name	Scheduled Date
July-03	
Aviation	7/10/2003
Arts Building	7/24/2003
August-03	
Beatrice McDonald Building	8/8/2003
University Lake & Vocational Technology Building	8/22/2003
September-03	
Eugene Short	9/5/2003
Diplomacy	9/19/2003
October-03	
Bookstore	10/3/2003
University Center	10/3/2003
Campus Center	10/31/2003
November-03	
CAS	11/14/2003
Administration Building	11/21/2003
December-03	
707 A Street.	12/5/2003
Sally Monserud	12/21/2003
January-04	
Wendy Williamson Auditorium	1/9/2004
Science	1/23/2004
February-04	
Physical Education Building	2/6/2004
Lucy Cuddy Center	2/20/2004
March-04	
K Building	3/5/2004
J/Auto Diesel	3/19/2004
Gordon Hartlieb	3/19/2004
April-04	
Allied Health Science	4/2/2004
Business Education Building	4/16/2004
Library	4/30/2004
May-04	
Engineering	5/7/2004
June-04	
Housing Commons	6/25/2004
TO BE SCHEDULED	
EBHF (New Science Building)	TBS

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Exhibit 3 – Building Blitz Inspection Checklist

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UNIVERSITY OF ALASKA ANCHORAGE FACILITY "BLITZ" INSPECTION CHECKLIST			
<small>(Reference FM Administrative Instruction 1003 - FM Building Blitz Program Process)</small>			
<small>This inspection checklist is designed to be used in conjunction with the Blitz inspection of each University of Alaska</small>			
Date of Blitz Inspection			
Building Title & Acronym			
	<small>Title</small>	<small>Acronym</small>	
Blitz Team Members	<small>(Name)</small>	<small>(Title/Position)</small>	

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1	Safe and Orderly Operating Conditions - All Buildings	Yes	No	N/A	Comments
1.1	Are all areas clean and orderly?				
1.2	There are no tripping hazards, wet spots, grease/oil protruding objects, miscellaneous debris?				
1.3	Are permanent aisles/passageways where forklifts are used properly marked?				
1.4	Are open pits, tank ditches, etc., covered or provided with standard guard rail protections?				
1.5	In elevated area(s), are the load limits for stored items clearly marked?				
1.6	Are food and beverages stored only in refrigerators specifically marked for those items?				
1.7	Are "no food or drink" areas clearly marked as such?				
1.8	Is unused equipment kept in a safe and orderly manner?				
1.9	Are warning and hazard signs posted where they are required?				
1.10	Are exterior building or trailer identification numbers posted for emergency response?				
1.11	Are emergency exits correctly marked, visible, accessible, a minimum width of 28 inches?				

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Exhibit 3 – Building Blitz Inspection Checklist (Continued)

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1.12	Are doors that are not exits but could be mistaken for exists clearly marked "NOT AN EXIT?"								
1.13	Is there sufficient lighting?								
1.14	Is there sufficient ventilation?								
1.15	Does the noise level permit normal, working conversations and safe communications?								
1.16	Are unguarded holes or openings in floors properly covered?								
1.17	Do elevated platforms and working areas have standard rails?								
1.18	Do elevated platforms and working areas have toe boards?								
1.19	Are fixed industrial stairs in good repair?								
1.20	Are line managers documenting that they flush essential eye-wash stations weekly?								
1.21	Are emergency showers working?								
1.22	Industrial Hygiene (IHP): Has the IH office been notified of any new work operations or changes?								

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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 current inspection tags securely attached?				
2.2	Is the correct number of fire extinguishers required for the facility provided and are they suitably located in the building?				
2.3	Have new extinguishers been ordered to replace missing, damaged, or discharged units?				
2.4	Are backs of inspection tags initialed and dated by parties responsible for monthly checks?				
2.5	Is there an 18" minimum clearance below all fire sprinklers; are sprinklers clear of interference by stored materials (boxes and so forth) and from any paint applied to the sprinkler heads?				
2.6	Is there presence of combustibile materials minimized?				
2.7	Are flammable and combustibile liquids properly labeled and stored?				
2.8	Are exits properly marked and accessible?				
2.9	Are exit-access corridors free of storage?				

