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Chapter One: Background, Overview and Definitions

Facility Management Professional Code of Conduct

Facility management is an integral part of the Fish and Wildlife Service (FWS or “Service”). It is through accurate and efficient management of facilities that the Service is able to continue the work necessary to conserve, protect and enhance fish, wildlife, plants and their habitat for the continuing benefit of the American people. FWS refuges, hatcheries and their facilities provide habitat and breeding opportunities for many species, some of them endangered, as well as outdoor recreation and educational opportunities for visitors. The majority of the Service’s real property portfolio is inspected¹ by FWS Facility Management Coordinators (FMCs). The funding process starts as a result of their inspections and estimates. **As an FMC, you are at the tip of the spear in facility management and what you do has a huge impact. Your professional judgment and integrity is the cornerstone on which the Service’s leadership bases their asset management decisions. Refuge and hatchery personnel place their trust and confidence in you to properly identify and document their stations’ real property deficiencies. Regional leadership decisions are influenced significantly by your assessments and estimates. We owe it to ourselves and those who rely upon us to continue our dedication to these values.** There is no substitute for professionalism, integrity, effective communication, and a commitment to continued education and development. FMCs will remain valued subject matter experts who enable the mission of the Service, benefit the public, and facilitate a safe work environment for FWS employees, partners, and volunteers.

Authority

Facility management is required by Executive Order 13327, which established a Council to direct departments in the measurement, management, and reporting of the costs related to their real property portfolios. The Federal Real Property Council (FRPC) is the entity established within the Office of Management and Budget (OMB) that develops standards for real property management accountability. As part of this accountability, agencies are required to annually verify and report each asset owned and managed; where each one is; how much each costs to replace, operate and maintain; and the cost of any repairs still needed. This report is known as the Federal Real Property Profile (FRPP). The FRPC establishes and annually publishes changes to reporting requirements and management goals. The Department of Interior interprets OMB’s directives and establishes real property accounting policy. OMB ensures that reporting standards comply with those enacted by the Federal Accounting Standards Advisory Board (FASAB).

Standardization

Standardized procedures are a major component of reliable asset and facility management. FWS Headquarters is responsible for standardizing facility and asset management procedures and streamlining processes for more efficient and effective assessments.

Who Conducts Inspections?

Comprehensive Condition Assessments (CCAs) are performed by regional Facility Management Coordinators (FMCs). Bridge, dam, seismic, safety, and road assessments are performed by specialized inspectors. Annual Condition Assessments are conducted by employees at each station.

¹ The words “inspect” and “assess” are used interchangeably throughout this document.

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Facility Management Coordinators (FMCs)

Regional FMCs are responsible for all processes involving CCAs and are the Service's subject matter experts for all matters related to condition assessments. Unless assigned to an on-going mentoring program, Service personnel conducting CCAs must complete the following baseline training requirements prior to independently conducting any assessment:

- a. National Fire Protection Association (NFPA) 101 Life Safety Codes
- b. American Home Inspection Training (AHIT) Home Inspection Master Course
- c. RSMMeans CostWorks Online Version

Headquarters assigns all new FMCs a mentor from a different region for a minimum of one year. FMCs are also required to annually complete 40 hours of continuing education related to facilities, assets, or transportation management.

Required and Recommended Equipment and Reference Materials

To conduct CCAs, FMCs require specific tools and materials. Appendix 12 lists both required and recommended items, and indicates whether the items should be brought by the FMC to the station for use during the assessment.

Specialized Inspectors

Contractors or other government agencies may assist the Service for special inspections. Examples of assets subject to specialized inspections are road bridges, inventoried dams (low and high significant hazard), parking lots, roads and towers. Headquarters must authorize all contractor-performed CCAs. Approval is required prior to writing the scope of work and any contractual obligations. Contractors performing condition assessments will conduct them in accordance with FWS CCA procedures and policies. Unless dictated by law or other governing instructions, the contract will require all assets inspected to be assessed within the current assessment cycle. Contractors are required to have necessary training, equipment, qualifications, licensure and certification.

In accordance with specific legislation, the following stations are not required to have an FWS CCA, as they are funded from other sources: Leavenworth NFH, Entiat NFH, Winthrop NFH, and Coleman NFH. However the results of these inspections, including cost estimates for repairs and replacement, are required to be provided to and entered into the FWS maintenance database by regional fisheries staff.

Station Staff

At some point during each fiscal year, an Annual Condition Assessments is conducted by each station's staff, and inspection results are uploaded into SAMMS. As part of this annual assessment, station managers must verify the presence of each real property asset on the station's inventory and review for accuracy the attributes of each record. This verification and correction is part of the annual reporting requirement to the Department of Interior (DOI) and the Office of Management and Budget (OMB) of the Service's Federal Real Property Profile (FRPP), as required under Executive Order 13327.

Property-Related Definitions

Asset In this document, use of the word “asset” refers to a specific, uniquely numbered item in the Real Property Inventory (RPI), unless otherwise specified. (See “Real Property.”) Real property assets are also known as “fixed” assets. In the Service Asset Maintenance and Management System (SAMMS) database, assets are referred to as “locations” and the RPI number is a “location number.” In the Federal Business Management System (FBMS) accounting database, the unique number assigned to an asset is called a “building number” regardless of the asset type (building, levee, road, etc.).

Asset Code is an eight-digit numbering system devised by DOI for the purpose of classifying assets by type. FWS recognizes only a subset of the many codes that DOI uses. An FWS-approved list of DOI asset codes, their definitions, and required naming conventions can be found in Appendix 1.

Asset Number is the unique seven-digit number assigned in the Service Asset Maintenance and Management database (SAMMS) for the purpose of identifying a specific asset in the inventory. This field in the database is labeled “Location/RPI#.”

Asset Priority Index (API) is a numerical indication of how critical an asset is to the mission of the station, as determined by the station manager.

Betterment is the substantial improvement of an asset resulting in expenditures of \$100,000 or greater. It is a modification to an existing asset (not simply a repair) that must be documented by a Capital Improvement (CI) work order in SAMMS. A betterment does not result in a new asset number, but due to the financial requirement to depreciate the cost, a “sub-asset number” is created *in FBMS only*. The sub-asset number does not transfer to SAMMS and has no effect on the asset number recorded in the RPI. When betterments occur, regional facilities staff must manually update the asset’s CRV (and size, if applicable).

Buildings “Four walls and a roof” are what is required to be classified as a building. (A pole barn, for instance, because it has only three walls, is classified as a “structure” since the missing wall prevents it from being defined as a building.) The eight-digit DOI asset code for buildings starts with 35. Examples of buildings include: offices, residences, fish production buildings, visitor centers, maintenance shops, and warehouses. Any permanently installed equipment required for the operation of a building is considered a component of that building. Examples of building components include plumbing, heating and lighting equipment, elevators, vehicle lifts, fish production tanks, central air conditioning systems, sidewalks, flag poles, and septic systems.

Certificate of Unserviceable Property (Appendix 7) is an FWS form required to document the disposal of a real property asset. The form, which can be generated through SAMI, is initiated at the station level before disposal has begun. It identifies why the property is unserviceable and recommends a specific type of disposal. Station managers then send the form through their supervisory chain for their management’s concurrence. Once approved, the form is returned to the station, disposal takes place, and the form acts as evidence via a signed verification from the station that the property was disposed. A copy of the form is then sent to the regional facilities office, where it is attached to the asset’s record in FBMS and both the regional Finance office and HQ notified so that the record may be closed out.

Component is an element of an asset that would not have a functional purpose without the asset that it is a part of (i.e., an elevator is a component of a building, because without the building, there would be no need for the elevator). Some types of assets may be components or stand-alone assets, depending on circumstances. Utility systems, for instance, when serving a single asset, are components of that asset. When serving multiple assets, utility systems are considered stand-alone assets. A component does not

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require a DOI asset code, and regardless of construction cost, a component is not assigned its own real property asset number.

Condition Assessment is the recurring, methodical and documented evaluation of an asset based on published standards. A condition assessment results in an inspection work order documenting the findings of those having conducted the assessment. The purpose of assessment is to optimally maintain and improve the longevity of Real Property Inventory (RPI) assets.

Current Replacement Value (CRV) is what it would cost now to construct, via contract, a replacement for an existing asset. CRV is *not* the “on the books” financial value of an asset.

Deferred Maintenance (DM) is, for an asset, the accumulated cost of postponed repairs (or the cost of its replacement, if warranted). The amount of DM recorded for an asset is not allowed to exceed the CRV of the asset. All deficiencies reported by an FMC or specialized inspector are immediately considered DM and eligible to compete for DM funding. No DM work orders will be created that do not result from condition assessment documentation. No DM projects shall be funded without existing DM work orders.

DI-103a is a form the FWS previously used to document unserviceable real property for disposal. In FY16, the DI-103a was replaced with the FWS form “Certificate of Unserviceable Property.” (See “Certificate of Unserviceable Property” and Appendix 7).

DI-104 is a form for tracking “Transfer of Property.” If an asset identified for disposal is being or has been transferred to another government agency, a DI-104 (see Appendix 8) is required to be included with the “Certificate of Unserviceable Property”. The DI-104 can also be generated through SAMI.

Facility Condition Index (FCI) is an accepted industry metric for determining the relative condition of constructed assets at a specific point in time. The dollar amount of DM for an asset, divided by the CRV of the asset, provides the FCI. In no instance should the FCI be greater than 1.0, as an asset cannot have a greater dollar amount of deferred maintenance than the value of that asset.

FBMS is DOI’s Financial Business Management System for all activities that involve costs. It interfaces with many other programs, such as travel, payroll, personal and real property, and quarters. Through its interface with Quicktime, FBMS collects labor hour costs for projects through work orders that originate in SAMMS. FBMS is the database of record for the Real Property Inventory.

Federal Real Property Council (FRPC) is an entity within the Office and Management and Budget (OMB) created via Executive Order 13327 for the purpose of accounting for and optimally managing the real property assets of the federal government. The FRPC, OMB, and General Services Agency (GSA) determine the requirements of each year’s real property reporting.

Federal Real Property Profile (FRPP) is a verified list of each agency’s owned and/or managed real property assets and associated costs, submitted through the DOI each year to the FRPC and OMB.

General Purpose Real Property is one of two major financial classifications of real property. (See “Stewardship Property” for the other.) General Purpose assets do *not* directly contribute to the management of natural resources. Examples of General Purpose assets include visitor centers, admin and storage facilities, maintenance shops, and roads. (Such assets are also known as “Property, Plant and Equipment” or PP&E assets.) PP&E assets have a useful life of multiple years, and if the acquisition cost is at or above \$100,000, such assets are capitalized, meaning that the price of the asset is spread (“depreciated” in financial terms) over a period of years.

Government Property means all property owned by or leased to the government.

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Heritage Asset is a type of Stewardship asset that has been identified by the Regional Historic Preservation Officer as having historic natural or cultural significance. Because such assets are expected to be preserved indefinitely, their replacement value cannot easily be calculated or depreciated over time. The repair costs and replacement values of such assets can also be difficult to assess.

Personal Property: Equipment that can be moved (or removed) without changing the functionality of another asset is generally classified as personal property. This includes vehicles, mobile equipment and machines (including computers).

Real Property: Any interest in land, together with associated improvements (buildings, structures and fixtures) of any kind. Only assets valued at \$5,000 and above qualify for inclusion on the Real Property Inventory (RPI). Unlike personal property, real property is not intended to be mobile. Thus, real property assets are sometimes referred to as “fixed assets.”

Real Property Inventory (RPI) are those fixed assets owned or managed by the Service, for which an annual report regarding costs of replacement, operations and maintenance, and deferred maintenance must be reported through DOI to the Office of Management and Budget (OMB).

Realignment is the process by which the real property inventory is corrected: multiple assets incorrectly grouped under one asset number are separated; sub-assets (which are no longer recognized as legitimate) are converted to stand-alone assets or components; or previously considered stand-alone assets, such as water control structures, are made components of the larger stand-alone asset they are a part of, such as a levee. The purpose of realignment is to have the inventory reflect how assets are actually managed on the ground, so that project funding decisions will better reflect that management. All asset realignment must take place through SAMI.

SAMI is the Service Application for Material Inspection, an application that automates the condition assessment process and is required for use during CCAs. Utilizing SAMI, FMCs import station data, which they then access in the field from a tablet or laptop. Using SAMI, FMCs correct and update RPI records, record lat/long and asset condition, take photographs, and produce a station debrief report. SAMI also populates documentation required to realign, add or remove assets. Exporting from SAMI uploads back to SAMMS any changes made to RPI records. A report from SAMI facilitates in SAMMS the creation, for each asset assessed, of an inspection work order with the deficiencies noted by the inspector.

SAMMS is the Service Maintenance and Management System, a version of IBM’s Maximo, which is an inter-relational database that can accept input and queries from all management levels from field stations to Headquarters. All bureaus under the Department of Interior are required to use Maximo for their real property asset management. Work Orders in SAMMS form the basis of both inspection reporting as well as long-range deferred maintenance and construction budget planning. SAMMS interfaces with both SAMI and FBMS.

Stewardship Property is one of two main financial classifications of real property (the other being General Purpose Property). The purpose of stewardship land is the direct management of natural resources. Stewardship assets are “permanent improvements to stewardship lands” (PISL) for the direct purpose of natural resource management (nesting islands, levees, canals, water control structures, and fences, for example). Stewardship assets also include those identified as heritage assets by cultural resources personnel. Stewardship assets are not depreciated (i.e., their financial value is not costed out over time). For this reason, stewardship assets are not capitalized.

Structure An asset that does not meet the definition of a building is considered a structure. The eight-digit DOI asset code for most structures begins with 40. (No asset code for structures begins with 35 – all codes

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beginning with 35 are buildings.) Examples of structures include: pole barns, kiosks, airfields, levees, canals, drainage ditches, roads, bridges, trails, and parking lots. Utility systems (heating, sewage, water and electrical) are considered stand-alone structures *only when they serve multiple assets*. The presence of office space (four walls and a roof within a non-building structure) does not cause an asset type to change from that of the encompassing structure. For example, office space in a dam is considered part of the dam.

References and Code Manuals Utilized

The following references are the guiding documents of the FWS CCA program. Not all aspects of non-federal documents may be applicable; nonetheless they form the basis of assessment standards and requirements.

- a. 28 CFR Part 36, Americans with Disability Act (ADA) Standards for Accessible Design
- b. 372 FW4 Assessing Condition and Documenting Costs to Correct Deficiencies
- c. American Society of Home Inspectors (ASHI)
- d. Architectural Barrier Act (ABA) Pub. L. 94-541 (42 U.S.C 4151 et seq.)
- e. ASTM International, E 2018-15, Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process
- f. Building Owners and Managers Association (BOMA) International , Z65.3, Gross Areas of a Building: Standard Methods of Measurement
- g. Executive Order 13327, Federal Real Property Asset Management
- h. FWS Constructed Real Property Management Handbook
- i. FWS Guidelines for Programs, Activities, and Facilities
- j. International Building Codes (IBC)
- k. National Fire Protection Association (NFPA)
- l. Occupational Safety and Health Administration (OSHA)
- m. Pavement Surface Evaluation and rating Manual (PASER)
- n. Residential Building Codes (IRC)
- o. RSMMeans Estimating Application
- p. Trail Construction and Maintenance Notebook (USDA FS 9623-2833-MTDC)
- q. UNIFORMAT II Elemental Classification for Building Specifications, Cost, Estimating, and Cost Analysis

Chapter Two: The Condition Assessment Process

Condition Assessment Objectives

The goals of conducting a condition assessment, regardless of the assessor, are to verify the existence of assets on the real property inventory (RPI), to formally document the existence of any that aren't, and to update existing information in the assets' records. Comprehensive Condition Assessments (CCAs) of all types must also identify deficiencies and estimate the cost of needed repairs based on operational requirements and current national building and life and safety codes, as well as calculate the Current Replacement Value (CRV) of assets. While all assets have value, emphasis during CCAs is placed on mission critical assets and deficiencies that result in life safety risks or damage to the environment. CCAs also make note of the potential to increase the sustainability of mission capabilities and possible energy efficiencies within the asset portfolio.

The results of a condition assessment provide management with current information regarding a station's real property portfolio. The scope of information attained may vary depending on the type of condition assessment completed. All condition assessments, regardless of type, must validate the Federal Real Property Profile attributes (the "critical elements") of the individual assets inspected.

Federal Real Property Profile Information

A major part of an assessment is to certify that all attributes of a real property asset are identified correctly in the database, for these elements are reported annually to OMB and the Federal Real Property Council. During the CCA inspection process, it is the responsibility of the FMC to work with the station's management to document, verify, or correct the elements listed below. Many of these will be auto-populated via SAMI with the existing info from SAMMS.

- a. Asset Type (See Appendix 1 for requirements)
- b. Short Description (See Appendix 1 for requirements)
- c. Specialized Identification Number – Applies to specific asset types, including quarters, inventory dams, road bridges, parking lots, and roads.
- d. Unit of Measurement (See Appendix 1 for requirements)
- e. Size – Size A is the size required for annual reporting of the Service's Federal Real Property Profile. However, this size may not be the most applicable for facility management. Therefore, other measurements must be captured as Size B, C, etc., as needed.
- f. Constructed Material – Choose the predominant material, as only one can be recorded.
- g. Geo Coordinates – Generally only the primary latitude and longitude are required. For buildings, these coordinates will be recorded from the front door. For lineal assets (fences, levees, and roads) the coordinates will be taken at the beginning and end of the asset.
- h. Constructed Year – Station management must provide this information
- i. Historic Criteria – Regardless of the year the asset was constructed, only the Regional Historical Preservation Officer (HPO) should determine if an asset has historical status. Therefore, all assets will be categorized in SAMMS as "Not evaluated" until a determination is made by the HPO.
- j. Accessibility – Indicates whether the asset is accessible by those with physical disabilities.

Official Method for Conducting Assessments: The Service Application for Material Inspections (SAMI)

The required application for conducting condition assessments is SAMI, the Service’s Application for Maintenance and Inspection. SAMI is the means by which inspectors capture and transfer to SAMMS condition inspection data. If other software is utilized for specialized assessments, the branch responsible for the specialized inspection will ensure that required documentation is entered into or interfaced with SAMI and passed to the Regional Facility Branch. The SAMI User Guide is Appendix 2.

Exceptions to Building and Life Safety Code Standards

The only person authorized to grant deviation from building and life safety codes is the Regional Chief Engineer. The person in this position is the Authority Having Jurisdiction (AHJ) for their region. In cases where the station’s use of a building differs from the building’s asset code (thereby invoking standards not applicable to the original asset type), or where specific building or life safety code requirements are not attainable, the station manager will need to acquire signed documentation from the AHJ agreeing to the modification.

Types of Assessments

There are two types of condition assessments: Comprehensive Condition Assessments (CCA) and Annual Condition Assessments (ACA). Specialized condition assessments performed by a contractor are a type of CCA. All condition assessments must be physically conducted on-site, with station personnel present. All assessments are to be recorded in SAMI/SAMMS according to the sub-work types as follow:

Types of Condition Assessments and their Inspection (IN) Work Order Codes

Annual Condition Assessment	INAC
Bridge Safety	INBS
Comprehensive Condition Assessment	INCA
Dam Safety Assessment	INDS
Environmental Compliance Survey	INEC
Federal Highway	INFH
Natural Disasters and Emergencies	INND
Safety	INSF
Seismic Safety	INSS

Annual Condition Assessments (ACAs)

ACAs are basic inspections of FWS real property and are conducted each year by field station personnel via SAMI. Station personnel verify the physical existence of each asset on the station’s RPI, as well as the recorded attributes of each. After ACAs have been conducted in each region, the information is then submitted to OMB as part of the Service’s real property profile, which is tracked from year-to-year by the Department and the FRPC. Annual Condition Assessments also serve to identify major deficiencies that may occur between Comprehensive Condition Assessments, which take place every fifth year.

To facilitate the documentation of ACAs, each region’s FMC creates one IN work order (no sub-type) as an ACA parent for the region, and to it attaches one INCA work order for each station with real property. (See Figure 2.) It is in the “long description” area of the INCA work order that the results of stations’ annual assessments are recorded.

