

2013



# Directorate of Public Works (DPW) – Facility Maintenance Reference

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Public Works

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**Repair & Upkeep (R&U) Unit Representatives:** R&U/Self Help certification classes are conducted by DPW in Bldg 307, 239-3757.

**R&U Self Help Items:** Self-help supplies can be picked up by the R&U in limited quantities from DPW Supply Issue Counter, Bldg 372, 239-8205.

### Self Help Authorized Work:

| INTERIOR MAINTENANCE  |   |   |   |
|---|---|---|---|
| ELECTRICAL  | PLUMBING  | CARPENTRY / PAINTING  | CARPENTRY / PAINTING  |
| 1. Change light bulbs that are 10' & under.<br>2. Change bulb in exit signs (except the electronic exit signs)<br>3. Replace:<br>Outlet covers<br>Switch covers<br>Light covers, diffusers, & globes. | 1. Urinals, commodes, & sinks:<br>Unplug with a plunger. Turn water off if running until repaired<br>2. Tighten packing nuts on leaky faucets.<br>3. Replace:<br>Toilet seats<br>Toilet paper holders<br>Mirrors on latrine walls<br>Soap dishes<br>4. Repair or Replace:<br>Towel bars<br>5. Replace or Clean:<br>Showerheads<br>Sink aerators | 1. Screens: Repair / replace<br>Build frames from issued materials (Troop Self-Help Store)<br>2. Doors:<br>Tighten all hardware.<br>Repair / replace:<br>Door sweeps, bumpers, holders<br>3. Tiles:<br>Ceiling tiles: replace<br>Carpet tiles: repair / replace<br>4. Holes:<br>Sheetrock: even if greater than 5"<br>Masonry walls: small holes & cracks.<br>5. Heating vents & louvers:<br>repair/replace | 6. Windows – broken glass:<br>▪ Replace: providing glazing is of caulking type & frame is metal.<br>▪ Cover: plastic, cardboard, or plywood to keep weather out.<br>7. Shelving:<br>Repair wire shelving in closets.<br>Install shelf brackets.<br>8. Name Signs on doors or hallway walls:<br>Repair / replace<br>9. Vinyl wall base: re-glue / replace<br>10. Spot paint walls<br>11. Sisal on walls: repair / replace<br>12. Hang bulletin boards / picture frames |
| <b>EXTERIOR MAINTENANCE</b>   | 1. Cut, fertilize, and plant grass.<br>2. Trim bushes around buildings  |   |   |

**Demand Maintenance Order (Service Order):** A Demand Maintenance Order, DMO, should be submitted when something in your facility is broken or has stopped working and needs repaired. DMO's are used for small jobs beyond the scope of self-help and for emergency work such as broken plumbing or electrical failures. Emergency Demand Maintenance Orders can be called in by anyone to the DMO (Service Order) Desk, 239-0900. All other Demand Maintenance Orders must be submitted by the R&U for the facility through the Fort Riley SharePoint – DPW (Demand Maintenance Order Form).

[Submit DMO \(Service Order\)](https://necportal.riley.army.mil/Garrison/dpw/SitePages/Home.aspx) <https://necportal.riley.army.mil/Garrison/dpw/SitePages/Home.aspx>

**Project Work Order:** A Project Work Order, PWO, (DA 4283) is required for new work.

Project Work Orders are used for maintenance and repair or minor construction projects exceeding the scope of a Demand Maintenance Order. Project Work Orders are subject to project estimating/approval and funding availability. PWO's are initiated through a DA 4283 [Submit DA4283 Facilities Project Work Order Request](#). Submit via e-mail to your respective DPW Estimators (listed below as Consolidated Support Group).