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Exhibit 3 – Building Blitz Inspection Checklist (Continued)

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3	Earthquake Safety - All Buildings	Yes	No	N/A	Comments
3.1	General: Are all heavy objects below 5 feet; all shelves below 7 feet, 6 inches?				
3.2	General: Are furniture and equipment that could tip and block an exit properly anchored?				
3.3	General: Are stored materials stacked securely to prevent tipping, scattering, tripping?				
3.4	Office/Lab: Are heavy workbenches anchored?				
3.5	Office/Lab: Are shelf units bolted to wall/floor/desk; not ceiling high; books not restrained?				
3.6	Office/Lab: Are computers and copying equipment held firmly in place?				
3.7	Industrial/Electronic: Are wheels on large copy blueprint machines properly blocked?				
3.8	Industrial/Electronic: Are machine shop fixed equipment/electronic racks anchored?				
3.9	Industrial/Electronic: Are air conditioners properly secured; cable trays braced at intervals of 10 feet or less?				

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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
4.1	Extension cords; not used in place of permanent wiring; not run through walls, ceilings, doors; equipped with proper plugs; three-conductor cable used; no damaged or taped cords; not daisy-chained?				
4.2	Are power cords in good condition; no 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 Ground-fault Circuit Interrupters (GFCIs) pass first test using push buttons built into the outlet receptacle?				
4.7	Of the electrical receptacles located within 6 feet of sinks and exterior doors, on all metal-surfaced workbenches, and on all outdoor receptacles: Are they GFCIs?				
4.8	Are there protective covers in place over boxes, raceways, fittings, and so forth?				
4.9	Are power cabinets and breakers properly labeled?				
4.10	Are all energized parts (for example, power panels, junction boxes, switch equipment) guarded to prevent accidental contact?				
4.11	Are electrical panel directories in place and accurate?				
4.12	Is the door or panel that encloses the panel box either bolted or locked closed?				
4.13	Is the access door to the panel breakers or fuses unlocked to allow access to the breakers or fuses?				

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Exhibit 3 – Building Blitz Inspection Checklist (Continued)

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5	Chemical Storage	Yes	No	N/A	Comments
5.1	Are cabinets and containers properly labeled?				
5.2	Are there separate disposal areas or containers for rages, glass, trash, and so forth?				
5.3	Are bottles, cans, vials, flasks, and so forth, properly labeled with contents and date?				
5.4	Are flammables stored in the appropriate cabinet; are spill prevention and containment provided?				
5.5	Are organics, acids, and bases stored apart from each other?				
5.6	Are spill-containment materials readily available for simple or small spills?				
5.7	Are appropriate containers emptied daily?				
5.8	Are Material Safety Data Sheets (MSDSs) available for all hazardous substances?				

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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	Is a Waste Accumulation Area (WAA) designated?				
6.2	Are appropriate disposal cans available, properly labeled with contents and date, and clearly marked "Hazardous Waste?"				
6.3	Are "Accumulation Start" date and contact name provided on containers?				
6.4	Are containers closed except when being filled or emptied?				
6.5	Do containers have secondary containment?				
6.6	Is there separate secondary containment for incompatible materials?				
6.7	Are there separate containers for solvent solids wastes and oil and coolant solids wastes?				
6.8	Is there a Waste Accumulation Area Logbook on hand?				

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Exhibit 3 – Building Blitz Inspection Checklist (Continued)

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7	Compressed Gases	Yes	No	N/A	Comments
7.1	Are cylinder bottles or six packs properly restrained; caps in place when not in use; tags attached showing full, empty, or in use?				
7.2	Are cylinders clearly marked as to contents?				

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 rails?				
8.7	Exits: Clearly marked; free of obstruction?				
8.8	Bathrooms: clearly marked?				
8.9	Drinking water available?				
8.10	Easy emergency access available, i.e. ambulance?				

Exhibit 3 – Building Blitz Inspection Checklist (Continued)

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9	Inspection Items Unique to this Building/Location	Yes	No	N/A	Comments
9.1					
9.2					
9.3					
9.4					
9.5					
9.6					
9.7					
9.8					
9.9					

Exhibit 3 – Building Blitz Inspection Checklist (Continued)

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10	List of Deficiencies Requiring Further Action	
	ROOM/LOCATION	CORRECTIVE ACTION (s) NEEDED

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Exhibit 4 – Building Blitz Inspection Completion Summary Report

Building Blitz Completion Summary Report

Building Inspected:	
Date of Inspection:	
Prepared by:	

Summary of Findings:

Building Maintenance	
Electrical	
Mechanical	
Custodial	
General	

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