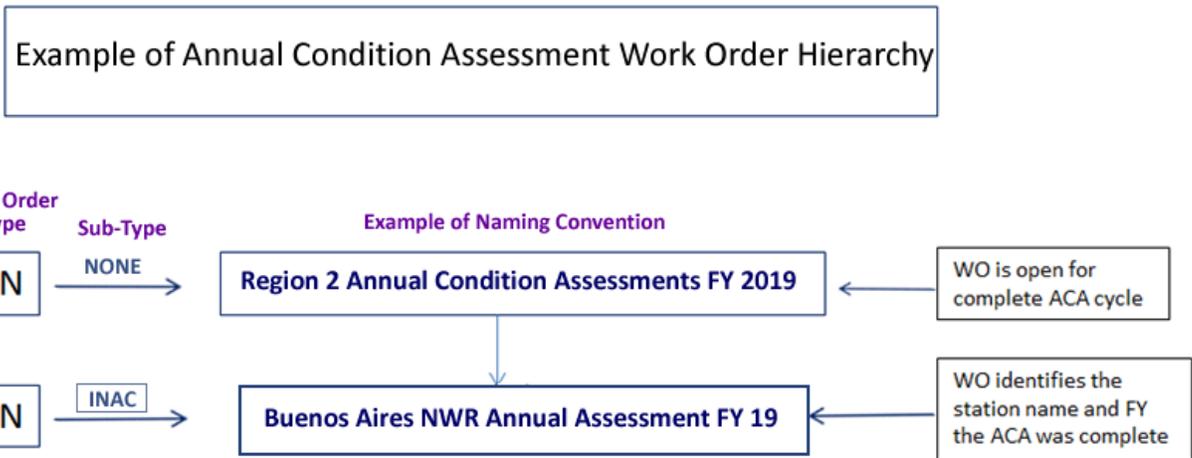


Figure 2

To complete an annual assessment, station personnel will:

- A. Physically verify the presence of all real property assets on their station’s inventory.
 - a. Submit documentation to remove from the inventory any asset that is no longer on site. This is generally accomplished via a Certificate of Unserviceable Property. (Refer to Appendix 7.)
 - b. Submit documentation to have added to the station’s RPI any asset on site valued at or over \$5,000 that does not already appear on the inventory. (Refer to Appendix 13.)
- B. In accordance with Appendix 1, validate and correct where needed the asset record’s short description, that is, the title or name of asset.
- C. Notify the regional facility office if corrections are required for asset type, longitude and latitude, size, unit of measurement, or construction material.
- D. Document any major deficiencies, for example, a leaking roof, unexplained mold, or safety issues.
- E. Once the physical existence and attributes of all assets have been verified, and any required corrections to records sent to the regional office, the station manager signs the “Annual RPI Update Certification” form and attaches to it a corrected copy of the station’s RPI.
- F. Station management should also review their existing work orders in SAMMS to request the closure or cancellation of those no longer needed, and to indicate which of those remaining are their highest priorities.
- G. If assets have been added to or deleted from the inventory, the station manager must consult with their regional Asset Management Coordinator to ensure that settlement to the station’s O&M work order(s) still equals 100%.

Comprehensive Condition Assessments (CCAs)

CCAs are the detailed inspection of a station's real property inventory which occurs about every fifth year. During a CCA, the regional FMC or specialized inspector assesses operational real property assets valued at \$100,000 or above, as well as those assets deemed mission critical by the station manager. Any components of such assets will be inspected at the same time. Each region has the goal of completing a comprehensive assessment of 20% of their assets each year, so as to complete them all within the five-year cycle. Appendix 4 provides a check sheet for the completion of a CCA, from scheduling to completion.

CCAs document the current and anticipated future functionality of an individual asset, identifying physical deficiencies and the cost of repairs and replacement. Inspectors, whether FMCs or specialized inspectors, are required to inspect to current national building codes and life safety requirements, although they are not required to be certified building code or safety inspectors. CCAs are not intended to require the dismantling or disassembly of assets (referred to as an "Open and inspect" inspection).

It is the responsibility of the FMC to work with the station management to clean up and update the station's DM work orders during the CCA. FMCs must utilize SAMI when conducting a CCA.

Contractor Performed Condition Assessments

Regional FMCs are responsible for conducting formal CCAs, however, specialized contractors or other government agencies may assist as required to inspect certain types of assets. These assessments may involve a degree of unnecessary risk to FWS personnel without proper training, equipment, qualifications, licensure or certification. Such inspections include but are not limited to: road bridges, inventory dams, public roads, and towers. During the CCA, any inaccurate information in an asset's record must be updated, such as: asset type, CRV, size, latitude, and longitude. Asset naming conventions must also be updated in accordance with current policies.

Headquarters must approve all contractor-performed CCAs. Approval is required prior to writing the scope of work or making any contractual obligations. Contractor-performed condition assessments must be conducted in accordance with FWS CCA policy and procedures, and, unless otherwise dictated by law or other governing instructions, contracted assessments will be completed within the current assessment cycle. However, specialized inspections do not contribute to the 20% annual CCA completion goal for each region.

Due to specialized funding, the following stations are not required to have an FWS CCA, but are inspected in accordance with federal law: Leavenworth NFH, Entiat NFH, Winthrop NFH, and Coleman NFH. The results of these inspections, to include cost estimates, are required to be entered into FWS's maintenance database system.

Assessment Cycles

CCAs are performed on a continuous cycle intended to repeat itself every five years. All real property assets valued at or above \$100,000 must be inspected, as well as any lesser-valued assets deemed mission-critical by the station manager. Twenty percent of each region's assets should be inspected each year. The national facilities management coordinator at headquarters opens and closes each cycle and informs FMCs of their progress. Regions perform a self-audit at the end of the second and fourth fiscal year of the

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assessment cycle. If the 40 and 80 percent milestones have not been accomplished, a plan of action must be presented to Headquarters explaining how the Region plans to adjust and attain the required percentage by the end of the next fiscal year.

At the start of each cycle, each region's FMC creates for his or her region a parent work order in SAMMS of type IN (Inspection) with no sub-work type. (See Figure 3.) Attached to this work order, the FMC creates another IN work order (no sub-type) for each station with RPI assets. Attached to the station's work order, the FMC creates another work order of sub-type INCA for each asset assessed at that station.

Example of Work Order Hierarchy and Naming Conventions for Comprehensive Condition Assessments

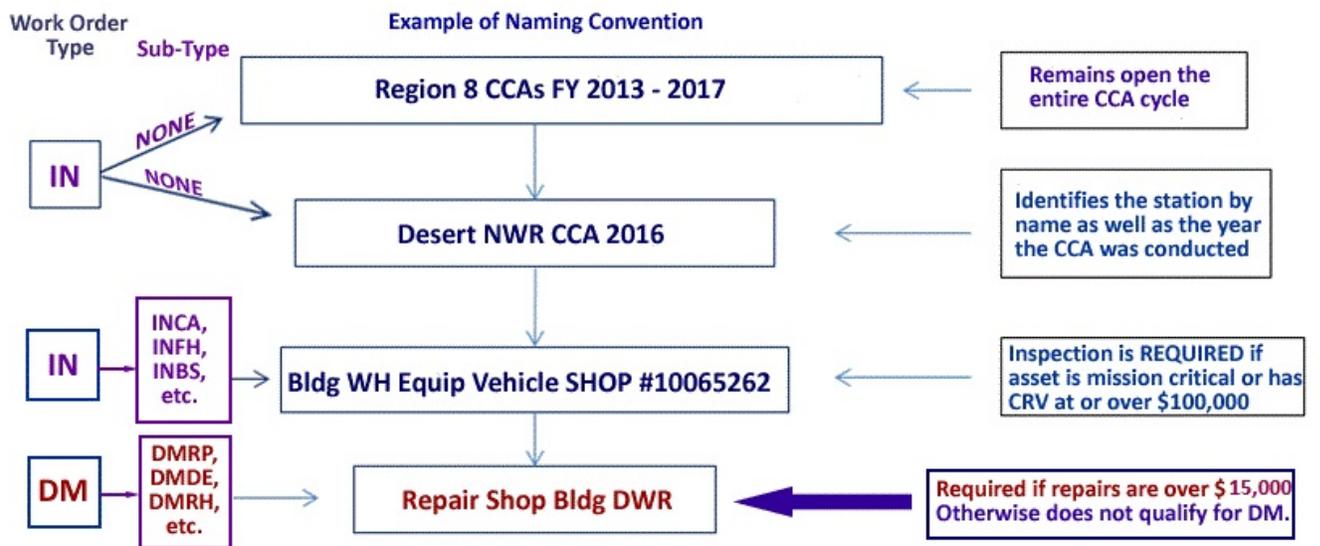


Figure 3

Scheduling CCAs

At the beginning of the five-year assessment cycle, the Regional Facility Supervisor and FMC(s) should meet and define a long-term assessment schedule determining which stations will be inspected in which years. FMCs and their supervisors should meet regularly (at least twice a year) to review and update the schedule. Once a date has been proposed for a station's inspection, the FMC is to contact the station manager (see email example in Appendix 3) and ensure that the proposed date will work for the station, bearing in mind that the manager is to attend both the in- and out-briefing, and that someone knowledgeable about the station's assets and mission needs to accompany the FMC during his or her assessment. Once the date has been agreed upon, and no less than 30 days before that date, the FMC emails a copy of the station's inventory for the manager to review. (SAMI "Reports" button, select "Station Report w/DM.")

FMC Preparation for Site Visit

A check sheet to assist the FMC with scheduling and CCA completion is Appendix 4.

Once a schedule of stations has been determined, but before a site visit has been conducted, the FMC is to print and review the CCA debrief report from the station's last inspection, as well as all recent specialized reports, which may include safety, bridge, dam, environmental, accessibility, trails, and transportation.

Required and Recommended Equipment and Reference Materials

To conduct CCAs, FMCs require specific tools and materials. Appendix 12 lists both required and recommended items, and indicates whether the items should be brought by the FMC to the station for use during the assessment.

In-brief

All CCA inspectors, regardless of the type of inspection, are required to conduct an in-briefing with the station management prior to inspecting any assets at that station (inspections required in emergency situations or natural disasters may be excepted when simply not possible, though an in- and out-briefing should be attempted nonetheless). Written correspondence to the station should be sent by the inspector no less than 30 days in advance of the inspection, reminding station management of their requirement for representation at this meeting. This should be followed up with a courtesy reminder phone call two weeks before the site visit. The in-briefing generally takes about 30 minutes. Appendix 5 contains an example outline for conducting an in-briefing.

Inspection

FMCs and other specialized inspectors will inspect assets and note deficiencies as per the most current building and life safety codes, regardless of when an asset was initially constructed. Mandatory training of FMCs is required as detailed in Chapter 1. Contractors and other specialized inspectors are required to be certified or licensed for the types of assets they are inspecting. All inspectors must be accompanied by knowledgeable station staff throughout the physical inspection process. Buildings are to be inspected according to the purpose for which they are being used, not the use for which they may have been originally constructed. (That is, a single-family dwelling being utilized as an office is to be inspected as an office, not as a single-family home.)

The Three Golden Rules of Inspecting are:

1. Safety first. At no time should the inspector put his or herself, others, or equipment in jeopardy. Never violate safety procedures.
2. Properly document all deficiencies noted.
3. Never operate any valves, open and expose internal electrical panels, or test water for the purpose of the CCA. If equipment requires operation for inspection to occur, station staff will operate any machinery in accordance with current station policies.

Photographing Assets & Recording Coordinates

FMCs and specialized inspectors are required to photograph each asset inspected and record its geo-coordinates. FMCs are required to use SAMI for this purpose, as coordinates are imbedded in the photo. Photos of buildings will be taken at the front door to capture accurate coordinates; for lineal assets, a photo will be taken at the beginning and end. For all other assets, the photo should most accurately

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capture the asset. Additionally, photographs are required of all deficiencies. All photos taken with SAMI are required to be copied with the following folder path: Documents > SAMIData > Station Name > Picture. All photos must identify the asset by approved DOI type and name (the “short description”), RPI number, and date, as illustrated in Figure 5. SAMI can be configured to provide this automatically. Any inspector not utilizing SAMI must still follow this convention.



BLDG DAY CARE W_ FENCE -
10035778_03-30-2015_2.jpg

Figure 5

Disposal

True disposal, where an asset is no longer needed and is demolished or sold, should be approved by regional management via a “Certificate of Unserviceable Property” submitted by the station *before the disposal takes place*. (It is not altogether uncommon, though, for an inspector to find an asset that still appears on the station’s inventory although it no longer exists on the ground.) An asset may also be “administratively disposed” when it is deemed to be a component of another asset, and not a stand-alone asset by itself. In either case, appropriate disposal paperwork must be completed by the FMC during the assessment.

If the asset identified on the “Certificate of Unserviceable Property” is a building, provide the square footage. If square footage was used on a replacement asset, provide name, type of new asset, and asset number.

Certificate of Unserviceable Property (Formerly Form DI-103a)

For “true” disposals, the document generally required is a “Certificate of Unserviceable Property.” This form is automatic generated through SAMI (See Appendix 7). Prior to the FMC leaving site, the form should be signed by the station manager and forwarded to the manager’s area supervisor. The FMC must also notify the regional AMC, as adjustments to the station’s annual O&M work order(s) may be required. Once the “Certificate of Unserviceable Property” is returned to the facilities office, the AMC or FMC attaches the “Certificate of Unserviceable Property” to the FBMS building record, and sends an email to their regional Finance office and RP_disposal_requests@fws.gov, to inform Headquarters of the completed disposal. HQ will remove the record from the active inventory.

Certificate of Transferred Property, Form DI-104

If the asset identified on the “Certificate of Unserviceable Property” is being or has been transferred to another government agency, a form DI-104, “Transfer of Property” shall be included with the “Certificate of Unserviceable Property” which is sent to the station’s area supervisor and AMC. The regional facilities office must attach the DI-104 along with the “Certificate of Unserviceable Property” to the asset’s building record in FBMS and send an email to the regional Finance office and HQ at RP_disposal_requests@fws.gov informing both of the completed disposal. See Appendix 8 for an example DI-104, which can also be generated through SAMI.

Administrative Disposal

When an asset has not been physically removed but the asset record needs to be removed from the inventory (perhaps the structure is now to be considered a component of some other asset; or a record was created for it, but the asset was never constructed; or the record is a duplicate) an “administrative disposal” is appropriate. This is accomplished via a memorandum generated in SAMI (see Appendix 9). Prior to the FMC leaving site, the Administrative Disposal Memo should be completed by the FMC and signed by the station management. The FMC then forwards a copy of the memo to the station’s Area Supervisor and AMC. Once again, the regional facilities office should attach the memo to the asset’s building record in FBMS and send an email to the regional Finance office and HQ at RP_disposal_requests@fws.gov to informing both of the disposal. Headquarters Disposal personnel will communicate disposal of all general assets to Denver Finance Office.

Creating New Assets Records

It is the responsibility of the FMC to work with station management to generate records for assets present but discovered to be missing from the station’s inventory during a CCA. Such assets are referred to as “newly discovered.” The paperwork required for adding records to the RPI must be routed through the region’s Division of Finance to the Division of Financial Management (DFM) in Denver for the creation of an asset “record shell” in FBMS. The record shell creates a building number in FBMS (recall that FBMS refers to all RPI assets as “buildings”). Regional facilities office personnel must then release the record in FBMS for it to pass to SAMMS, where a new RPI record is created. To create a new asset record, refer to Appendix 10. Documentation required from stations for the creation of new assets can be found in Appendix 13.

Debrief

The on-site inspection culminates with a debriefing of the station manager (or his or her designee) by the inspector. All inspectors are required to conduct a debriefing and provide a written report prior to their departure. All items inspected should be addressed during the debrief. Depending on the type of assessment and size of the station, a two hour debrief may not be unreasonable. The written report presented during the debrief must address: safety issues, all deficiencies identified, reference materials used to identify the deficiencies, RPI data sheets for adding any new assets to the inventory, a “Certificate of Unserviceable Real Property” or admin removal letter (as appropriate) for each asset identified for disposal, and the station’s highest DM priority based on material condition. Appendix 6 contains an example of a debrief letter produced with SAMI. The official debrief document will be retained at the regional office for a minimum of two CCA cycles (6-10 years).

Chapter 3: Following the On-Site Inspection

After the FMC has fulfilled the on-site inspection requirements (conducted an in-brief with station management; used SAMI to conduct the assessment: photographing and documenting all assets inspected and deficiencies found, taking geo-coordinates and measurements of each asset, verifying each asset's attributes as reported in the RPI; and conducted an out-brief presenting his/her findings to station management in written form along with documents required for adding or deleting assets from the inventory), the FMC returns to his or her duty station and performs the after-inspection CCA requirements: uploading inspection findings to SAMMS as INCA work orders, estimating the cost for repairing deficiencies, creating DM work orders, recalculating the CRV, and submitting paperwork for the addition or deletion of a station's assets.

Current Replacement Value (CRV)

An asset's Current Replacement Value (CRV) must be updated along with the base year it was re-calculated each time a CCA is completed. Annually, between CCAs, the CRV will be adjusted automatically within the database based on the construction industry's published Current Construction Index (CCI).

The CRV is key to calculating each asset's Facility Condition Index (FCI), and is required to be estimated as part of the CCA process via SAMI. The CRV includes all costs necessary, based on what a contractor would charge, to reconstruct the asset as it currently exists, without modification or improvements other than applicable building and life safety code changes. CRV costs include materials, construction labor (Davis-Bacon wages), a locality adjustment factor, equipment, mobilization, and any permitting required. All CRVs conducted by Service employees will be calculated through SAMI which has RSMeans integrated, and must include a 77% mark-up for contingency, engineering support, and overhead. All CRVs calculated by a contractor must be approved by Headquarters' Facility Branch.

In the rare event that RSMeans does not provide cost data for a specific material item, the acquisition cost from a recent (within three years) and similar acquisition by the Service may be used, or a price quote for that item may be obtained from a vendor. Labor installation costs will be estimated using the most recently published version of the RSMeans Cost Data. The source of these estimates and their supporting assumptions must be documented on the vendor's letterhead.

Demolition costs must be included in the CRV if, in the opinion of the FMC, the asset should be demolished and replaced. This is necessary to ensure that the asset's FCI does not exceed 1.0. For example: Building CRV \$500,000 + Demolition Cost \$25,000 = New Building CRV \$525,000.

CRV Calculation for Specialized Inspections

RSMeans is the required method for FMCs to use in calculating the CRV. Specialized inspectors are encouraged to use RSMeans, however, other specific industry standards may be acceptable. For example, as the Federal Highway Administration (FHWA) is the authority on the construction of roads and parking lots, their use of current real costs is accepted in determining the CRV. Regional Transportation Coordinators (RTCs), upon reviewing FHWA assessments, will add the required contingency markup to the CRV provided by FHWA.

Work Orders

It is the responsibility of the FMC to work with the station management to clean up and update the station's DM work orders during the CCA.

Inspection Work Orders

The FMC creates an INCA inspection work order for every asset inspected. Figure 3 in Chapter 2 illustrates the naming conventions and work order hierarchy for each assessment cycle. As the FMC uses SAMI for the condition assessment, SAMI creates the proper format and form to initialize the inspection work order in SAMMS. Figure 6, below, shows an example of what will appear in the long description field of the INCA work order in SAMMS. Note that SAMI identifies the asset by its DOI asset type in the name of the asset. This naming convention is required to be transferred to all subsequent child work orders.

Asset# 10034996	Bldg Office Headquarters w/ Tank Fuel	3612.0 SQFT
Notes:		
(1) Dimensions recorded or verified during this CCA.		
(2) Current Replacement Value (CRV): \$3,626,065.16		
Description:		
(1) Dimensions: 128 Length in Linear FT X 28 Width in Linear Feet X 1 Number of Stories		
(2) Constructed Material: Wood		
(3) Geo Coords: 55.0667 Start Latitude / -162.783005 Start Longitude		
(4) Constructed Year: 1963 (Numerous modifications and renovations)		
(5) Public: Yes		
(6) Potable Water Source: Community		
(7) Waste Water Collection: Community		
(8) Foundation: Crawl space		
(9) Roof: Metal		
(10) Overhead Doors: 3 Each (10' X 10')		
<ul style="list-style-type: none"> - Egress doors, Northside Office and Southside shop, open inward. Egress doors are required to open in line with egress route IAW NFPA 101. Recommend consulting with Regional Engineer and replace egress doors. - Egress doors exit signs are inoperative. Egress door exit signs are required to be hard wired with battery backup IAW NFPA 101 - Southside office and Northside shop egress door handles are wrong style. Handles are required to be single motion level action or emergency push bar IAW NFPA 101 - Improper drainage. Redirect drainage to flow away from building - Gutters are missing allowing erosion around foundation. Install approximately 250 feet - Outside cables are not buried or secured properly. Recommend burying and/or securing cables - Mechanical air appears to need commissioning /balancing. Commission system - Water fountain needs adjusting. Too much pressure. Readjust pressure - Fuel tank is not secured properly. Secure tank IAW FWS Instruction - Fuel tanks require grounding. Ground tank with 8 foot rod and #4 solid cooper wire IAW FWS instruction - Fuel tanks are required to have concrete filled 6 inch diameter steel pipe as bollards. Replace bollards with correct type of bollards. - Fuel tank is missing at least one of the required signs; No Smoking, Flammable, Product Type, Product Quantity, and/or DOT Diamond Label signage. All signage must be visible on all sides of tank. Replace or install missing required signage. 		

Figure 6

Canceling and Creating DM Work Orders

Following the CCA, the FMC is responsible for canceling in SAMMS all previous child DM work orders (non-DMFPs), because new DM work orders documenting current deficiencies will be created by the FMC immediately following the assessment. The FMC must take special care not to change in any way work orders that are included in a DM, Transportation, or Construction Five Year Plan, or those in an HQ-required High Priority Construction List.

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Normally, after the CCA there will be one DM child work order to document an asset’s deficiencies. A new DM work order should be created with all new and still existing deficiencies included. DM work orders in a funded 5 year plan are required to be updated, but the FMC must work directly with the regional AMC to do this, as the AMC has responsibility for creating and updating the DM parent work order, as well as the region’s Five Year Plan. Changes to child work orders will affect the plan year totals for a region, and any changes to DM work orders in a submitted 5 year plan must be presented to Headquarters for approval.

Unless the asset is deemed mission critical, the FMC is not required to create a DM work order if the required repairs total less than \$15,000. When this occurs, the FMC is to add to the following text to the bottom of the INCA work order’s “long description” field: “Repair costs for all deficiencies noted are estimated to cost less than \$15,000. Therefore, no DM work order is required.”