POC is the Work Control Office, Bldg 330, 239-2035.

| <b>Consolidated Support Group (CSG) POC Listing</b> |  |
|---|--|
| <b><u>POC (Estimator) - 239-3682</u></b>            | <b><u>POC (Estimator) - 239-3782</u></b> |
| 1st BDE   | 1st ID                                   |
| AAFES   | Bank                                     |
| Ed Services   | CPOC                                     |
| FSBP  | USAG                                     |
| MEDDAC/DENTAC                                       | Chaplains                                |
| NEC   | IG                                       |
| WTB   | EO                                       |
| PW Bach Housing                                     | 10th ASOS                                |
| Corvias   | G1                                       |
| NAF Lodging   | 1st SUS                                  |
| <b><u>POC (Estimator) - 239-3397</u></b>            | PW BOID                                  |
| 2nd BDE   | PW ESD                                   |
| DES   | GSA                                      |
| DFMWR   | USPS                                     |
| 97TH MP's   |  |
| Garrison Safety Office                              |  |
| Provost Marshall                                    |  |
| <b><u>POC (Estimator) - 239-6270</u></b>            | <b><u>POC (Estimator) - 239-3806</u></b> |
| 4th BDE   | CAB                                      |
| AFSBN   | LRC                                      |
| BCS (89th ARCOM/ECS)                                | PW ENV                                   |
| DLA   | PW Master Planning                       |
| KSARNG  | USAF Weather                             |
| PAO   | DPTMS                                    |
| PW O&M  | DeCA                                     |
| <b><u>Branch Chief - 239-8478</u></b>               |  |
| <b><u>Work Control - 239-0005</u></b>               |  |

**Signage:** For Change of Command signs submit a Demand Maintenance Order (Service Order) through the Fort Riley SharePoint – DPW Form. [Submit DMO \(Service Order\)](#)

All other new signage requires a Project Work Order (DA 4283) [Submit DA 4283 Facilities Project Work Order Request](#). NOTE: Painting parking spots on curbs is not authorized. Units can be charged to have the paint removed.



**Grass Mowing:** Grass mowing is a shared responsibility between Public Works employees, contractors, and facility occupants. Contact the Public Works Estimator aligned with your Unit or organization to determine what you are responsible for mowing around your facility. If you are unsure who your Estimator is, see the list (page 4), or contact the Work Management Branch Chief at 239-8478. Facility occupants are responsible for watering and landscape maintenance around their facility.

**Snow and Ice removal:** Occupants are responsible for snow and ice removal on all walkways around their facilities. Small quantities (2 bags & 2 shakers) of ice melt can be received from the DPW Supply Issue Counter, Bldg 372, 239-8205. Large requests (100 lbs/exit door) for ice melt must be submitted on a Project Work Order (DA 4283) to the Work Control Office, Bldg 330, 239-2035. Ice melt is intended to be used on sidewalks, not parking lots.

**Key Control:** Building occupants are required to maintain 100% positive key control to include mail box keys. You are responsible for submitting a Statement of Charges or Financial Liability Investigation of Property Loss (FLIPL) for any lost keys. POC is the DPW Real Property Office, 239-3861.

**Requests for Additional Keys:** Additional keys are requested through the DPW Real Property Office, 239-3861.

**Real Property Hand Receipt Holder Changes:** To transfer responsibility for the facility to a new hand receipt holder (i.e., when the unit deploys or S4 changes) contact DPW Real Property Office, 239-3803.

**Mechanical Rooms / Hub Rooms:** Only authorized personnel are allowed to enter mechanical / Hub rooms. Units are not authorized access to mechanical, communication, or electrical rooms.

**Preventive Maintenance:** Scheduled maintenance is performed on heating and air conditioning units, Monaco fire alarm systems, and other mechanical equipment in your facilities.

**Dumpsters:** For refuse inquiries or requesting additional dumpsters contact 239-6274.

**Arms Rooms:** Units are responsible for coordinating with DES to activate/deactivate the ICIDS. POC is DES, 239-6342. To have the combination changed on the vault door, call the DPW (Service Order) DMO Desk at 239-0900.

**Safes:** To have a floor safe repaired contact LRC at 239-5194. Combination changes contact the DPW (Service Order) DMO Desk, 239-0900.

SIPR Safe – contact NEC, 239-3646.