Estimating

All cost estimating must be completed using RSMMeans, unless prior approval is received from Headquarters. All CCA estimates are modified “Class C,” which by definition means they are within 15% of the actual repair or replacement cost. The FMC will round the total of the line item estimate to the nearest dollar and include the estimate in the INCA work order. (See example in figure 7 below.) If the total of the cost estimate is \$15,000 or greater, the FMC will duplicate the INCA and change the work order type to DM. Information on preparing cost estimates may be found in Appendix 11.

Line Number	Description	Quantity	Unit	Ext. Total Incl O&P
015436501500	Mobilization or demobilization, delivery charge for equipment, hauled on 40-ton capacity towed trailer	2.000	Ea.	\$1,875.50
015433404200	Rent pump, centrifugal, gas drive, 2" diam., 130 GPM	1.000	Week+	\$419.10
015433200150	Rent excavation diesel hydraulic crawler mounted 1 CY capacity	1.000	Week+	\$4,532.00
312514161000	Synthetic erosion control, silt fence, install and maintain, remove, 3' high	400.000	L.F.	\$880.00
312514161100	Synthetic erosion control, silt fence, polypropylene, allow 25% per month maintenance; 6 month max life	0.500		
024119190800	Selective demolition, rubbish handling, dumpster, 30 C.Y., 7 ton capacity, weekly rental, includes one dump per week, cost to be added to demolition cost	1.000	Week	\$836.00
312323201450	Cycle hauling(wait, load, travel, unload or dump & return) time per cycle, excavated or borrow, loose cubic yards, 25 min load/wait/unload, 12 C.Y. truck, cycle 4 miles, 30 MPH, excludes loading equipment	40.000	L.C.Y.	\$297.44
352016260130	Hydraulic sluice gates, hydraulic structures, cast iron, heavy duty, self contained w/crank operated gate, 36" x 36", AWWA C501	1.000	Ea.	\$21,353.75
334113402180	Public storm utility drainage piping, corrugated metal pipe, galvanized and bituminous coated with paved invert, 20' lengths, 12 ga., 36" diameter, excludes excavation and backfill	60.000	L.F.	\$4,250.40
				\$34,444.00
		Contingency	77%	\$26,521
		Grand Total		\$60,965

Figure 7

Common Questions and Issues Regarding Specific Asset Types

Assets are to be inspected according to the building standards for which the building is being (or will be) utilized. For example, a storage building that is being used as a bunkhouse should be inspected to the standards of a bunkhouse. The exception to the inspect-to-the-code-for-the-purpose-utilized maxim is manufactured (mobile) homes. Refer to Appendix 1, “FWS Approved DOI Asset Codes and Short Descriptions” for details and guiding principles for each type of asset.

Accessibility

Common accessibility deficiencies and construction errors may be found in Appendix 14.

Bunkhouses

Buildings used for bunkhouses must be designed or renovated for such usage and /or be approved and documented for use as a bunkhouse by the regional person designated as Authority Having Jurisdiction (AHJ). A building that provides sleeping accommodations for 16 or fewer persons (on either a transit or permanent basis, with or without meals), but without separate cooking facilities for individual occupants, is classified as “Lodging” or “Rooming Houses” for inspecting purposes.

Egress

Egress current codes can be found in the latest edition of NFPA 101 Life Safety Codes and Code of Federal Regulations (CFR) 1910.

Emergency Egress Lighting and Markings

Egress lighting and markings must be in accordance with the latest edition of NFPA.

Exit Doors

The following cited codes apply to all exit doors:

1910.36(d)(1)

Employees must be able to open an exit route door from the inside at all times without keys, tools, or special knowledge. A device such as a panic bar that locks only from the outside is permitted on exit discharge doors.

1910.36(d)(2)

Exit route doors must be free of any device or alarm that could restrict emergency use of the exit route if the device or alarm fails.

1910.36(d)(3)

An exit route door may be locked from the inside only in mental, penal, or correctional facilities and then only if supervisory personnel are continuously on duty and the employer has a plan to remove occupants from the facility during an emergency.

Fuel Tanks

All underground fueling tanks (LP, gasoline, diesel, etc.) should be documented and reported to the regional engineering office. Figure 9 shows an example of a properly designed fuel system. Headquarters’ Division of Engineering sets policy relating to fuel tanks, but at a minimum, FMCs will inspect tanks to meet the following general requirements:

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A fuel tank must have:

- A fuel filter,
- An emergency vent,
- A level gauge,
- Breakaway hoses,
- An anti-siphon device,
- Adequate night lighting, and
- An auto-shutoff nozzle

Foundations must be installed on a protected 6" concrete slab, constructed to a minimum 4000 psi.

The perimeter of the fuel tank must be protected with bollards that are six inch diameter with concrete filled convex tops, four feet in height from grade, and painted yellow. Bollards must not be separated by more than four feet.

Tanks must be: double-walled or have a containment wall capable of holding the entire fuel capacity of the tank, secured to the foundation, with a steel vent of an inside diameter equal to the diameter of the fill pipe, the top of the vent stack must terminate not less than 12 feet from grade, and the vent stack must have a pressure vacuum relief device with rain cap. If more than one tank is present, tanks must be separated by a minimum of 3 feet.

Tank must be signed with:

- Reflective product labeling,
- No smoking signage,
- Product quantity, and
- DOT labels

The tank's electrical system must have:

- Explosion proof wiring meeting NFPA 70 for hazardous locations,
- An emergency shut off clearly labeled at least 20 feet and no more than 100 feet away, and
- A grounding wire from the vent stack, bare metal to bare metal, with a grounding rod of at least 8 feet in length, attached to number 4 single strand copper wire.



Figure 9

Manufactured (Mobile) Homes

Manufactured homes (mobile home buildings) are sometimes used as Visitor Contact Stations (see photo below) offices, or other buildings. However, use of these buildings is not recommended. Although they are generally less expensive than modular or traditional on-site constructed buildings, most are generally built to a lesser quality, requiring more energy for heating and cooling, as well as earlier and more extensive repairs. Over the truncated lifetime of the asset, such buildings can easily result in appreciably greater O&M costs, and are not a good long-term investment for the Service.



Figure 8

Although manufactured (mobile) homes can be utilized for a number of building types, regardless of usage, they are always identified in the inventory as asset type Building Mobile Home, asset code 35300100. (Refer to Appendix 1, “FWS Approved DOI Asset Codes.”)

Manufactured Homes

Manufactured homes are also known as mobile homes and trailers, although today’s manufactured homes have many more styles and options than their predecessors. Manufactured homes:

- a. Are built in a factory, on a non-removable steel chassis.
- b. May be manufactured in multiple parts to be joined at their destination...on a permanent foundation or not.
- c. Are built with wheels and may be transported to the site in sections on these wheels but the wheels *can* be removed.
- d. Conform to a federal building code, called the HUD code, rather than to local building codes at their destinations.
- e. May have electrical and water hook-ups checked for conformance by local building inspectors at their destination, but the structure generally does not require approval.
- f. Are generally less expensive than site-built and modular homes.
- g. Usually decrease quickly in value over time.

Modular Homes

Don’t confuse a modular home with a double wide manufactured home! There are some similarities; however, modular homes are always:

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- a. Built in sections, without wheels, at a factory and then transported by sections to the construction site where the sections are joined together by local contractors.
- b. Constructed (joined) on a foundation.
- c. Built to conform to all state, local or regional building codes at their destinations.
- d. Checked by local building inspectors to make sure the structure meets local requirements and that all finish work is done properly.
- e. Are sometimes less expensive per square foot than site built houses.
- f. Are of the same longevity as their site-built counterparts, if well-built, and will increase in value over time.

Site Built Homes

Site built homes:

- a. Are constructed entirely at the building site.
- b. Conform to all state, local or regional codes of the locality.
- c. May be referred to as 'stick-built.'
- d. When well-built and properly maintained, generally increase in value (location considerations aside).

Quarters

All buildings utilized as quarters are assigned a unique quarters number via iQMIS, the quarters database maintained by Contracting and General Services (CGS). This number is to be utilized in the short description (name field) of the RPI record. Example: QTRS# XXX.

Overhead Door Signage

Overhead Door (OVHD) are required to have crush warning signage (see below). If the door is electric, a safety stop with reversal sensors are required to be installed.



Example safety signage on a newer overhead door

Figure 10

Overhead Electrical Service

An example of basis overhead electrical weather head is shown in Figure 12.

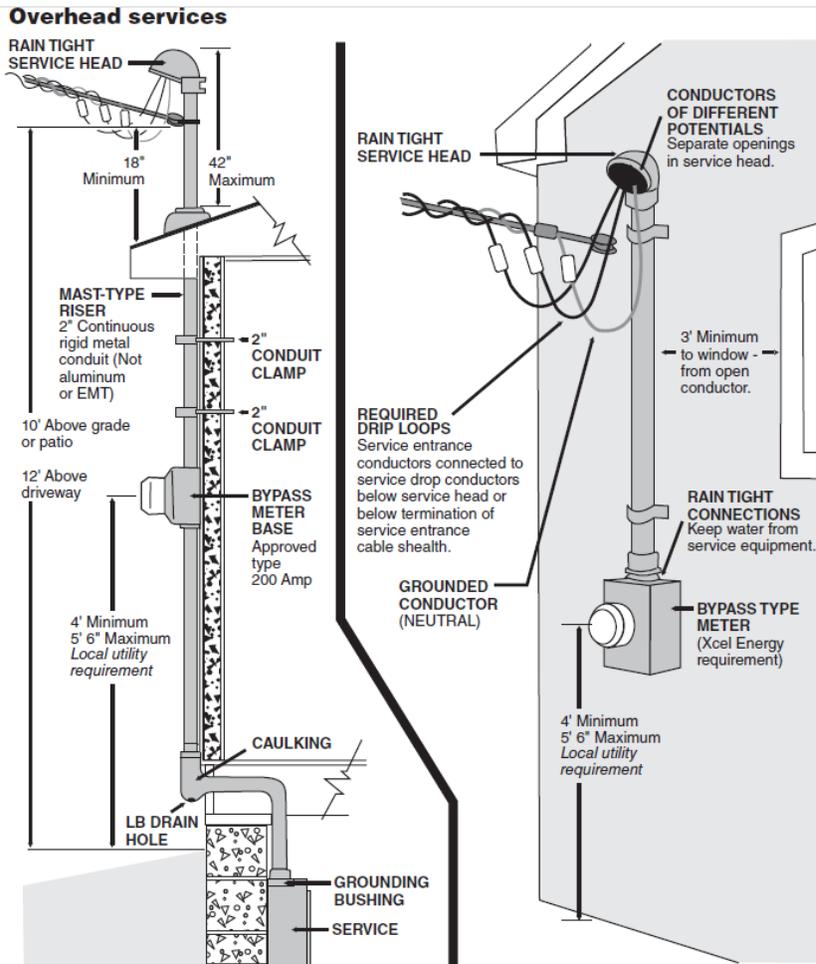


Figure 11

Appendices

Appendix 1: *FWS Approved Asset Codes*

Appendix 2: *Service Application for Material Inspection (SAMI) User Guide*

Appendix 3: Example E-mail to Station Manager re: Upcoming CCA

Appendix 4: Check Sheet for CCA Scheduling and Completion

Appendix 5: Example Outline for CCA In-Briefing

Appendix 6: Example Debrief Document

Appendix 7: Disposal Form “Certificate of Unserviceable Property” with instructions

Appendix 8: Example DI-104, “Transfer of Property”

Appendix 9: Example Administrative Disposal Memo

Appendix 10: RPI New Asset Template

Appendix 11: Cost Estimating with RSMeans

Appendix 12: Required and Recommended Materials for FMCs

Appendix 13: Documentation Required for Creating and Completing New Asset Records

Appendix 14: Accessibility: Common ADA Errors and Omissions in New Construction and Alterations

FWS Approved Asset Codes and Short Descriptions

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Column Headers and Key to Use:

DOI Asset Type	DOI Asset Code	DOI Standardized Definition	Unit(s) of Measurement	Individual Asset Title ("Short Description" in SAMMS) -- Limited to 50 characters	FWS Policy (Guiding Principle for the General Asset Code)
[Asset Type Named by DOI]	[8-digit code determined by DOI]		<p>(1) Unit A is the official unit of measurement (UoM) for Federal Real Property reporting purposes.</p> <p>(2) Units B - F, if identified, are used for other purposes.</p>	All asset titles must begin as shown in red text for their corresponding asset type. No punctuation is required if space is not available.	This column dictates Standard Operating Procedures (SOP) for the asset type. More guidance regarding asset categories is found in the green boxes.
All/Any	All/Any	Assets Marked for Decommission		REMOVE is to be typed at the beginning of the asset's title/short description, after the appropriate disposal document (generally a "Certificate of Unserviceable Property") has been attached to the building record in FBMS.	It can take up to a year for a record to be removed from the database. Using the word Remove as described helps us to identify those assets.

Read the green boxes that precede each asset type -- they provide specific guidance for that asset type.

Regarding Asset Creation and Record Changes

- (1) Prior to assigning an asset code, refer to the info in the green box for that asset category to ensure that the asset you wish to add meets the standards for the asset type.
- (2) The creation of a new component does not require the creation of a new asset record. New components of existing assets will become part of the existing asset record.
- (3) FMCs or regional coordinators may need to change the DOI asset code assigned to an asset. Such a change needs to be initiated in FBMS, which will interface with and make the change to the record in Maximo (SAMMS). **IF YOU INITIATE SUCH A CHANGE, BE SURE TO FOLLOW THROUGH AFTERWARDS AND CHANGE THE UNIT OF MEASURE FOR THE RECORD THAT HAS HAD ITS TYPE CHANGED.** Also, if the change is from a structure (type 40) to a building (type 35) or the reverse, you must notify the Headquarters FRPP coordinator and annotate the change in the regional note section of the record in SAMMS.
- (4) When you access a record, you are required to ensure that the individual asset's short description (its name or title) begins with the text provided in red font in the Short Description Column example. If you are using SAMI, the name change will be generated automatically and prefixed to the asset's title. Be aware, however, that the entire short description of an asset is limited to a total of 50 characters, including the standard naming convention required at the beginning. Some existing descriptions will need to be abbreviated. If space is not available, you may ignore standard punctuation practices.
- (5) All assets are to be categorized and identified to reflect the purpose for which they are being utilized. (For more on this, see Item 1 in the green box under Buildings.) Manufactured/Mobile Homes are an exception. Regardless of usage, manufactured /mobile homes will always be categorized as asset type of Building Mobile Home with the asset code of 35300100. The remainder of the short description will describe the usage. The FMC will conduct the inspection based on the use of the asset.
- (6) All measurements recorded for official use will be rounded off to the nearest whole number.

Buildings

- (1) **Asset Code** - Buildings will be assigned asset codes based on the use of the asset, which will also determine the inspection standard. A building, originally constructed as a house but utilized as an office, will be inspected as an office and classified as an office in the inventory. Likewise, a building that is currently utilized as a bunkhouse will be classified as a bunkhouse and inspected to the standards established for bunkhouses, regardless of the purpose for which the building was initially constructed.
- (2) **Long Description** - The FMC is to include specific details describing the asset in the long description field of the asset record. When using SAMI, the long description will be automatically generated based on the information submitted. At a minimum, the information submitted for a building shall include dimensions; construction material; geo-coordinates; construction year; metering services; historic, accessibility, and public use statuses; type of foundation and roof; and service panel amperage. If heating, ventilation and air condition (HVAC) system is present, information should be collected on year of installation, tonnage, and seasonal energy efficiency ratio (SEER).
- (3) **Components** - A building may encompass many contributing components, some of which may be other recognized DOI asset types (wells, septic systems, renewable energy systems, fuels tanks, fencing, etc.). A building must not be made a component of another building with the exception of specific outbuildings of less than 200 sq ft. (Refer to the FWS "Asset Component Authorized List" for the DOI assets that may be categorized as components of stand alone assets.) FMCs are to list an asset's components in the long description and, as space allows, in the short description. Non-DOI asset code components are considered when calculating the current replacement value (CRV) of a building, and are called out individually when calculating the CRV.
- (5) **Abandoned buildings** – Abandoned buildings may be converted to wildlife habitat. These will then be reclassified Bldg Animal Shelter (35800200) and assigned the minimum qualifying CRV of \$5,000. No DM work orders, other than a Deferred Maintenance Demolition (DMDE), are allowed.
- (4) **Assets that service multiple buildings**, such as generators, windmills, detached solar panels, septic systems, wells, or tanks are to appear on the inventory as stand-alone assets and assigned their own real property numbers and DOI asset codes, rather than being treated as a component of a single building.

Buildings, cont.

(6) **Basements** - All basements are to be measured during a building's condition assessment. If the ceiling height is 7 feet or more, the basement must be included in the gross square foot calculation of the building, whether the basement is finished or not. A basement with a ceiling height below 7 feet will not be counted in the gross square foot calculation. Either way, the basement must be included when calculating the building's CRV. Unfinished basements will be classified as non-improved "Exempt Space" for usable square feet and utilization requirements. Basements designed or converted for office space, storage, fitness, mail or copy rooms, kitchenettes, break rooms, or other designated areas identified in the "FWS Space Management Handbook" will be included in the usable square feet utilization calculation (180 square feet per person) and classified as finished. Finished basements should meet current building and life safety codes.

(7) **Reduce the Footprint (RtF)** - All buildings classified as offices or warehouses are included in the Department's RtF restrictions. Verify each building's measurements during a CCA, but do not change the recorded measurement unless: (a) For buildings with recorded measurements of 2,000 sq ft and below, there is an increase or decrease of more than 100 square feet, or (b) For buildings currently recorded above 2,000 sq ft, there is an increase or decrease greater than 5 percent.

Office, Visitor Contact Station, Visitor Center, and Multi-Purposes

(1) **Building Classification** - Always refer to the FWS guiding principles when verifying or determining the asset type for Building Multi-Purpose, Building Office, Building Visitor Centers, and Building Visitor Contact Stations as these definitions have fine distinctions between them and huge ramifications within current policy. Consult the "Guiding Principles" under column F carefully.

(2) **Office Spaces** - Office space includes all office, office support, circulation space, employee conference rooms and team rooms, as described in the "FWS Space Management Handbook" (September 2012). Because a building contains office space does not necessarily mean that it should be categorized as a Building Office.

(3) **Multi-Purpose Building** - Within the FWS, this asset code is assigned to buildings that are the primary base of operations for a field station. Commonly referred to as Headquarters buildings, they include space for offices, visitor contact, public meeting rooms, storage for field supplies or equipment, evidence storage for law enforcement as well as related administrative space, but will fail to meet the criteria of an office visitor center or visitor contact center.

Building Visitor Center	35290700	A building designed specifically for the purpose of orienting visitors to resources and programs and providing other services to support visitation. Usually includes exhibits and restrooms; sometimes gift shops.	Unit A: Square Feet	Bldg VC w/ Septic / Com Tower	A visitor center is: (1) A building less than 5,000 square feet in size with a minimum of 3,000 square feet of the total interior square footage devoted to use by visitor. (2) A building over 5,000 square feet in size with at least 40% of the total interior square footage devoted to use by visitors.
Building Multi-Purpose	35800400	A building that serves multiple functions such as cafeteria, gymnasium, and assembly area.	Unit A: Square Feet	Bldg Multi-Purpose	A Multi-Purpose building: 1) has several functions, 2) less than 75% of the interior square footage is devoted to office space, and 3) does not meet the criteria for an Office, Visitor Center or Visitor Contact station. Note: Maintenance shops and other warehouse asset types will not be assigned this asset code.
Building Office	35100000	Buildings primarily used for office space.	Unit A: Square Feet	Bldg Office Refuge w/ Septic / Solar / Gen.	An office is a building with at least 75% of the total interior square footage devoted to office space. Office space includes all office, office support, circulation space, employee conference rooms and team rooms as described in the FWS Space Management Handbook (September 2012).
Building Visitor Contact Station	35290800	A building smaller than 5,000 square feet or which has 50% or less of its square footage devoted to direct service to visitors; a place where we distribute information and regulations to welcome and orient visitors.	Unit A: Square Feet	Bldg VCS Main Gate	A visitor contact station is a building smaller than 1,000 square feet that is devoted to serving visitors. It is usually located at the entrance of a station. It may contain a distribution desk for welcoming and orienting visitors but permanent office space is not located within a contact station.