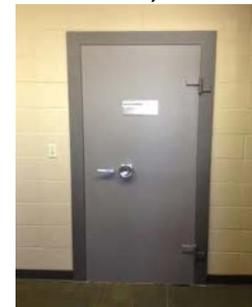
GSA Approved Class V (Unit safe)  
Contact the Unit (S2) for combination.



Supply Cage – Locks: Contact the DPW (Service order) DMO Desk at 239-0900.



Vault Locks – Combinations contact DPW (Service order) DMO Desk at 239-0900.



**ICPBO Furnishings:** The Installation Consolidated Property Book Office is part of LRC. Office furniture is Personal Property, not Real Property. The POC can be reached at 239-3555.

**FMO (Barracks) Furnishings:** DPW manages barracks and day room furnishings. Unit Commanders must maintain 100% accountability and conduct inventories of FMO Furnishings in accordance with AR 725-5. POC is DPW Furnishings Office, 239-2635.

**Washers & Dryers:** For repairs to laundry facilities in barracks call 239-2727.

**Ice Machines:** Ice machines in the dining facilities are repaired by DPW (Service Order) DMO Desk, 239-0900. Ice machines that are in the barracks and SCB's (Soldier Community Bldgs) are repaired by LRC, scheduled through FMO (Barracks) Furnishings, 239-2635.

**Barracks Mail Room:** All unit mail rooms must be inspected and certified by the Installation Postal Operation Center, 239-2228.

**Mailboxes:** Unit mailbox lock repairs contact the DPW (Service Order) DMO Desk, 239-0900.

**Barracks Phone:** Barracks phone service is provided by Century Link Services, 1-800-788-3500 <http://www.centurylink.com>

**ARMP:** Army Recreation Machine Program; Barracks internet; POC can be reached at 785-207-7091.

**Cable Television:** Cable service is provided by Allegiance Communications, 784-2020.

**Office Phone, NIPRnet, SIPRnet.** Unit IMO submits work orders via ITSM (IT Service Management) Remedy to NEC. Work orders include items such as installing new phone line, moving existing phone numbers, installing additional LAN drops, and activating existing LAN drops. POC is NEC Helpdesk, 239-3646. For new work above and beyond the current capacity of the building, POC is NEC Planner, 239-2152.

**Copiers:** Konica Minolta copiers cannot be moved unless approved and coordinated by the Contracting Officer Representative (COR) for the Installation copier contract. All moves need two weeks prior coordination with the COR and conducted by the contractor. Copiers are leased, not belonging to the units on Fort Riley. POC is NEC, Copier Management, 239-2135.

**Motor Pool Air Systems:** Public Works maintains the air compressor and lines to the quick couplers, only. All air pressure gauges, air filters, lubricators, and regulators must be purchased and maintained by the tenant organization for all motor pools. POC is the DPW Work Management Branch Chief at 239-8478.

**Cranes/Lifts:** For service on cranes contact the DPW (Service Order) DMO Desk, 239-0900. To request information on crane inspections contact DPW Engineering Services at 239-9613.

**Solvent Tanks:** Solvent tanks are not to be moved or altered. In addition, no fluids can be added or subtracted without prior approval from DPW Environmental, 239-8163.

**Oil-Water Separator Maintenance:** Oil/ Water Separator Maintenance is coordinated through DPW Environmental, 239-8615.

**Oil Spills:** Oil spills contact, DPW Environmental, 239-8615.

**Unit Fire Marshal:** Every unit is required to have one fire marshal per Brigade, Battalion, Company, Troop, Battery, Ref: FR 420-4. POC is DES, 239-4258.

**Fire Extinguishers:** Fire extinguishers may be recharged and exchanged through LRC (Receiving Desk), 239-5235.

**Recycle:** Inquiries into recycling contact the DPW Recycle Center, 239-2094.

**Vending Machines:** POC is AAFES, 784-2226/2640.

**Elevators/Lifts (Freight & Handicap):** To request service on elevators contact the DPW Engineering Services, 239-2727.