Warehouses					
<p>(1) Assign the DOI asset code based on the primary, current use of the building.</p> <p>(2) Conduct the CCA in accordance with life safety and building codes as applicable to the building's current use.</p> <p>(3) All Building Warehouses counts toward the Department's Reduce the Footprint policy.</p>					
Building Warehouse	35410700	Building designed for storage or production purposes, which may include an office area and/or loading dock.	Unit A: Square Feet	Bldg WH Finch Unit Deer Cooler	Cooler and freezer storage facilities will be assigned this asset code. All other warehouses should meet other warehouses or building asset codes.
Building Warehouse Fire Cache	35410100	A building used to store equipment and vehicles used for fire management and suppression.	Unit A: Square Feet	Bldg WH Fire Cache	A fire cache is primary used for storage of fire equipment.
Building Warehouse Seed Feed	35410200	A building used to store seed, feed, or grain to protect it from damage by moisture or infestation.	Unit A: Square Feet	Bldg WH Seed	Grain bins will not be listed with this DOI asset code. Grain bins will be listed under DOI asset code 40401100.
Building Warehouse Equip Vehicle	35410300	A building used to store vehicles or equipment, including heavy equipment.	Unit A: Square Feet	Bldg WH Equip Vehicle	Equipment vehicle warehouse primary utilization will include storage of heavy equipment, fire and law enforcement vehicles, etc.
Building Warehouse Shed/Outbuilding	35410500	A small structure, either freestanding or attached to a larger structure, to be used as storage or shelter.	Unit A: Square Feet	Bldg WH Shed	(1) Storm shelters will be classified under this asset code as a stand-alone asset. (2) Small sheds under 200 sf ft that are utilized for storage within 100 yards of the primary asset can be considered a component of the primary asset without counting as sq ft for Reduce the Footprint.
Building Warehouse Chemical	35410600	A building designed to store materials that may be hazardous if leaked or spilled. Design may incorporate spill containment, explosion proof lights or other electrical fixtures.	Unit A: Square Feet	Bldg WH Chemical	Chemical buildings are designed to specific specifications that include air flow, explosive proof lighting, raised floor, etc. All buildings used to store hazardous materials will be inspected to the most up-to-date requirements and designs.
Building Warehouse Explosive	35410800	A building designed and used to store high explosives such as C4, TNT, blasting caps, or black or smokeless powder.	Unit A: Square Feet	Bldg WH Explosive	Explosives buildings are designed to specific specifications that include air flow, explosive proof lighting, raised floor, etc. Therefore, a building used to store explosive devices must meet the required design.
Building Comfort Stations					
Building Comfort Station/Restroom	35240100	A building intended primarily for public use with fixtures for defecation and urination, washing, and sometimes showering that may include a septic vault.	Unit A: Square Feet	Bldg, Restroom Otter Lake	
Building Vault Toilet/Pit Toilet	35240200	A building with no plumbing that provides a user compartment sitting above a vault/pit for defecation and urination.	Unit A: Square Feet	Bldg, Pit Toilet Gator Island	

Housing					
<p>(1) Housing utilized as quarters must have a unique number assigned in iQMIS, the quarters database maintained by the Contracting Division. The iQMIS number must be included in the short description (title) of the asset.</p> <p>(2) Quarters are defined as government furnished housing (GFH) maintained in the Quarters Management Information System (QMIS), which sets rental rates based on reasonable value. Quarters are provided, under conditions established by a Housing Assignment Agreement, to employees, federal contractors, and limited others for the purpose of accomplishing a Federal program. Rents charged to tenants are collected by payroll deduction and deposited into a fund designated for maintenance and operations of quarters by the agency.</p> <p>(3) Travel trailers, which have wheels and axles in place and allow rapid movement to another site, are not to be classified as real property nor are they to be utilized as long term quarters (90 days or longer). Travel trailers are personal property. However, they may be listed in SAMMS and FBMS under real property when called for to accommodate accounting purposes. If a travel trailer must be entered in SAMMS, classify it as asset type "Building All Other," using asset code 3500000.</p> <p>(4) Any building utilized as a bunkhouse must have been designed for use as a bunkhouse. Other buildings utilized as bunkhouses must be approved for such use by the regional Authority Having Jurisdiction (AHJ, who is generally the Regional Engineer) and must be renovated and inspected with approval documented by the AHJ.</p> <p>(5) In extremely isolated areas, cabins that have no reasonable future expectation of permanent utilities (water, electric or mechanical) are to be additionally identified in their short description with the parenthetical letters "(EI)" to indicate "Extremely Isolated." The naming convention shall be "Bldg Cabin (EI)". Such cabins shall not be entered in iQMIS (the quarters database), as they do not meet the requirement for quarters. The typical use of these cabins is for emergency or short-term backcountry shelter. EI cabins are not expected to conform to NFPA Life Safety or International Building Codes that apply to quarters.</p>					
Building Mobile Home	35300100	A building that can be relocated, used predominantly for housing, that is fitted with parts for connection to utilities. Mobile homes do not remain set on wheels and generally have the crawl space obscured by a skirt.	Unit A: Square Feet	Bldg Qtrs # ____, Mobile Home w/ Septic	<p>(1) Mobile Homes utilized as other assets will use this asset code and asset type "Mobile Home" (minus the Qtrs #), but the short description will describe the usage.</p> <p>(2) Travel trailers, which remain on wheels, should not be entered in the real property database, although if required to accommodate accounting purposes, enter them under "Building All Other," asset code 3500000. Do NOT enter travel trailers under the Mobile Home asset code.</p>
Building Single Family Housing	35300200	Detached building constructed to house one family.	Unit A: Square Feet	Bldg Qtrs # ____ w/ garage well, septic, solar	
Building Housing Cabin	35300500	A building with fewer utilities and/or rooms than a typical single-family house.	Unit A: Square Feet	Bldg Cabin Steen w/ Well & Septic or Bldg Cabin (EI) Historic Sod Cabin	<p>(1) To be classified as a cabin, the building must be missing at least one essential installed utility system, such as plumbing, electric, or HVAC.</p> <p>(2) In extremely isolated areas, cabins that have no reasonable future expectation of permanent utilities are to be additionally identified in their short description with the parenthetical letters (EI). The typical use of these cabins is for emergency or short-term backcountry shelter. EI cabins are not expected to conform to the NFPA Life Safety or International Building Codes that apply to quarters.</p> <p>(3) It is not advisable to use the word "Cabin" in the short description of an asset that is not a cabin.</p>
Building Barracks / Bunkhouse	35310000	Buildings primarily used as dwellings for housing individuals (without families /dependents).	Unit A: Square Feet	Bldg Qtrs# ____ Bunk	<p>(1) Any building used as a bunkhouse must be designed for such use or renovated and approved by the regional person designated as Authority Having Jurisdiction (AHJ) and inspected to the standard for bunkhouses.</p> <p>(2) The FMC must list in the long description of the record for the bunkhouse its maximum occupancy per AHJ.</p>

Building Garage Detached	35801600	Any building, not associated with an individual housing unit, used for parking automobiles.	Unit A: Square Feet	Bldg Det Garage	
Building Housing Multi Family Duplex / Triplex	35300300	Building consisting of two or more single family housing units such as duplexes, triplexes, townhouses, row houses, etc.	Unit A: Square Feet	Bldg Qtrs # ___ Plex w/ septic & well	Note in the long description if the asset is a duplex, triplex, or quadplex.
Building General					
Building Animal Shelter	35800200	A building used to provide animals shelter from inclement weather.	Unit A: Square Feet	Bldg Animal	Any abandoned building converted to habitat will be given a CRV of \$5,000 and no DM work order will be authorized except a DMDE.
Building Auditorium	35291500	A building used to accommodate listening to or viewing of performances by seated students and/or guests.	Unit A: Square Feet	Bldg Auditorium	
Building Barn Stable	35800500	A building used to hold or shelter animals or livestock feed. May also contain feeding, exercise or birthing areas.	Unit A: Square Feet	Bldg Stable	
Building Clinic	35290500	A building where medical personnel administer to outpatient treatment.	Unit A: Square Feet	Bldg Clinic	Clinic is for human medical services.
Building Communication Systems	35720000	Buildings used for telephone and telegraph systems, data transmission, satellite communications and/or associated with radio towers or other communication facilities.	Unit A: Square Feet	Bldg Com Sys	This code will be used only for communications buildings other than Land Management Radio Communications Systems (LMRCS). LMRCS buildings are classified as a component of a LMRCS under asset code 40710000.
Building Concession	35800700	Building used for certain profit activities that provide customer services.	Unit A: Square Feet	Bldg Concession	
Building Day Care	35230100	A building designed and used primarily for daytime care given to children.	Unit A: Square Feet	Bldg Day Care	
Building Dining Hall Cafeteria	35291400	Building containing kitchen facilities, food preparation areas, serving areas, and table areas.	Unit A: Square Feet	Bldg Cafeteria	
Building Environmental Education Center	35230900	A building / educational facility used for structured education to build knowledge, skills and abilities in students and others about wildlife-related environmental topics and programs.	Unit A: Square Feet	Bldg Education	Bldg Education must meet the requirements of a building (four walls and a roof). Pavilions used for education will be categorized as Structure Pavilion 40750900.
Building Fish Production	35500100	Hatchery building, isolation building, spawning building, incubation building, holding house and other buildings and sheds primarily used for fish culture and or egg/ fish/ shellfish/toads or salamanders production.	Unit A: Square Feet	Bldg Fish Prod	
Building Fortifications	35800100	A fortified place often constructed of earth, logs, timber, masonry, stone, or concrete, exclusively military in nature that is strengthened for protection against attack.	Unit A: Square Feet	Bldg Fortification	(1) All military reinforced bunkers will be entered under this code, regardless of use. (2) No DM work order will be generated to replace a military bunker, regardless of its use.

Building General, cont.					
Building Greenhouse	35801500	A translucent or transparent building used in the conservation or production of plants or plant material.	Unit A: Square Feet	Bldg Greenhouse	
Building Gymnasium	35291100	A building used for indoor athletic or fitness activities. May contain courts, locker facilities, or specialized sporting or exercise equipment.	Unit A: Square Feet	Bldg Gym	
Building Laboratory	35740100	Building used for scientific research and development. Likely to house specialized	Unit A: Square Feet	Bldg Lab	Buildings should include considerable specialized equipment and be dedicated to regularly occurring research and development in order
Building Laundry	35801100	A building specifically used for laundering clothes, linens, etc.	Unit A: Square Feet	Bldg Laundry	
Building Lighthouse	35730100	A tower building displaying a light or lights for the guidance of maritime vessels.	Unit A: Square Feet	Bldg Lighthouse	
Building Museum	35290100	A building used to store, protect and/or display museum property.	Unit A: Square Feet	Bldg Museum	Unicoi Cty w/ Well & Septic Only buildings acknowledged by the Headquarters senior archeologist shall receive this asset classification.
Building Pump/Well House	35500200	A building used to shelter pumps, piping pressure switches, or other related equipment.	Unit A: Square Feet	Bldg Pump House	
Building Security	35801200	A building where activities to assure safety for buildings, grounds, and equipment are	Unit A: Square Feet	Bldg Security	
Building School Post-Secondary	35230700	Building/educational facility used beyond grade 12.	Unit A: Square Feet	Bldg School	
Building Service Shop Maintenance	35600100	Building used for performing activities such as mechanical services or preventive maintenance work on vehicles, welding, sheet metal work, and painting. Includes auto shops, carpenter shops, metal shops, etc.	Unit A: Square Feet	Bldg Maint Shop	Shops may sometimes include interior office space for personnel. This has no effect on the categorization of the building. It is still a shop and is categorized as such.
Building All Other	35800000	Buildings that cannot be classified elsewhere.	Unit A: Square Feet	Bldg All Other	(1) Use as a last resort. Example of items: Crematory, Quarantine Bldg, Equipment Washing Facilities, etc. (2) Travel trailers may use this asset type for accounting purposes only; they are not real property assets.

Structures

- (1)** The asset's long descriptions must contain details about the structure. Start the long description with the structure's location and usage. Identify the structure's dimension, material type, latitude and longitude, and accessibility. Additional information will depend on regional needs and requirements.
- (2)** Asset codes will be assigned to structures based on current usage, which will also determine what is looked for during the inspection.
- (3)** The real property record for the asset should include all components that make the overall structure complete. Identify the components in the asset's long description and, as space allows, in the short description. Refer to the FWS Authorized Asset Component List to determine which DOI asset types may be considered components of a specific structure.
- (4) When inspecting an asset that has sub-assets, convert the existing sub-assets to components.** Do not create new sub asset records.

Archeological Sites, Monuments, and Ruins

Archeological Sites	20080100	A site that includes any material remains of past human life or activities that are of archeological interest, including, but not limited to: structures or portions of structures, pit houses, rock art, intaglios, mounds, graves, or human skeletal materials. An archeological site can consist of prehistoric and/or historic remains, both under and above ground.	Unit A: Each	(1) Archeological Indian Mounds Frog Lake (2) Archeological Cemetery Rock Stone	(1) Archeological sites are placed in the database strictly for identification and location purposes. Therefore, only a \$5,000.00 CRV will be assigned for the site itself. If a fence or another identifiable asset is present, the CRV may reflect that asset minus the \$5,000.00 for the archeological structure. (2) If repairs are needed on an archeological asset, the CRV can be adjusted with Headquarters approval provided the repairs are coordinated through the National Archeologist and a DM work order appears in the top 2 years of a 5 year DM backlog plan.
Monument	40780300	A structure erected to commemorate a person or event.	Unit A: Each	Monument , Sam Dale	
Outdoor Sculpture	40780100	Outdoor structure, statuary, marker or an informational post that may consist of concrete, masonry, stone, wood, etc.	Unit A: Each	Outdoor Sculpture Tate Crossing	
Ruins	40780200	Property, site, or structure that is no longer used for its intended purpose but is significant in American history and/or prehistory, architecture, archeology, or culture. Its utilization has been interrupted or discontinued for an extended period of time. Generally earthen (including prehistoric and historic earthen mounds and earthworks), stone, or masonry architecture (see Archeological Site, 20080100).	Unit A: Each	Ruins Sugar Cane	(1) Ruins are placed in the database strictly for identification and location purposes. The Current Replacement Value (CRV) assigned is the minimum: \$5,000. If a fence or another identifiable component is present, the CRV may reflect the additional value of that component. (2) Other than demolition (DE), no DM work orders are allowed for ruins.

Boat Launch and Docks					
(1) Boat launches and docks are not to be made components of roads or parking lots. Neither should they be left as sub-assets or otherwise lumped with transportation assets.					
Boat Launch	40130500	Ramp used to launch and land boats.	Unit A: Square Yard Unit B: Each	Boat Launch Old Yellow	(1) Boat launches shall not be part of a parking lot. (2) Boat launches may a component of an associated dock.
Docks, Floating	40130300	A floating platform over water utilized for loading /unloading passengers, supplies and materials from small and large vessels or providing recreational fishing opportunities.	Unit A: Square Yard Unit B: Ln ft	Dock Floating Duck Lake Floating	
Docks, Stationary	40130200	A stationary platform over water utilized for loading/unloading passengers, supplies, materials from small and large vessels or providing recreational fishing opportunities.	Unit A: Square Yard Unit B: Lineal Feet	Dock Stationary Blue Fish Boat	
Bridges					
(1) All bridges that support vehicle traffic are assigned a Bridge Inspection (BI) number. Newly identified and newly built bridges are assigned a BI number using the Organization Code and last five digits of asset number (BI # 11570-00044). When a new bridge is built or "discovered", notify the Regional Bridge Safety Officer (RBSO) as well as the National Bridge Safety Officer (NDSO) who will assign the BI number and have the bridge included on the required bridge inspection cycle. (2) To be classified as a culvert bridge the distance from the edge of the first pipe to the edge of the last pipe, as measured along the center of the roadway, must be greater than 20 feet. Additionally, the distance between adjacent pipes must be less than half of the smallest pipe diameter.					
Bridge Trail	40760800	Spanning structure designed to be used by pedestrians, animals, bicycles, ATVs, etc.	Unit A: Square Yard Unit B: Lineal Feet	Bridge Trail Jeff Friend	Normally trail bridges should be part of the trail real property record. Trail bridges will not have a bridge identification number. If a BI# is assigned to a trail bridge consult the Regional Bridge Safety Officer to remove the number.
Crossings	40760600	Any structure that generally meets the above definition of a "Road Bridges," except it is less than the required 20 feet in overall span.	Unit A: Square Yard Unit B: Lineal Feet	Crossing , Wolf Road	
Culvert Road Bridge	40760700	Multiple box culverts or multiple pipe structures underneath roadbeds to allow passage of water. Pipe structures must be 20 feet or greater from the outside pipe edges.	Unit A: Square Yard Unit B: Lineal Feet	B.I.# ____ - ____ Sea Turtle	Culvert Bridges must meet the requirements in 362 FW.
Road Bridge	40760500	A structure including supports erected over a depression or an obstruction, such as water, highway, or railway, and having an opening measured along the center of the roadway of more than 20 feet between under cropping of abutments or spring lines of arches, or extreme ends of openings for multiple boxes. May also include culvert bridges.	Unit A: Square Yard Unit B: Lineal Feet	B.I.# ____ - ____ Golden	Culvert Bridges that meet the requirements in 362 FW will use asset code 40760700.

Campground and Picnic Area					
<p>(1) Pavilions, picnic areas, and bleachers may be considered components of an amphitheater. Administrative removal from the inventory should be pursued to convert stand alone assets to components where appropriate.</p> <p>(2) Pavilions, picnic areas, mobile home pads, and bleachers are potential components of a campground or picnic area.</p> <p>(3) Mobile home pads occupied by a manufactured home are not to be listed as a separate asset in the inventory. FMCs are to administratively remove the occupied mobile home pad from the inventory and incorporate it as a component of the mobile home that is occupying it.</p>					
Amphitheater	40750800	A designated area with seating where participants can gather for movies, nature talks, interpretive presentations, etc.	Unit A: Each Unit B: Seats	Amphitheater	Amphitheaters are an open-air venue, usually designed in a semi-circle, and used with the intent of the DOI definition. Pavilions and bleachers shall not be under this asset code but bleachers can be grouped with an amphitheater.
Campground	40750100	Designated public use area for camping.	Unit A: Each Unit B: Sites	Campground , Daniel Boone	<p>(1) Campgrounds are intended for short term use by the general public, not long term use by volunteers.</p> <p>(2) Enter into the long description the number of tent sites and RV sites.</p>
Mobile Home Pad	40800800	A designated portion of land used to place a movable living unit with or without utility hookups.	Unit A: Each Unit B: Square Yard	Mobile Home Pad Duck Lake	<p>(1) These sites are intended for volunteers, interns, or others assisting with work on FWS lands, and used for long-term parking of mobile homes or recreation vehicles.</p> <p>(2) Utilize "Campground - 40750100" for RV parking sites for the general public.</p>
Pavilion	40750900	An open-air structure with a roof to protect occupants from sun or rain. May house picnic tables, solid waste containers, restrooms,	Unit A: Each Unit B: Square Feet	Pavilion Wild Boar	
Picnic Area	40750200	A designated area that may include picnic tables, solid waste container, restroom, parking area, etc.	Unit A: Each	Picnic Area Iguana	
Swimming Pool	40750400	A tank or large artificial basin constructed above or below ground that contains purified water for recreational purposes.	Unit A: Each Unit B: Gallons	Swim Pool	
Communication					
<p>(1) Land Management Radio Systems must adhere to the guiding principles stated under asset type "Telecommunication System."</p>					
Communication System General	40720000	Telephone and telegraph lines, data cables, radio towers, and other communications-related structures.	Unit A: Each	Com System (non radio)	<p>(1) Use "Communication System General" only for communication structures other than Land Management Radio Systems.</p> <p>(2) Use this asset code for weather station antennas and</p>
Communication Tower	40720200	Tower used to elevate communication reception and transmission antennas, or satellite dishes.	Unit A: Each Unit B: Lineal Feet	Com Tower , N. Grain Field	<p><u>Use this code only for towers not associated with Land Management Radio Systems.</u> i.e. it should capture only towers associated with telephone, satellite, or other non-radio uses.</p>

Telecommunication System	40720100	An external system that supports infrastructure requirements for communications. Includes but not limited to radio, telephone, intercom, emergency equipment, information technology systems, security and safety systems, low or high water level alarms, etc. May include cabling, wiring, radio base stations, repeaters, antennas, satellite dishes, and switching devices.	Unit A: Each	Radio System	<p>(1) Use this code <u>only</u> for Land Management Radio Communication Systems (LMRCS). Generally this is a compound with perimeter fencing, a communications building/shelter, a tower(s) or antenna, external and internal grounding, and subsystems.</p> <p>(2) An asset number is assigned to each complete LMRCS; most refuges will have a single LMRCS.</p> <p>(3) Include in the long description, if these elements are present: 1) length and type of perimeter fence, 2) square footage of building/shelter, 3) height and type of antenna, whether attached to building or stand-alone, and 4) whether equipment is mounted on an FWS tower/antenna or to a tower owned by another entity.</p>
Dams					
<p>(1) A dam is a system which includes the WCS, spillway, emergency spillway, and levee. It will not include any road assets.</p> <p>(2) All program dams (Low and High Significant Hazard) will have an assigned National Inventory Dam (NID) Number. This number is assigned by the individual state and acquired through the Regional Dam Safety Officer (RDSO).</p> <p>(3) FMCs must include the State NID# in the asset's short description.</p> <p>(4) Program dams require inspection at a level greater than provided by the Regional FMC's CCA.</p> <p>(5) Only the RDSO can classify an asset as a dam. When an asset not identified as a dam is suspected of meeting the definition qualifying it as a dam, the FMC will provide appropriate written information to the RDSO. A copy of the CCA debrief sheet is sufficient.</p> <p>(6) If a dam has a road on top of it, the two assets must be listed separately in the inventory. The top 12 inches of the dam will be considered the road. Cost calculations for the dam should exclude this portion. When a road is asset is split from the dam, the road will keep the existing asset number. The dam will be treated as a newly discovered asset and a new inventory number assigned.</p>					
Dam, Low Hazard	40161900	Structure meets the definition of a dam but its failure or misoperation results in no probable loss of human life and low economic and/or environmental losses. Losses are principally limited to the owner's property.	Unit A: Each Unit B: Cubic Yard	NID# _____ Big Ben	
Dam, Non Program	40162200	A structure built to impound water and create a reservoir. These dams meet one of the two following criteria. They have a controlled outlet height less than 6 feet regardless of storage capacity or have a capacity of less than 15 acre-feet regardless of height.	Unit A: Each Unit B: Cubic Yard	Dam Non, Duck Feed	
Dams, Significant Hazard (including High Hazard)	40162000	A Significant Hazard Dam structure meets the definition of a dam and its failure or misoperation can cause economic loss, environmental damage, disruption of lifeline facilities, or impact other concerns. Dam is often located in predominantly rural or agricultural areas but could be located in areas with population and significant infrastructure. High hazard dam failure carries a probable loss of human life.	Unit A: Each Unit B: Cubic Yard	NID# _____, Joe W	FWS is using this asset code (40162000) for both Significant Hazard and High Hazard Dams. We are no longer categorizing High Hazard separately; use of DOI asset code 40162100 has been discontinued.

Fencing and Gates					
(1) Aerial netting used in fish hatcheries over fish ponds is considered fencing and must be classified under DOI asset code 40800200 (Fencing).					
(2) Wildlife confinement and corrals are also considered fencing and must be classified under DOI asset code 40800200 (Fencing).					
Fencing	40800200	A physical barrier or boundary used as protection or confinement for humans and/or wildlife. May include barbed wire, split rail, chain link, wooden, stone, electric, etc.	Unit A: Lineal Feet	Fence , Office Perimeter	(1) Fencing may be a stand-alone asset (especially if capitalized) or can be considered a component of a non-fence asset, such as a residence. (2) When multiple fences are used in large areas or units, best practice dictates that all fence in an area comprise one real property asset record.
Gates	40800300	Structure that provides an opening for access through a fence	Unit A: Each	Gates , Swing Access (55)	(1) With the exception of stand alone electrical gates, every effort should be made to a gate as a component of whatever road, parking lot, trail, or the fence it is a part of. (2) Chain link electric gates should be considered part of the chain link fence property record. However, a non-chain link electric gate should be a stand-alone real property record.
Fish Hatchery Unique Assets					
Aerial netting used in fish hatcheries over fish ponds is considered fencing and must be classified under DOI asset code 40800200 (Fencing), as a component of the pond.					
Fish Ladders Spawning Channels	40500700	Structure used for fish passage over a physical barrier.	Unit A: Lnft Unit B: Cubic Yards	Fish Ladder	
Fish Production Kettles	40500300	Depressed concrete catch basin used for concentrating and collecting fish as water is lowered in fish production ponds.	Unit A: Each	Fish Kettles , Lower Ponds	
Fish Production Oxygenation Systems	40500600	Structure used to store and/or deliver oxygen to fish production systems.	Unit A: Each	Fish Oxy Sys , Low Head	
Fish Production Ponds	40500200	Pond used for fish production purposes.	Unit A: Each Unit B: Acres	Fish Pond , Foster Lucas Ponds	
Fish Production Raceways	40500400	Elongated rectangular fish production structure that provide water flow, provide oxygenated water, and remove waste.	Unit A: Each Unit B: Lineal Feet	Fish Raceway Original	
Fish Public Display Ponds	40801100	A body of water used to hold fish for display.	Unit A: Each Unit B: Acres	Fish Display Pond w/ Kiosk, Fence & Sidewalk	
Fish Screens	40500100	Structure with screened barriers used to control fish entry.	Unit A: Each Unit B: Square Feet	Fish Screen , Foghorn Ditch Screen	
Wildlife Water Production Systems (This asset appears under "Reclamation and Irrigation" but is duplicated here for ease of reference.)	40710500	System used specifically for wildlife enhancement and production where a controlled water environment and a distinct separation from domestic utility systems is critical to the production of wildlife. Controlled utility systems may include flow gauging, water chilling, system production wells, rain catchment and holding, etc.	Unit A: Each	(1) Water Wildlife , Alamo Spring (2) Water Wildlife Re-use System #1	(1) All wells used for wildlife and agriculture production should be listed in this asset code. (2) NFHS notes: Water treatment systems for the treatment of raw water, retreatment of recirculation system should use this asset code.

Reclamation & Irrigation (Levees, Canals, Pumping Stations, & Water Control Structures)					
(1) Realign culverts and Water Control Structures (WCS), regardless of cost, as components of the larger asset they form a part of.					
(2) Following a CCA, no assets should be left listed in the inventory as sub-assets.					
Canal Constructed Waterway	40160400	An open artificial waterway used to transport or move water by gravity from one location to another. Canals may be called laterals,	Unit A: Lineal Feet Unit B: Cubic Yards	Canal, Waupoppin	(1) Canal measurements must include approximate averages to include length, width, and depth. (2) The embankment of a canal is not considered a levee.
Constructed Waterway Tunnel	40160600	A facility that is constructed by excavating through natural ground to convey water.	Unit A: Lineal Feet		The use of this asset type has been discontinued by FWS. All assets still classified as constructed waterway tunnel will be reclassified.
Culverts	40161000	Individual or multiple conduit or pipe installed to carry surface water under a highway, railroad, canal, or other embankment.	Unit A: Each Unit B: Lineal Feet	Culverts Turkey Trail	(1) Culverts should rarely, if ever, appear as stand-alone assets. Any culverts currently classified stand-alone should be reclassified as components of roads, parking lots, etc. (2) Refer to asset code 40760700 -- Culvert Road Bridge, to avoid confusion where multiple culverts appear together. (3) Where culverts exist, include the following information in the long description of the asset record: diameter, length, material, lat and long.
Drainage Ditch	40160900	Trench or furrow used to drain water from managed lands. Includes bare earth, riprap lined and concrete lined ditches.	Unit A: Lineal Feet Unit B: Cubic Yards	Drain Ditch Swan Rd East	(1) Include approximate length, width, and depth measurements in the asset record. (2) The embankment of a ditch must not be classified a levee.
Levee	40162300	Water detention /retention structure or retaining wall that impounds bodies of relatively shallow water to create or restore	Unit A: Lineal Feet Unit B: Cubic Yards	Levee, Locust Ridge	(1) Levee measurements must include length, top width and approximate height. (2) If a road is atop a levee, the top 12 inches of the levee will be
Reclamation & Irrigation Piping (R&IP)	40160500	Canals, laterals, pumping stations, storage, and diversion dams.	Unit A: Lineal Feet Unit B: Cubic Yards	R&IP Center Pivot	This asset code should be used when other irrigation asset codes are not suitable. It should be applied only to assets that enable irrigation of agricultural crops.
Water Control Structures (WCS)	40161100	A structure on a stream or canal that is used to regulate the flow or stage of a stream or canal. May include flashboard or stop- log risers, screw gates, drop gates, valves, multi-bay units, sheet piling, weirs, checks, etc.	Unit A: Each Unit B: Lineal Feet	WCS Oyster Pond	(1) Stand-alone WCS should be realigned as components of a levee or dam. Very few should remain stand-alone, as the majority are part of some other structure. The real property record should be administratively disposed. (2) WCS should not be reported as part of any road asset, rather as part of the levee the road is built upon. (3) If multiple WCS are used in an area, evaluate whether the WCS should be classified as a culvert bridge. (4) All WCS must be identified in the long description with the following information: type, pipe diameter, length, material, longitude and latitude.
Water Pumping Station (WPS)	40161800	A facility/structure used to lift or move water from lakes, rivers canals or other above ground water sources.	Unit A: Each Unit B: Gallon Per Minute	Water Pump Station Dummit	(1) Pumping stations must be permanently mounted. (2) Include in the long description pump house, fuel tank, and inlet and outlet piping with appropriate measurements.
Wildlife Water Production Systems	40710500	System used specifically for wildlife enhancement and production where a controlled water environment and a distinct separation from domestic utility systems is critical to the production of wildlife. Controlled utility systems may include flow gauging, water chilling system, production wells, rain catchment and holding, etc.	Unit A: Each	Water Wildlife, Red River Pond	(1) Water wells utilized for wildlife must utilize this asset code. (2) Water impoundments are no longer a recognized asset type by the FWS. This asset code should also be used to identify a wildlife production pond that does not have or require levees. Otherwise, the asset code for levee should be utilized for the impoundment created.

Roads and Parking Lots

- (1)** Regardless of length or surface type, a road shall be assigned a single RPI asset number with one corresponding FHWA route number.
- (2) Spurs/Sub-Routes:** Sub-route numbers may be assigned to a route number but only by a Regional Transportation Coordinator (RTC). Sub-routes are small spurs or extensions off of a main road of the same FHWA classification. At the discretion of the RTC, roads and pull-offs under .25 miles may be considered part of a road to which they are connected. These small sections may be listed as a sub-route and will be assigned the same FHWA classification and FWS tier level as the main road, regardless of surface type. An example of a sub-route number is Rt#110AA. The main route number is 110; double letters following the route number identify the sub-route. Note that a public route cannot be made a spur of a admin road, nor can an admin road be made a spur of a public route.
- (3) Road Segments:** A single road shall not be divided into sections and assigned different asset numbers. If there is more than one segment of a road asset (FHWA sometimes assigns segments for their evaluation purposes), clarify how many segments in the real property record short description and describe the different segments in the long description. If the coordinator discovers segments of a road that have been assigned separate RPI asset numbers, the coordinator will initiate administrative disposal of all but one RPI number and include the others as part of that one asset.
- (4) Road Route Classes and Route Numbers :** Roads are assigned FHWA route numbers which correspond to functional class: 0 to 299 indicate Public Use Roads; 300 and above are Admin Roads. Class I routes, principal public routes such as the main access and auto tour routes or main thoroughfares, are numbered 10-99. Class II "connector" routes, which provide public circulation within general areas of interest on a refuge, are numbered 100-199. Class III routes provide public circulation within special use or remote areas of a refuge are numbered 200-299. Class IV routes are intended for administrative access by 2WD vehicles and are numbered 300-399. Class V routes are generally closed to the public and may not be 2WD accessible; they're numbered 400-499. It is the responsibility of the RTC to ensure that the assigned route class and route number is correct.
- (5) Lane widths:** Regardless of actual measurement, the single lane width of a native surface or gravel road is to be reported in the inventory as 11 feet. If the actual road width is above 16 feet it will be considered two lanes. A two-lane native surface or gravel road will be recorded as 22 feet and calculated as such for CRV and estimating purposes. Paved roads shall be measured and an averaged width entered in the inventory.
- (6) Parking Lot Route Numbers -** Parking lots are also assigned FHWA route numbers. Those in the 900-999 series are public use and eligible for transportation funding. Those in the 800-899 series are for administrative use and ineligible for transportation funding. The RTC is responsible ensuring appropriate FHWA classification.
- (7) Road Tiring -** Roads and parking lots are assigned FWS tier levels (1 through 3). Levels are assigned based on a station's mission and the importance of the road or parking lot to that mission. Tier level does not determine eligibility for Transportation funding; public use does. Any public road or parking lot, Tier 1 - 3, may be eligible for Transportation funding. Unless as a documented exception, deferred maintenance funds are not authorized for Tier 3 assets. Other than to review classification, Comprehensive Condition Assessments will not be conducted on Tier 3 assets; Annual Condition Assessments must verify their continued existence and mission need. The RTC is responsible for working with station management to ensure that the appropriate FWS tier level is assigned.
- (8) Parking Lot Tiring:** A Tier 1 lot provides parking for a station's main office or visitor center, regardless of surface material and must be accessible by standard 2WD vehicles, including those with low clearance. Tier 2 lots provide primary parking at main visitation points throughout a station and have an improved surface ensuring accessibility for low-clearance 2WD vehicles. Tier 3 lots encompass the remainder. To be classified as a parking lot, the asset must be physically constructed and maintained (not simply an area "set aside"). Weather conditions may render Tier 3 lots unusable. Other than to review classification, Comprehensive Condition Assessments will not be conducted on Tier 3 assets; Annual Condition Assessments must verify their continued existence and mission need. The RTC is responsible for working with station management to ensure that the appropriate FWS tier level is assigned.
- (9) Lumping or Splitting Roads of and/or parking lots:** Refer to the FWS "Asset Component Authorized List." A road should not be lumped as a sub-asset of any other asset, except for spurs as described in Item 2, above. Any roads previously lumped together that do not fit these criteria should be split apart as stand-alone assets. Neither should parking lots be lumped together or listed as sub-assets of a road or of another parking lot. Authorized components of a parking lot include signs, fences, gates, cattle guards, drainage ditches, culverts, and kiosks. Road components may also include crossings.
- (10) Components -** Roads or parking lots will not be lumped or grouped with other assets except for those that contribute to them as constituent components. (Refer to the FWS "Asset Component Authorized List.") Contributing components are cattle guards, drainage ditches, guard rails, gates, culverts, signs or other assets contributing to the functionality of the road. Contributing assets will not be designated as sub-assets but rather identified as a component in the asset record and included in the CRV calculation of the asset.
- (11) Roads on Levees / Dams:** A road which runs on top of a levee or dam is to be recognized as a road and split apart as a separate asset in the inventory. For cost estimating purposes the top 12 inches of the surface will be considered the road asset. The remaining material will be captured as part of the levee or dam. The real property inventory number assigned to the levee will be assigned to the road asset and the levee or dam will be treated as a newly discovered asset.
- (12) CRV requirements of Real Property -** Any asset, to include roads and parking lots, must have a Current Replacement Value (CRV) of \$5,000 or above to be entered in the Real Property Inventory. Regional Transportation Coordinators shall be involved in the adding or removing any transportation assets to or from the real property database.
- (13) The Route ID Process -** Route numbers, classifications, and tiers may change during a formal route ID process based on the station's mission, asset improvements, or database cleanup. If a route number changes, the regional coordinator will document the change under "regional notes" in SAMMS.

Parking Lot	40660100	A flat, single level, designated area used for temporary occupation of vehicles.	Unit A: Square Yard Unit B: Spaces	Rt# 902 , Eagle Rest Parking	(1) Regional Transportation Coordinators shall be involved in the adding or removal of transportation assets and assure appropriate classification and tier.
Dirt Roads	40760300	Earthen surface used for vehicular transportation.	Unit A: Lane Miles Unit B: Miles	Rt# ___ Turtle Road	
Gravel Roads	40760200	Graded, drained gravel surface used for vehicular transportation.	Unit A: Lane Miles Unit B: Miles	Rt# ___ Gator Road w/3 Sub-Routes	
Paved Roads	40760100	Improved surface constructed of paving materials used for vehicular transportation.	Unit A: Lane Miles Unit B: Miles	Rt# ___ 5 Sec Bald Eagle w/ gates	
Cattle Guards	40800400	A structure composed of slotted openings over a depression that is used to contain cattle within a fenced area.	Unit A: Each	Cattle Guards w/ Fence Top of Jones Levee	Cattle guards should be realigned as a component of the road, levee, or parking lot they are a part of, and their existing real property asset record administratively disposed.
Tanks (Fuel and Water)					
(1) No underground tanks are authorized on FWS property. If an underground is located, notify Regional Engineering.					
Fuel Storage Tank Above Ground Non	40400300	Above ground tank used to store liquid petroleum products.	Unit A: Each Unit B: Gallons	Tank Fuel AG Diesel	
Fuel Storage Tank LP, LNG Pressurized	40400500	Tank used to store compressed fuel gases.	Unit A: Each Unit B: Gallons	Tank Fuel Press	Verify FWS owns the tank, many pressurized tanks are rented from the gas company.
Water Storage Tank	40400100	Tank used to store water.	Unit A: Each Unit B: Gallons	Tank Water Office	
Trails, Boardwalks, Kiosks, and Towers (Observations Decks)					
(1) Long descriptions for trails will indicate whether the trail is for foot travel only or other traffic such as ATV, horse, etc.					
Boardwalk	40751300	A structure to facilitate access across wet areas, sensitive habitat or plant communities, or areas physically difficult to	Unit A: Each Unit B: Lineal Feet	Boardwalk Alligator Slough	Boardwalks will be treated as a component of the assigned trail. If no trail exists then it shall be a stand-alone asset.
Fire Tower	40801000	Raised structure used seasonally to detect, monitor, and coordinate wildfire activities.	Unit A: Each Unit B: Square Feet	Fire Tower w/ Fence @Beaver Mountain	
Kiosk	40750700	Open-air structure used for interpretive media such interpretive panels, wayside exhibits, maps, brochure racks, or other information.	Unit A: Each Unit B: Square Feet	Kiosk , Rabbit Crossing	
Observation Deck Tower/Platform	40800900	Raised structure used to provide enhanced viewing.	Unit A: Each Unit B: Square Feet	Observation Tower Peak Point	(1) Hunting and photo blinds are to be classified under this code. (2) Observation decks will be treated as a component of the assigned trail. If no trail exists then it shall be a stand-alone asset.
Trail Paved	40751000	Improved path or course constructed with paving materials.	Unit A: Each Unit B: Lineal Feet	Trail Paved Lion Cub	There are only two categories of trails, unlike roads and parking lots. Either a trail is improved ("paved") or it is a designated, natural path ("unpaved").
Trail Unpaved	40751100	Designated natural path or course.	Unit A: Each Unit B: Lineal Feet	Trail Unpaved Bob Cat	

Utilities (Electric Power, HVAC, and Water -- both black and gray)					
(1) Normally, the utilities components from the meter to the end using asset will be captured in the main asset record.					
(2) When FWS constructs a new facility, we may be required to fund the initial cost of constructing the utility distribution system from the main line to the asset. However, upon completion of construction, the utility provider normally assumes ownership of the service line up to the metering device.					
HVAC Plants	40711000	Plant that provides heating, ventilation, and air-conditioning systems to condition air for multiple buildings and/or other structures of an installation.	Unit A: Each	HVAC Plant	
Power Distribution Systems	40710200	The portion of an electric system that is dedicated to delivering electric energy to an end user. The distribution system "steps down" power from high-voltage transmission lines.	Unit A: Each Unit B: Lineal Feet	Power Distribution , Bravo/Charlie Barracks	
Power Generating Facility (PGF)	40710100	A facility that contain engines, turbines, generators, alternative energy sources and associated control equipment for the purpose of electrical current generation.	Unit A: Each Unit B: Kilowatt	Power Facility , Office Guardian	
Renewable Energy Systems	40830000	Renewable Energy System: Stand- alone, agency owned renewable energy systems that serve several buildings and/or other structures of an installation. When renewable energy systems serve a single building, which is reported separately, such as a roof-mounted solar photovoltaic system or geothermal heat pump, include the renewable energy systems' cost in the cost of the building. Renewable energy systems may include: biomass power; geothermal; landfill gas; solar power; solar thermal; wind; wave; tidal; and micro hydropower.	Unit A: Each	Renewable Eng. Sys	Only use for stand-alone systems providing services to multiple assets
Septic System	40710900	Underground or mound system used to remove sewage waste from associated water and provide below ground discharge of cleaned water through absorption or evaporation.	Unit A: Each Unit B: Gallons	Septic , Quarters #222 & 223	This asset code will only be used when multiple buildings are served by the same septic system.
Sewage Treatment Facility/ Plant	40710800	System used to remove sewage waste from associated water producing a cleaned effluent safe for discharge to some point. May include settling ponds, aeration, clarification unit, disinfection, sludge or nutrient removal units and discharge piping.	Unit A: Each Unit B: Gallons	Sewage Facility	

Utilities, cont.					
Solid Waste System	40711300	A solid waste management system that handles solid waste and recyclable material for processing to the disposal site. It may include installed trash and/or recycle containers, compactors, incinerators, etc.	Unit A: Each	Solid Waste System Incinerator	
Wastewater Collection System	40710700	A collection system including pipes, sewage lines, manholes, vaults, septic tanks, pumps, and other works necessary for the collection, treatment, and disposal of wastewater.	Unit A: Lineal Feet Unit B: Gallons	Wastewater System, Office	
Water Distribution Systems	40710400	An open or closed system used to distribute water by gravity or pressure from a collection point to use point(s).	Unit A: Each Unit B: N/A	Water Dist Prod	
Water Treatment Facilities	40710300	A facility that treats raw source water to produce a safe and potable domestic water supply. Can also be used to remove heavy metals, salts, contaminants, and other toxic chemicals or biological agents from raw water, mine seepage/wastewater, or seepage water from other plants sources for deposition into a watercourse.	Unit A: Each Unit B: Gallons	Water Treatment Fac	
Water Well	40710600	Facility used to remove ground water for some beneficial use.	Unit A: Each Unit B: Lineal Feet	Water Well Potable	(1) Only potable water wells will be assigned to this asset code. Any well used for wildlife or agriculture production should be categorized as a Wildlife Water Production System 40710500 . (2) It is acceptable to list the well house as a component of the well. (3) Wells used for a single building are considered a component with that building. (4) Any well providing water to multiple buildings is considered a stand-alone asset and should be entered in the inventory as such.
Utility System	40710000	Heating, sewage, water, and electrical systems that serve several buildings or other structures of an installation. When these systems serve a single building that is reported separately, include the utility systems' cost in the cost of the building. Includes heating plants and related steam and gas lines, sewage disposal plants, storm and sanitary sewer lines, water treatment plants, wells, pump houses, reservoirs, and pipelines. Also includes electrical substations.	Unit A: Each	Utility Sys Ext Lights	Asset code should be used as a last resort, however, it should be the primary asset code for outside lighting.

General Structure Asset Types					
Airstrip	40120200	A cleared area for landing and takeoff of aircraft.	Unit A: Square Yard Unit B: Lineal Feet	Airstrip or Helo Pads	(1) Airstrips will be used for fixed winged aircraft and helo-pads will be used for non-fixed wing (Helicopter) aircraft. (2) Asset must include some type of engineered surface and meet FAA regulations to be considered an airstrip.
Beaches	40750600	Area along water that may be used for swimming, sunbathing and associated recreation by the public.	Unit A: Each	Beach	(1) This asset code is to be utilized for constructed assets only. No natural shoreline, rivers, lakes or streams shall appear in the property inventory. (2) Any asset under this code must be constructed for FWS use. (3) For cost estimating purposes, the CRV will capture only the top 12" of construction material.
Bulkhead	40800100	A wall or partition erected to resist ground or water pressure.	Unit A: Each Unit B: Lineal Feet	Bulkhead , Deer Lake	Bulkheads can be masonry, timber, stone, vinyl, or steel. As costs vary significantly, accurate material type reporting is imperative. Additionally, bulkheads start subsurface; therefore use a 1 to 2.5 ratio for sizing. Example; 1 foot above grade 2.5 feet below.
Carport Detached	40660300	An open-air structure, detached from quarters, with a roof to protect tenant's vehicles from sun or rain.	Unit A: Square Yard Unit B: Spaces	Carport Det , Residence #1	A detached carport shall be considered a component of the quarters it is associated with. If it serves multiple buildings, it will be classified as a stand alone asset.
Grain Bins	40401100	Tanks used to store grain in bulk.	Unit A: Each Unit B: Bushel	Grain Bins , Corn Field	
Nesting Island	40800700	Artificially constructed habitat to provide safe waterfowl nesting.	Unit A: Each Unit B: Acres	Nesting Island , Cape Red	This asset code is to be utilized for constructed asset s only. Permanent installed structures on natural islands may be captured here or, more likely, under a different code.
Pole Barn	40400900	A structure not enclosed, i.e. pole barn, lean to, etc. Usually used as storage.	Unit A: Each Unit B: Square Feet	Pole Barn , Wild Cat	Pole barns may be metal or wood. They cannot be fully enclosed, and should have three or fewer enclosed sides.
Signs	40800500	A structure intended to convey a posted command, warning, or direction or to provide information or delineate a boundary.	Unit A: Each	(1) Signs Informational and (2) Signs Boundary	(1) Boundary signs are required within 2,000 linear feet of one another or within line of sign of one another. (2) Best practice dictates two records for signs at a station: one to capture all boundary signs, another to capture informational signs. Stations with geographically distinct units may find additional records useful.
Weapons Range	40820000	Ranges where weapons are fired and areas where explosives are detonated.	Unit A: Each Unit B: Cubic Yard	Weapon Range w/ Bldg & Berm	
Structure All Other	40800000	Assets values over \$5,000 that cannot be readily classified under the above categories or considered components of existing assets.	Unit A: Each	SAO Crematory	(1) Use this asset code as a last resort. Very few items should appear under this asset code. Do not list parking areas, fences, or walking trails under this asset code, as they already have codes listed above. Sidewalks are to be considered a component of another asset and are not to use this code, either. (2) Until further notice and resolution, travel trailers (Recreational Vehicles) will use this asset code for iQMIS purposes only.

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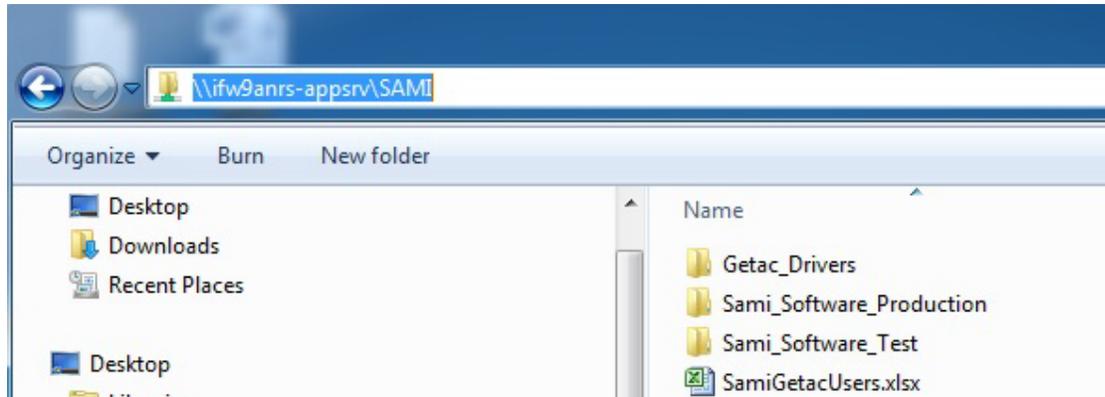
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How to Install SAMI

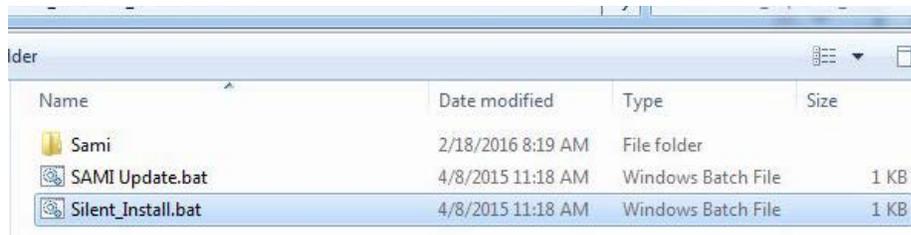
1: Open Windows Explorer. It's usually located on your task bar and looks like a folder icon.



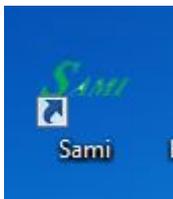
2: Type `\\ifw9anrs-appsrv\SAMI` in the navigation bar. This will take you to the main directory for SAMI.



3. Double click on the folder titled "Sami_Software_Production." When it opens, you should see a file called "Silent_Install.bat."



4. Double click on the file "Silent_Install.bat." A black command window will open, scrolling information. This window will disappear when the install is complete. A SAMI icon will appear on your desktop.



5. Double click on SAMI icon on your desktop to start the application. It will take a minute to start the first time you run it.

6. Be sure to update your version of SAMI each time before you run it. (Refer to instructions that follow.)

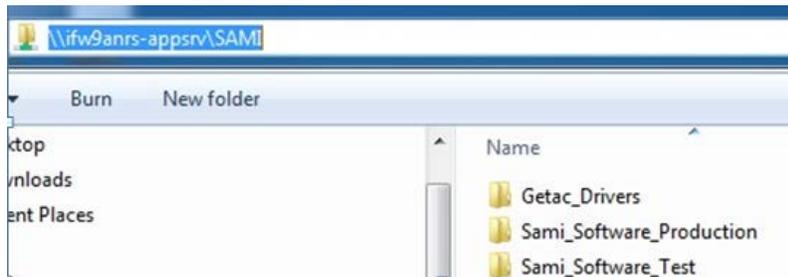
Service Application for Material Inspection (SAMI) User Guide (v. 9/12/16)

I. How to Update SAMI

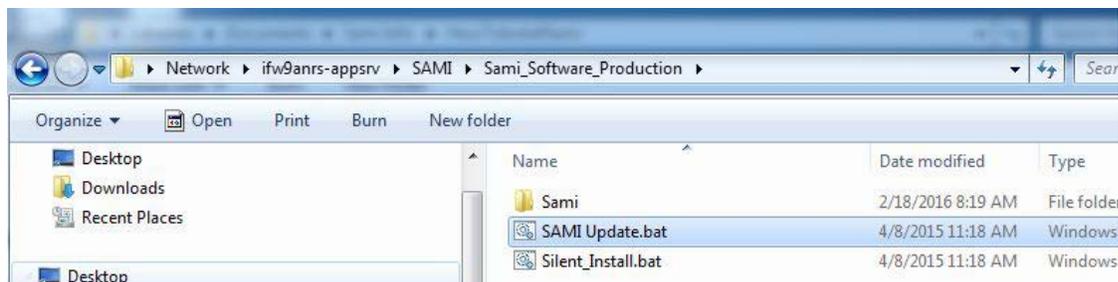
1: Open Windows Explorer. It's usually located on your task bar and looks like a folder icon.



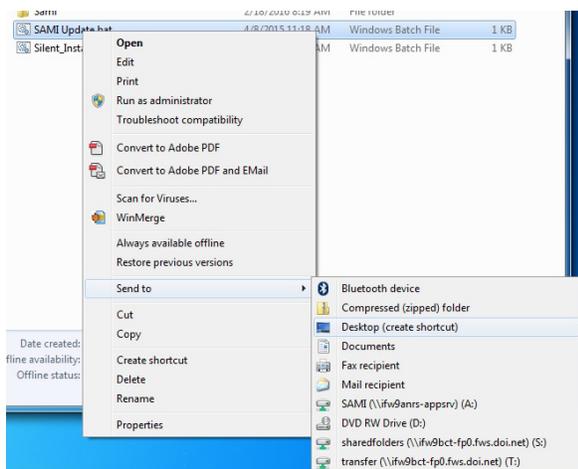
2: Type `\\ifw9anrs-appsrv\SAMI` in the navigation bar. This will take you to the main directory for SAMI.



3. Double click on the folder titled "Sami_Software_Production." In it, you should see a file called "SAMI Update.bat."



4. Right click on "SAMI Update.bat." A drop down menu appears. Mouse down to "Send to" and select "Desktop." This will add a SAMI Update.bat icon to your desktop.



5. When you wish to update SAMI, double click the SAMI Update.bat icon on your desktop. A small black screen will pop up and lines of text will scroll for a minute or two. When it has finished, the screen will disappear. You can then open SAMI, and the latest version will appear.

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NOTE: When you start SAMI for the first time, you will need to be on the network because SAMI imports reference data the first time you start it.

II. Importing a Station from SAMMS/MAXIMO

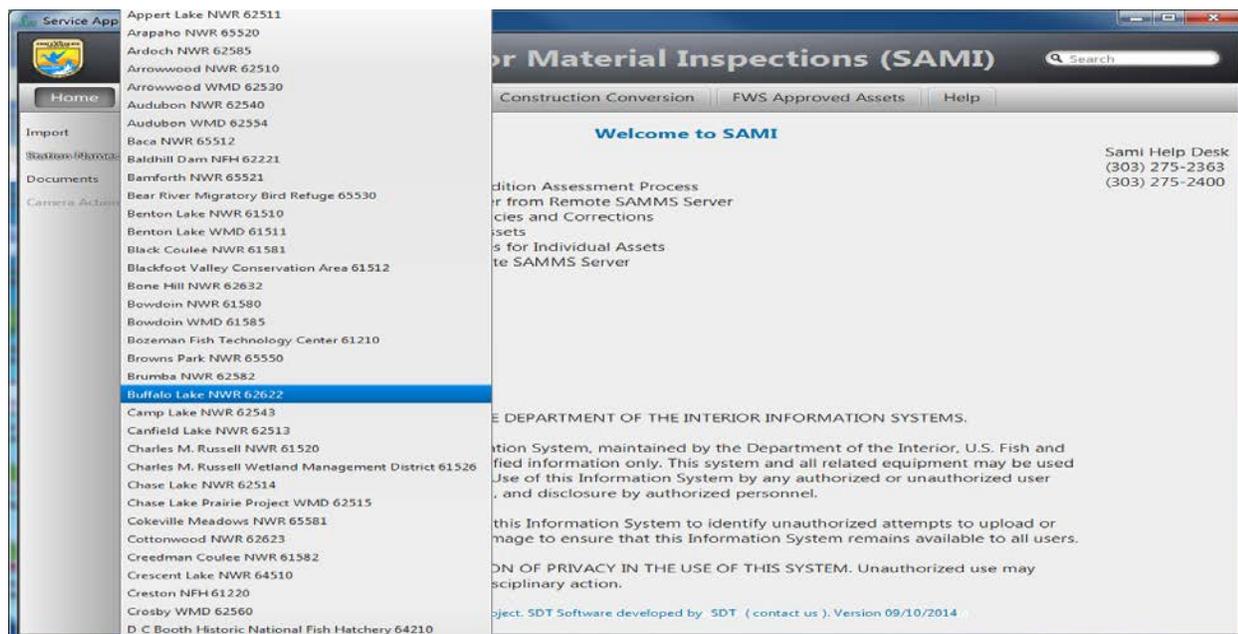
You must be on an FWS network or VPN to import a station, otherwise the import feature is disabled. Make it a practice to import station data before going to the field.

1. From the toolbar on the left, click on the CCA tab, then select “Import” and “Import from SAMMS”.



2. A drop down menu appears. Select your region from the drop down menu.

3. A pop-up menu appears, listing the stations within the selected region. Select a station.



4. Another pop-up appears, titled “Enter Station Import Parameters.” It will also identify the name of the station you have selected.

5. Click the boxes that correspond to the assets you wish to see. Then click “Import.”

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Enter Station Import Parameters

Buffalo Lake NWR 21570

Import Assets Over \$5,000

Import Assets Under \$45,000 (Select only one)

Import Assets Over \$45,000

Import Bridges?

Import Dams?

Import Roads? (Select any)

Import All Other Assets?

Import Asset Long Descriptions?

Import Work Order Long Descriptions?

Import Back

6. SAMI will process your request. Depending on the number of assets at the station, the import may take a couple of minutes.
7. Once the station's assets have downloaded, you will see the name of the station on your welcome screen. If you've already downloaded a number of stations, your newest download will appear at the bottom of the list.
8. Click on the name of the station to go to the summary page which lists its assets. To delete a station, click on the black circle with the X  that follows the station's name.

Service Application for Material Inspections (SAMI)

Service Application for Material Inspections (SAMI) Search

Home Definitions User Data References Construction Conversion FWS Approved Assets Help

Import

Station Names Documents Camera Actions

Welcome to SAMI

Objectives

- Automation of the Comprehensive Condition Assessment Process
- Import Station Assets to Local Computer from Remote SAMMS Server
- Update Asset Information for Discrepancies and Corrections
- Produce Station Debrief Sheet for All Assets
- Capture and Assign Lat/Lon and Pictures for Individual Assets
- Export Updated Station Assets to Remote SAMMS Server

Imported Stations

Buffalo Lake NWR 62622 

Select station to go to Summary Page.

Sami Help Desk
(303) 275-2363
(303) 275-2400

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9. The “Station RPI Summary” page is accessed by clicking the station’s name on the welcome screen. Note that all assets will initially appear under “Incomplete” until an assessment of each has been completed:

The screenshot shows the SAMI web application interface. The main heading is "Service Application for Material Inspections (SAMI)". Below the navigation tabs, the page title is "Station RPI Summary - Buffalo Lake NWR 21570". There are buttons for "Newly Discovered", "Compile Debrief Report", "View Debrief Report", "Export", "Reports", and "Back". A sub-header indicates "* Sub Asset, New Asset, DI-103a Asset".

Complete	Incomplete	Asset ID	Description	Value
0	61	10007945	Bldg Office Office Building/Visitor Center (Old RPI Number 5	\$694,500
		10007946	Bldg Service Shop Maintenance Service Shop at Headquarters (Block 75' x 28') (O	\$583,768
		10049271	Bldg Hsng Mobile Home Mobile Home, 10'x40', semi trailer van Brand: Cub	\$60,388
		10007936	Bldg Hsng Single Family Residence (Block Construction) (Old RPI Number 3	\$275,384
		10007943	Bldg Garage Detached Residential Storage next to Residence (RPI-#38). S	\$9,277
		10007961	Bldg Garage Detached Storage Building Garage Detached (Residence 2-Vehi	\$145,477
		10007932	Bldg Warehouse Equip Vehicle Tool Storage in Bone Yard, Frame Construction (OI	\$8,858
		10007959	Bldg Warehouse Equip Vehicle Storage Equipment Building (Headquarters, Wood and	\$1,259,360
		10007974	Bldg Warehouse Equip Vehicle Storage Building Equipment (wood & steel, 48'x13'x	\$75,824
		10007976	Bldg Warehouse Equip Vehicle Storage Building -Cement Block (Old RPI Number 1	\$25,224
		10007930	Bldg Warehouse Shed/Outbuilding Storm Shelter, Concrete Underground (Old RPI Numb	\$40,265
		10048972	Bldg Warehouse Chemical Oil Storage Building - Concrete block construction	\$36,710
		10007948	Bldg Comfort Station/Restroom Building Comfort Station (North End of Camping Are	\$56,532
		10007941	Bldg Vault Toilet/Pit Toilet Building Comfort Station (Block and Wood Vault Con	\$20,132
		10007954	Campgrounds Campgrounds (19 individual sites) (Old RPI Number	\$233,091
		10063110	Mobile Home Pad FHWA Route # 904 Horse Trailer Parking Area	\$64,560

IV. Assessing an Existing Asset

Notice that the “Station RPI Summary” screen is divided into two parts: assets with **completed** assessments are listed above those for which assessments are **incomplete**. Only assets that appear in the “Complete” list will display in the debrief report and only these will export to SAMMS. Incomplete assets will not display in the debrief report, nor will they be exported to SAMMS.

1. To assess an asset, double click the row in which the asset information appears.
2. The “RPI Inspection Sheet” for that asset appears. You may need to use the scroll bar on the right to view all sections of the sheet: Notes, Description, Components, and Deficiencies.
3. Before adding any notes or other text, check that the type and name of the asset as listed conforms to the guidance provided in the “FWS Approved Asset Codes and Short Descriptions.” Then check the box marked “I have verified this asset code with the approved FWS DOI Asset Code List.”

#	10056728	Canal	North Fork Sheyenne River Diversion	2798.4	LNFT
<input checked="" type="checkbox"/> I have verified this asset code with the approved FWS DOI Asset Code List. <input type="checkbox"/> DM Work Order Required?					
Work Order #	Work	Sub Type	Status	Short Description	Plan Cost

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RPI Inspection Sheet - Fallon NWR 84592

Save Back to Summary Back Complete

FBMS# IB14001000188520000001 (10001885) DI-103A?

Asset Type: Levee (40162300) Recommend Disposal?

RPI# 10005785 Levee LEVEE BATTLEGROUND PO 8000.0 LNFT DM WO Required?

I have verified this asset code with the approved FWS DOI Asset Code List. Asset Code Modified? DM WO Highest Priority?

Administrative Removal?

Realign: Component?

Notes

Add Current Replacement Value (CRV): \$936,799.00

User Data

Move Up

Move Down

Copy

Delete

Description

Add Dimensions: 0.0 Volume in Cubic Yards X ___ Width in Linear Feet X ___ Height in Linear Feet X ___ SLOPE

User Data Constructed Material: Earth

Move Up Starting Geo Coords: 39.475498 Start Latitude / -118.789001 Start Longitude

Move Down Ending Geo Coords: 39.713111 End Latitude / -118.676194 End Longitude

Copy Constructed Year: 1958

Delete Spillway:

Mapper Rip Rap:

Historic Criteria: 5

Old Short Desc I have reviewed and elected to save the existing long description from the location tab into the regional notes long description.

Exist Long Desc

Components

Add

Move Up

Move Down

Delete

Signs Water Control Structures (WCS) Gates Other

Deficiencies

Search De

Add

User Data

Move Up

Move Down

Copy

Copy

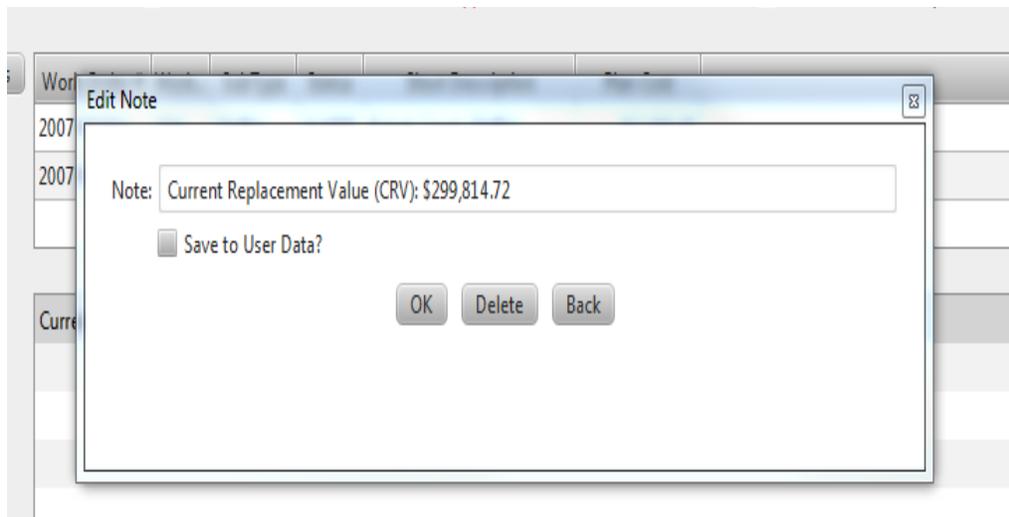
Delete

Overall Earthwork/Embankment Slope Protection/Rip Rap Water Control Structures Canals/Ditches Piping/Culverts Well/Pumps >>

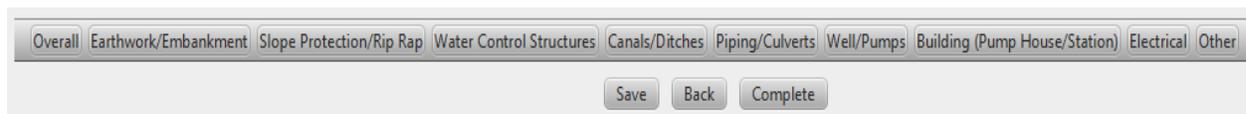
Tip: Hold down the Control key to select multiple items to move, copy or delete. Double click to get the edit window for the item.

Save Back to Summary Back Complete

4. To add a note or description, click the "Add" button.
5. Click in the note field to edit or delete it.

Service Application for Material Inspection (SAMI) User Guide (v. 9/12/16)

6. Under the “Components” section, buttons appear labeled with the names of components common to the selected asset type. Clicking on any of these buttons will add that component to the attributes of the asset record.
7. Likewise, under the “Deficiencies” section, buttons appear labeled with the types of deficiencies common to the selected asset type. Text is provided and templates may be selected for common discrepancies, however, you may also enter a custom description if needed. Clicking on any button will add a standardized note pertaining to that deficiency in the “Deficiencies” test box. Any note, description or discrepancy can be edited or deleted and re-added.



8. Only when you have pressed the “Complete” button will an asset move from the “Incomplete” to “Complete” area of the summary sheet.

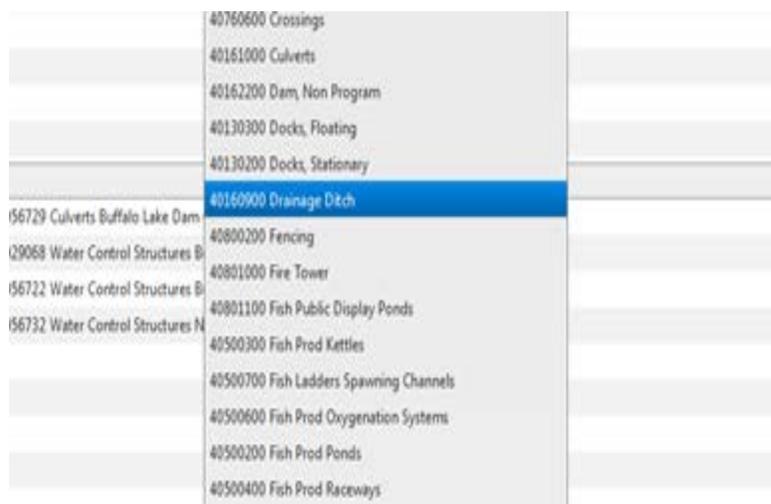
Service Application for Material Inspection (SAMI) User Guide (v. 9/12/16)

V. Creating and Accessing a New Asset Record

1. To create a new asset single click “Newly Discovered.” A short drop-down menu appears; select either “Building” or “Structure”:

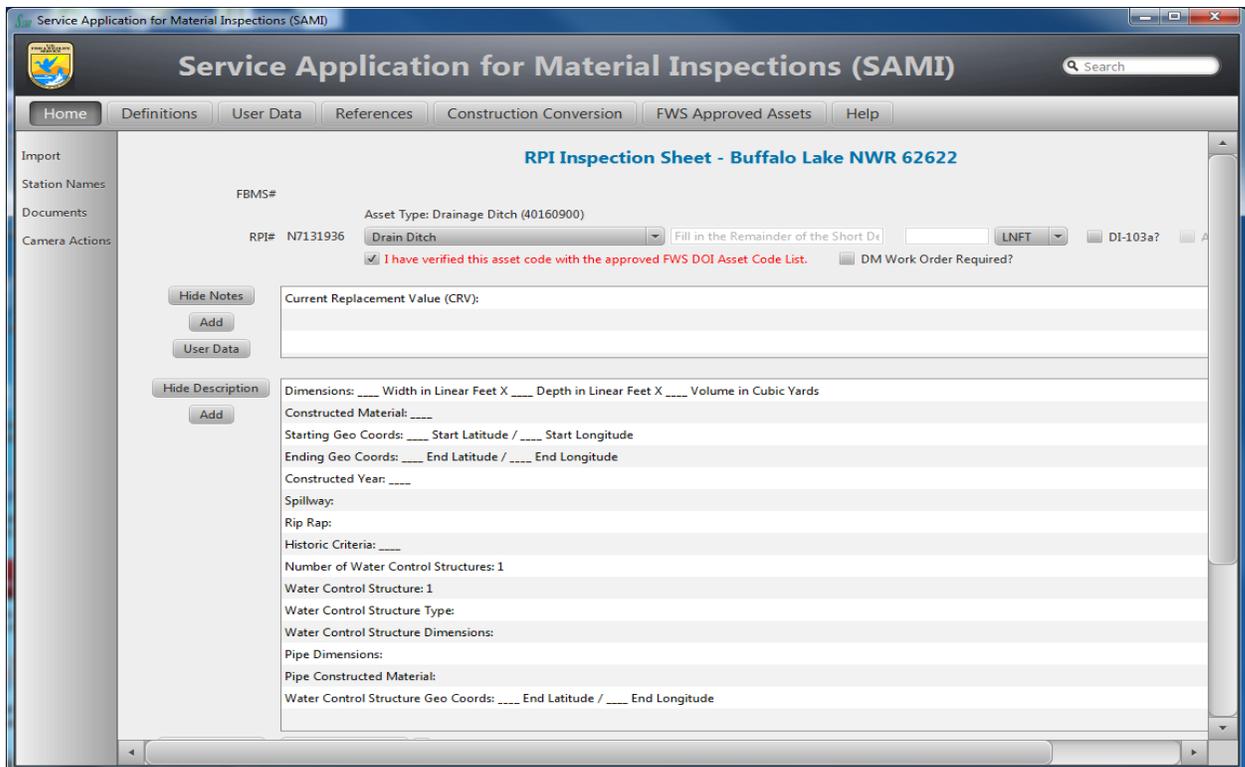


2. Another menu will appear, prompting you to select the exact building or structure type. For this example, Structure: 40160900 Drainage Ditch was selected:

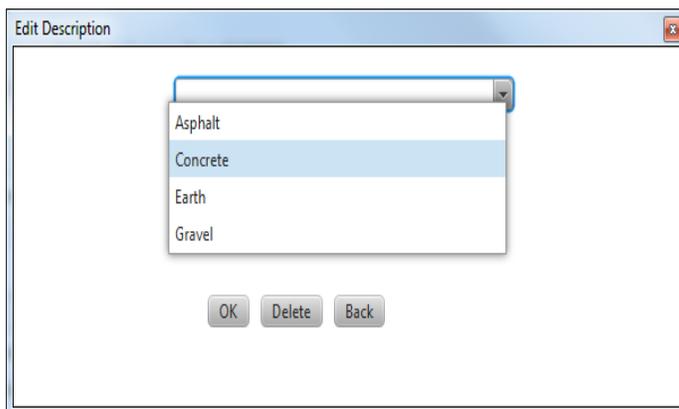


9. The next screen that appears will be the RPI Inspection Sheet for your newly created asset:

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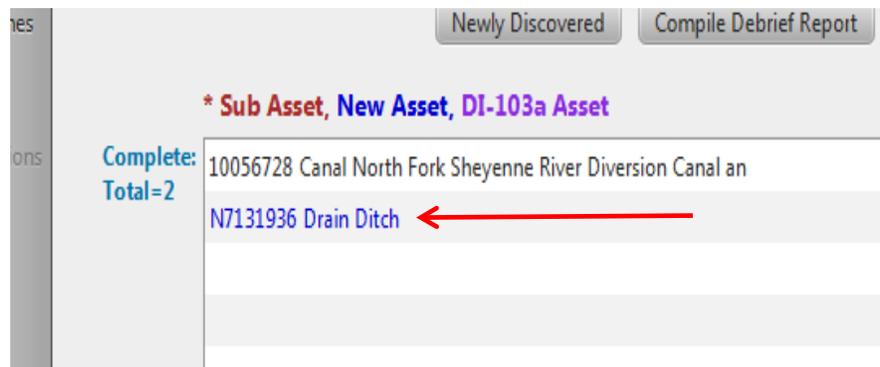
10. To edit the new record, click in the “Note” or “Description” fields. In this example, “Spillway” was selected under “Description,” which triggered a pop-up for the user to edit the material type:



11. When you have completed editing the new record, click the “Complete” button.

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12. You will be returned to the “Station RPI Summary” page, where your newly created asset will appear in **blue font** in the “Complete” section, prefixed with a temporary asset number that begins with “N”.



13. New assets will appear in the Debrief Report with the temporary number that has been created. However, new assets do *not* export to SAMMS, as the record must first be created in FBMS, which requires action on the part of Denver Finance.
14. You will need to complete an ABZON form for the new asset. Email the completed ABZON to your regional Finance office with a cc to your AMC. Your regional Finance Office will submit the form to Denver Finance to create the asset shell. Your AMC needs to be aware of the new asset so that it can be added to the station’s O&M settlement rules.

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VI. Removing an Asset from the Inventory

Note that this process is *not* for converting or otherwise realigning an asset within the inventory. These instructions apply only to assisting station to update their inventory: when an asset listed in the inventory is no longer on the ground.

SAMI will assist in the preparation of the “Certificate of Unserviceable Property” which must be signed by the station and submitted to the area supervisor for concurrence. Preparation of this form through SAMI will ensure that the disposal is noted in your debrief report. Actual removal of the asset record from the inventory does not occur until the completed “Certificate of Unserviceable Property” is returned to the regional facilities office, attached to the asset record in FBMS, and the regional Finance office and HQ disposal unit notified to amend the asset record.

1. To begin the process that retires an asset from the inventory, select the asset from the “Station RPI Summary” page.
2. The “RPI Inspection Sheet” for that asset appears. Check the “I have verified the asset code” box, as well as the “DI-103a?” box. Then click the “Complete” button.

Asset Type: Water Control Structures (WCS) (40161200)

RPI# 10056732 WCS North Fork Sheyenne River Relief Sp 1.0 EACH DI-103a?

I have verified this asset code with the approved FWS DOI Asset Code List. DM Work Order Required?

Save Back Complete

3. You will be returned to the “Station RPI Summary” page, where the asset will appear in **purple font** in the “Complete” section. The asset will appear in your Debrief Report. When files are exported to SAMMS, and the asset record will note that the disposal has been initiated.

* Sub Asset, New Asset, DI-103a Asset	
Complete: Total=3	10056728 Canal North Fork Sheyenne River Diversion Canal an
	N7131936 Drain Ditch
	10056732 WCS North Fork Sheyenne River Relief Spillway (con)

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VII. Compiling a Debrief Report

When you have completed the inspection of a station and all assets you have assessed appear in the “Complete” section of the “Station RPI Summary” page, you are ready to compile a report to present to the station manager as part of your debrief. (Note: Assets for which assessment has not been completed will remain listed under “Incomplete” section of the “Station RPI Summary” page, and will *not* appear in the debrief report.)

1. From the “Station RPI Summary” page, click on “Compile Debrief Report”:



2. A pop-up menu appears, providing you with three options:
 - **Executive** is a Debrief Report minus descriptions and discrepancies
 - **Debrief** is an Executive Report plus descriptions and discrepancies
 - **Add Reference** provides options which are placed in either the Debrief or Executive Reports
3. A Microsoft Word document will be created. At the top of the report are any assets you have marked as safety issues by clicking a discrepancy as a safety issue. The next section of the report has a list of all newly discovered assets, followed by a section listing the assets you have marked for delete. The body of the report groups assessed assets by type. Lastly the end of the report has some common text and your username.

Because the report is an MS Word Document, you can edit anything that needs to be changed. However, each time the “Compile Debrief Report” button is pressed, the report will be re-created. To prevent an overwrite of your changes, use the “View Debrief Report” button instead. A copy of the previous Debrief Report is saved before SAMI overwrites it with the newly compiled Debrief Report. The Debrief Report (and any previous copies if you have compiled more than once) is filed under c:\sami folder\name of station.docx (or .docx.sav).

An example debrief report follows on the next page.

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September 17, 2014

Buffalo Lake NWR Comprehensive Condition Assessment

EXAMPLE REPORT

1. References:

- DOI Safety Engineering Environmental Memorandum for Above Ground Storage Tank

2. Safety Issues:

3. RPI Data Sheets Needed:

- N7131936 Drain Ditch

4. DI-103a Needed:

- 10056732 WCS North Fork Sheyenne River Relief Spillway

Canals

Asset# 10056728	Canal North Fork Sheyenne River Diversion Canal	2798.4 LNFT
------------------------	--	--------------------

- No discrepancies found.

Drainage Ditches

Asset# N7131936	Drain Ditch	LNFT
------------------------	--------------------	-------------

- No discrepancies found.

Water Control Structures

Asset# 10056732	WCS North Fork Sheyenne River Relief Spillway (con	1.0 EACH
------------------------	---	-----------------

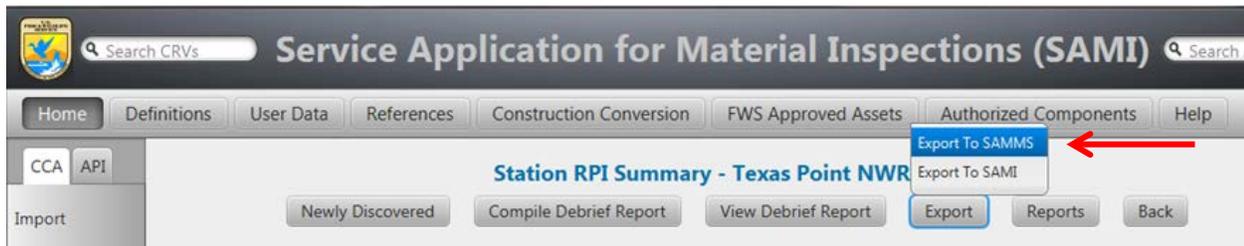
- No discrepancies found.

5. General Notes:

- Use only certified and licensed electrician to conduct any electrical work on refuges.
- Recommend any project vertical be engineered and all projects to be built to current federal state, and local codes. Federal government is required to build to the most stringent code.
- Recommend using standard nomenclature for asset identification IAW USFWS Bulletins and SOPs. The description will be 40 characters or less and start with the asset name. For example: Levee, pond Creek; Bldg, Visitor Center, or Bldg, Comfort Station at Long Leaf Pine unit.
- When changing out / replacing an entire asset, a Report of Survey (DI-103a) and a Construction Work In Progress (CWIP) / Asset Under Construction (AUC) must be submitted electronically to the regional office prior to construction.
- Fuel tank requirements are in FWS Safety, Engineering, and Environmental memo number 99-01, page 1-6.

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VIII. Exporting Station Assessment Data Back to SAMM/MAXIMO



1. Clicking “Export” and “Export to SAMMS” will send the data from the assets you’ve completed back to the SAMMS database. It will not delete the station data from your computer. If you export to SAMMS a second time, you will overwrite your previously sent data.

Note: The last export wins. This requires coordination when multiple inspectors are assessing the same station. For example, you may be assessing buildings and someone else is assessing bridges. If you accidentally mark as complete a bridge and export that bridge back to SAMMS, your export will overwrite the bridge assessor’s export.

2. You should export to SAMMS as soon as your on-site assessment is complete. Delaying the export will cause issues with realignment of assets.
3. All data exports to SAMMS are marked with your username and the date you compiled the Debrief Report. This process creates a record of who changed the data.

IX. Checking the Virtual-GPS, Starting the Getac Camera, and Exporting Photos

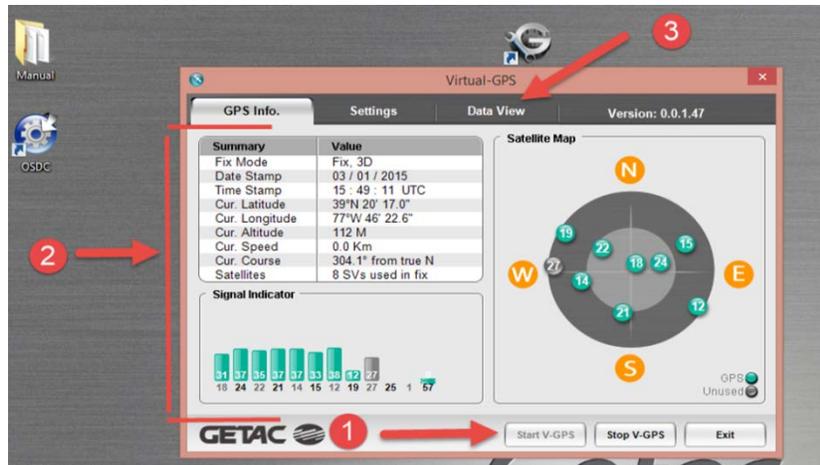
Start SAMI, import refuge, select asset to be evaluated, minimize SAMI.

Virtual GPS, this is a desktop icon, double click the Virtual-GPS icon, and make sure the Virtual-GPS has started. The Virtual-GPS works best if you are outside, very often it will not work inside.

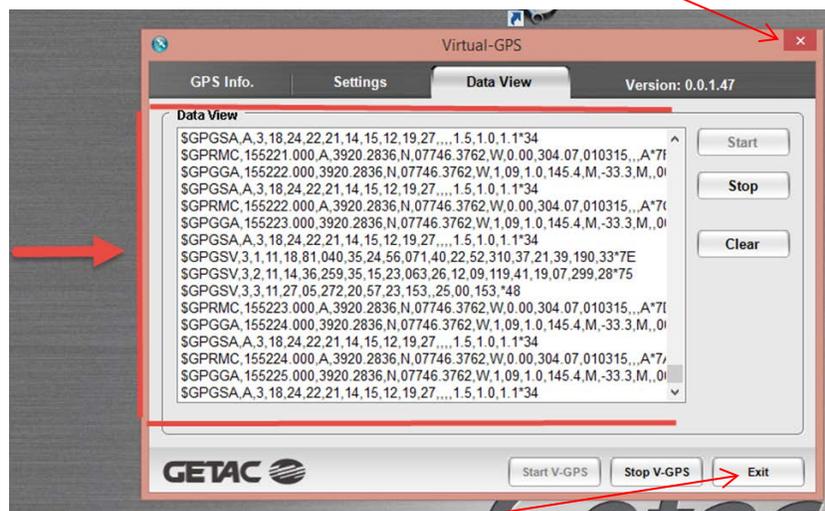


When the Virtual-GPS appears, select number 1, Start V-GPS. After data (Satellites) appears within the Signal Indicator; number 2. Select number 3 to verify data is streaming.

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Below Data streaming in Data View tab. Click the Red "X" in the upper right corner to minimize V-GPS



If you click the Exit option in the lower right it will turn the **V-GPS off**.

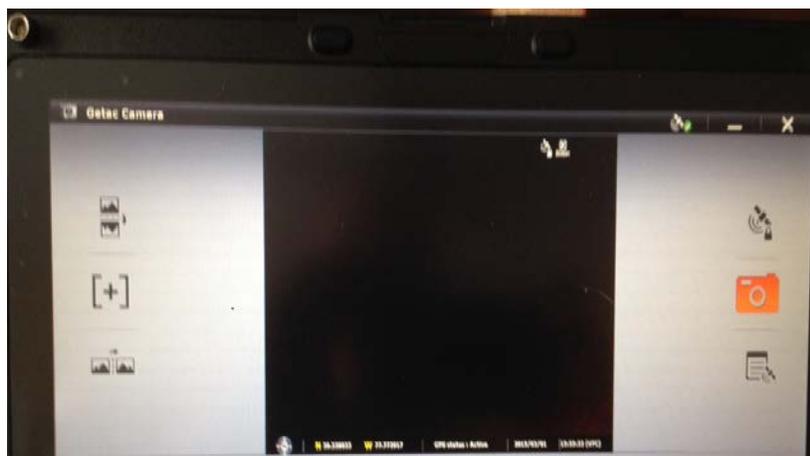
Once you have clicked the Red "X" in the upper right hand corner and minimized the V-GPS, double click on the Getac Camera on the desktop



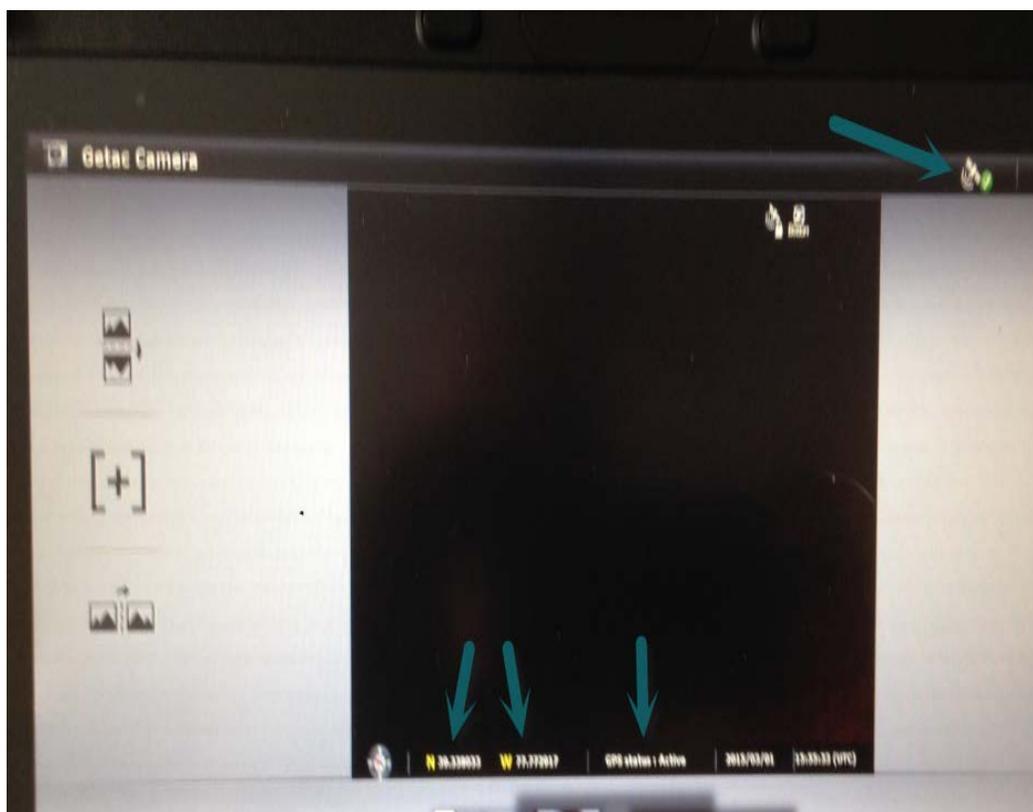
It will take a few minutes for the Getac camera and the Virtual-GPS to link together.

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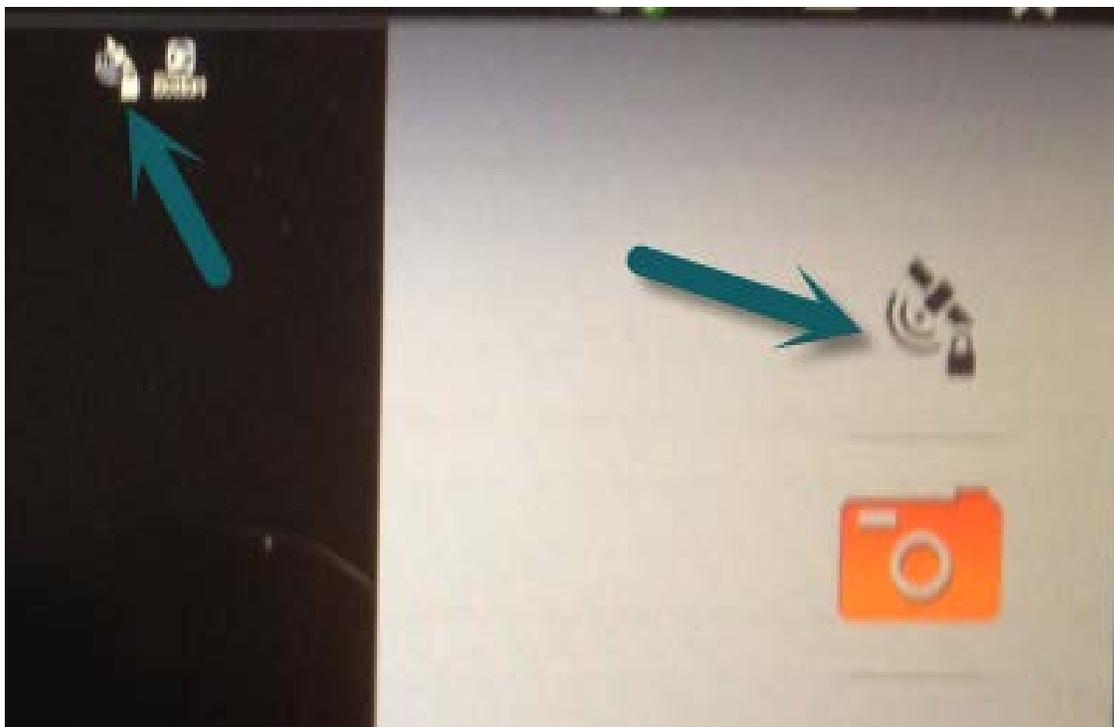
The camera will open to and appear like the screen shot below:



When the camera is properly linked to the GPS, a green check mark will appear, you will see geo-coordinates on the screen, and the GPS Status will be active.



Critical Step: At this time you must select the lock button in the upper right hand corner above the orange camera button. You will see a lock appear on the camera screen. This will keep the camera and GPS unit linked and locked together. Failure to do this may cause failure to capture geo-coordinates on the photograph and in SAMI.

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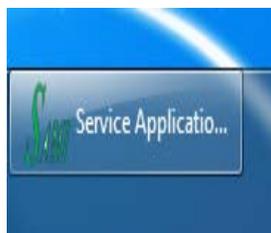
All pictures must be taken while the inspector is logged onto the RPI Inspection Sheet for the asset being inspected.

Take a picture(s) of the asset.

After the above steps are complete, minimize the camera and return to SAMI.

Remember switching from regular laptop mode to tablet mode while the Getac Camera and the Virtual-GPS are started will require a re-starting of the Getac Camera. It is recommended to start both in the mode you will be using for your assessment.

Open SAMI from the Task Bar, single click



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X. Capturing Geo-Coordinates via the Getac

RPI Inspection Sheet - National Conservation Training Center 97310

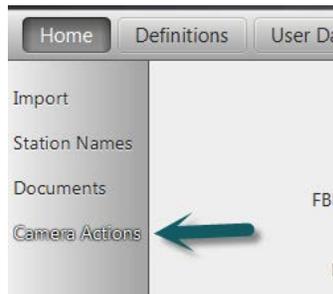
Save Back Complete

FBMS# IB14001000192620000034 (10001926) DI-103A?
 Asset Type: Bridge Trail (40760800) Recommended for Disposal?
 RPI# 10035812 Bridge Trail Pedestrian Bridge 330' long 10 366.67 SQYD DM WO Required?
 I have verified this asset code with the approved FWS DOI Asset Code List. Asset Code Modified? DM WO Highest Priority?

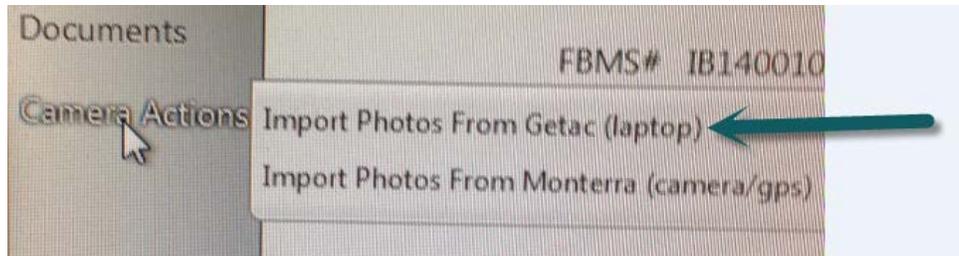
Work Order #	Wor...	SubType	Status	Short Description	...
2015258259	DM	DMCM	WAPPR	Replace Bridge Deck	

Hide Notes Current Replacement Value (CRV): \$402,650.00

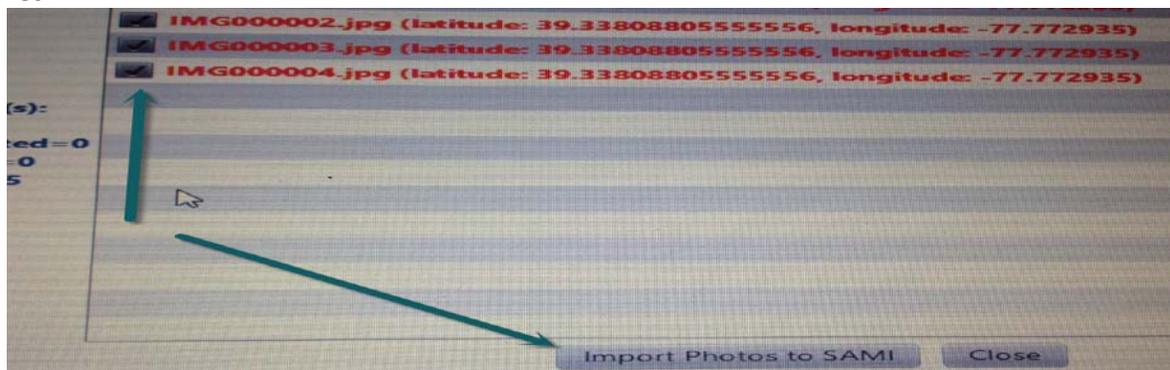
1. From the menu bar on the left, select "Camera Actions."



2. A drop-down menu will appear. Select "Import Photos from Getac (laptop)."

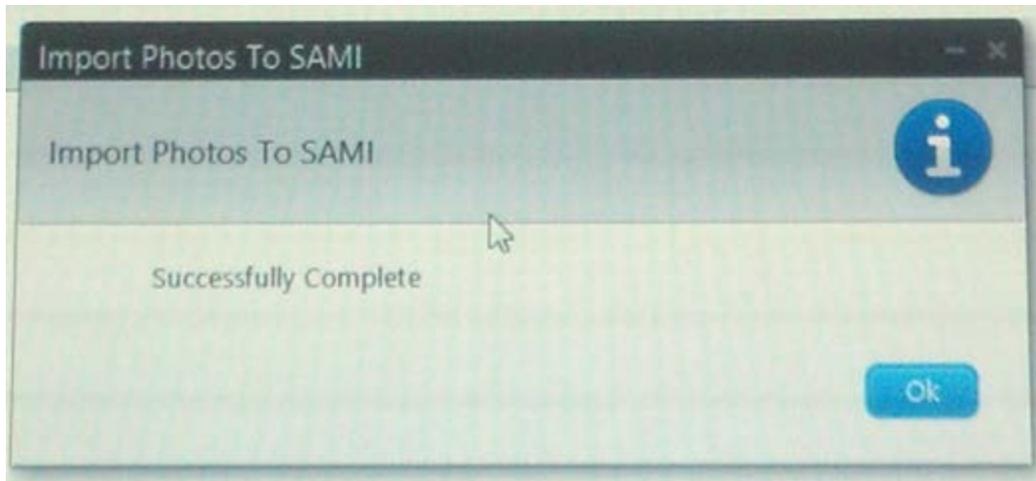


3. Select Import Photos to SAMI; if multiple pictures were taken you can select the appropriate pictures.



4. A message will appear: "Import Photos to SAMI Successfully Completed"

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6. Your pictures have been saved to the following folder path:
Documents>SamiData> Name-of-NWR>Pictures.

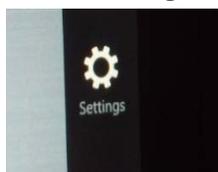
Name	Date modified	Type	Size
Estimate	3/1/2015 9:04 AM	File folder	
Pictures	3/1/2015 9:04 AM	File folder	

XI. Pairing the Garmin Monterra GPS with Your Getac Laptop

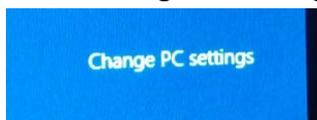
If you are having a problem pairing your Garmin Monterra GPS to the Getac, do the following:

1. Make sure SAMI has started and you have selected the specific asset you are taking picture of
2. Delete Blue Z:

- a. Swipe screen from right to left
- b. Select Settings

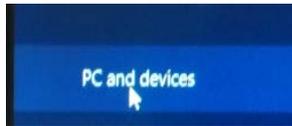


- c. Select Change PC Settings on bottom of screen



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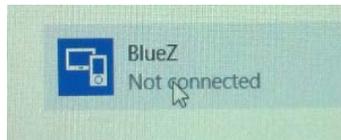
- d. Select PC and devices



- e. Select Bluetooth



- f. Select Blue Z



- g. Select Remove device. If there is no device listed, no problem.

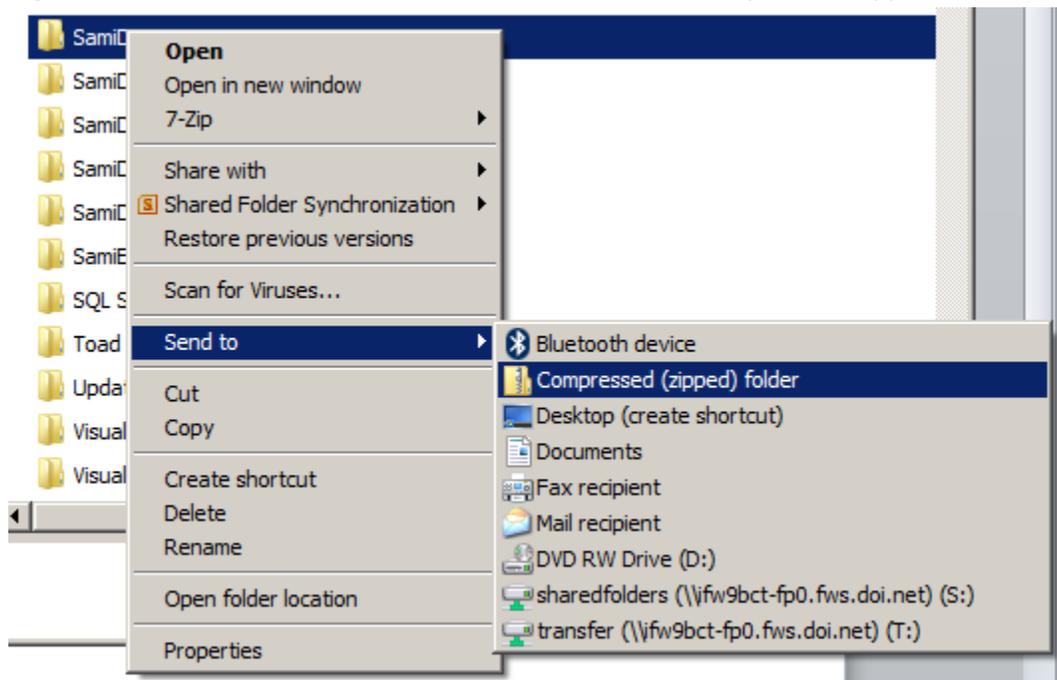
3. Execute the pairing process:

- a. Turn on Garmin Monterra GPS
- b. Select Camera and take a picture
- c. Select Gallery
- d. Select button with three lines
- e. Select "Select items"
- f. TAP on the pictures
- g. Select the Bluetooth ICON
- h. Select your machine IFW9ANRS - ????
- i. On GETAC a Pink screen will appear Select Accept and wait for all pictures to download
- j. Go to SAMI and select the asset you need
- k. The RPI Inspection Sheet
- l. Select Camera Actions
- m. Select Import Photos From Monterra (Camera / GPS)
- n. Select the photos you need and Select Import Photos to SAMI
- o. Photos will go directly into the Documents / SamiData/Specific Refuge/Asset Name / Pictures Folder

Service Application for Material Inspection (SAMI) User Guide (v. 9/12/16)

XII. Tips of the SAMI Masters

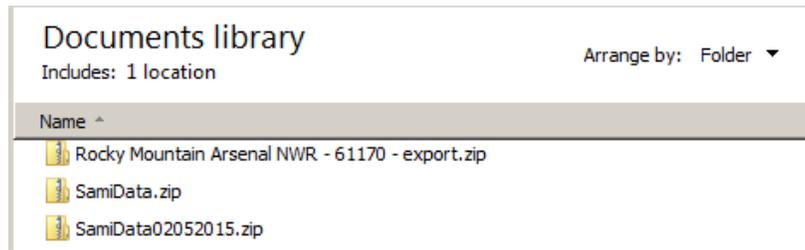
1. Your most important asset in the SAMI application is your data. **Backup your data regularly.**
 - a. All your SAMI Data is located in your Documents/SamiData folder.
 - b. Documents/SamiData is a folder that is managed by SAMI. Do not add folders, or files to this folder unless you know what you are doing or SAMI will think a new station has been added. Only add pictures or estimates to the sub-folders of Documents/SamiData/<StationName>/<Asset>/. Do not edit the <StationName>.json files unless you know what you are doing. Also if your <StationName>.json file ever becomes corrupt, the previous save has the name <StationName>.json.sav and you can revert back to it, by renaming it back to <StationName>.json.
 - c. IMPORTANT: If you don't have your file browser settings showing file extensions, then you will not see ".json" or ".zip" extensions, however your file browser will show that it is a "JSON" or "ZIP" file if you look in the right column.
 - d. Backup all your SAMI Data regularly (including all your stations and your user data)
 - i. Run your windows file browser 
 - ii. Right click on Documents/SamiData and select "Send to->Compressed (zipped) folder"



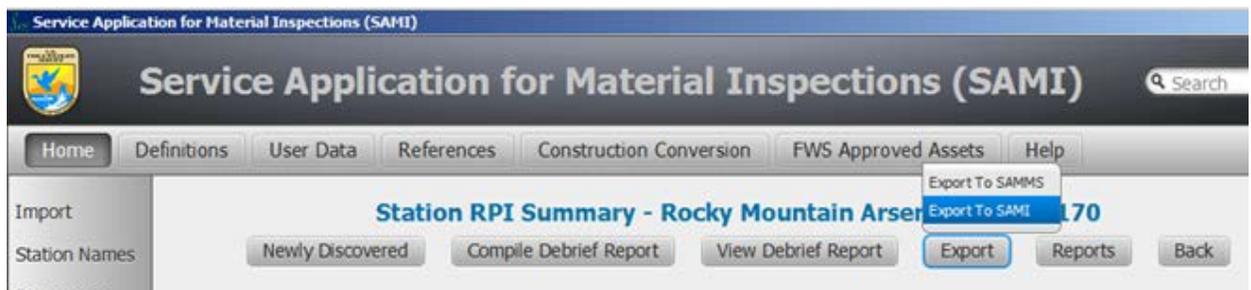
- iii. Now you have a new file named Documents/SamiData.zip

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- iv. Rename Documents/SamiData.zip to SamiDataMMDDYYYY.zip for example:



- v. **IMPORTANT:** do not confuse your Documents/SamiData folder with this new Documents/SamiData.zip file. Do not accidentally rename your Documents/SamiData folder, rename the zip file.
- vi. Lastly, move or copy the Documents/SamiDataMMDDYYYY.zip file to a back-up location. For example to a USB thumb drive or a share drive on the network. The requirement is that it is on a different disk drive than your local computer.
- vii. Now you have a backup of all your SAMI Data.
- e. To backup just a single station, use the “Export->To SAMI” feature:
- Run Sami
 - Select a station
 - From the Station Summary Page in SAMI press the “Export->To SAMI” button.



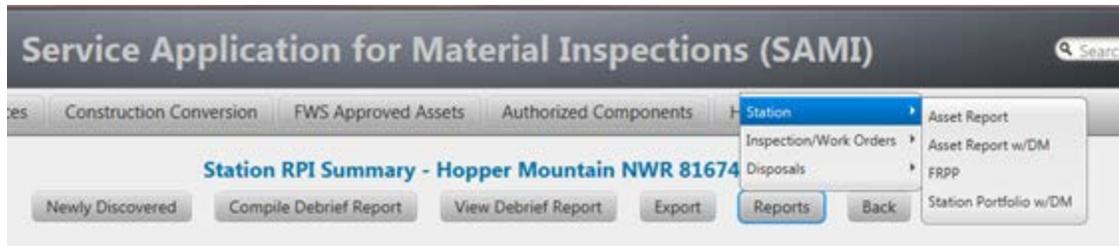
- iv. Notice the name of the file that is created:
- Documents/<StationName>-export.zip
 - **IMPORTANT:** Do not confuse this zip file with your Documents/SamiData/<StationName> folder. Do not rename your Documents/SamiData/<StationName> folder or SAMI will have problems.
- v. Rename the <StationName>-export.zip to <StationName>-exportMMDDYYYY.zip
- vi. Lastly, move or copy the Documents/<StationName>-exportMMDDYYYY.zip file to a backup location. For example to a USB thumb drive or a share drive on the network. The requirement is that it is on a different disk drive than your local computer.
- vii. Now you have a backup of your station including the SamiData/<StationName> and all sub-folders.

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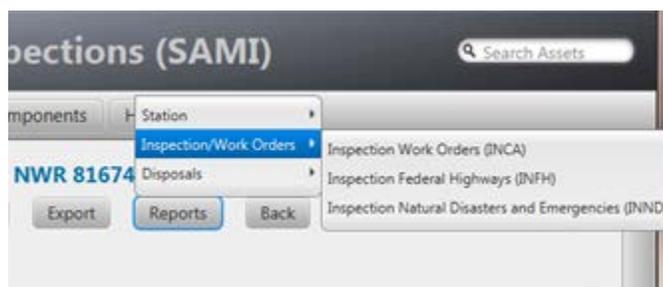
2. Importing from SAMMS overwrites the existing station data on your local machine. If you want to preserve and merge your work, make sure you export the station data to SAMI or SAMMS before you make any other downloads to SAMI from the same station.
 - a. For example, let's assume you want to download only the bridge data for a station, so you do. Later, you import from SAMMS only the roads info *for the same station*. The resulting roads download will overwrite the previous bridge download, and you will be left with only the roads data. Any new download will overwrite any previous data downloaded from the same station.
 - b. To retain information from an earlier download, and avoid the scenario above, make it a practice to export *before you import any other data from SAMMS for the same station*. Using the scenario in paragraph (a), to avoid an overwrite, you would take the following steps:
 - i. Download only the station's bridges from SAMMS. (Go to "Import">"Import from SAMMS">Selected Region>Selected Station>"Import Bridges")
 - ii. Make your changes to the bridge data.
 - iii. Export the bridge data. (From the "Station RPI Summary" screen, select "Export" and either "Export to SAMI." The data will be saved to a folder with the station name under your "Documents">"SamiExport">Station Name.)
 - iv. Download only roads from SAMMS. (Go to "Import">"Import from SAMMS"> Region Name> Station Name>"Import Roads")
 - v. (Re) Import the bridge data that you previously exported. (Go to "Import">"Import from SAMI." You will then need to click on your "Documents" folder, then the "SamiExport" folder, the folder named for the station, and then the station's "json" file within the station folder.)
 - vi. The final result will be Bridges and Roads on your computer in SAMI.

If you export to SAMMS after you adjust the bridge data, you can then export both the bridge and road data the second time you export from SAMMS. (Admittedly, it would have been easier to just import both bridges and roads the first time, but sometimes we don't plan ahead perfectly.)
 - c. An import from SAMI merges the station data and only overwrites the assets selected for import.
 - d. An import from FHWA merges the imported data into an existing station and only overwrites predefined data fields of a road or parking lot on the RPI Inspection sheet.
3. **Reports.** Clicking on the "Reports" button activates a pop-up menu. Choosing one of the options on the pop-up, "Station," "Inspection/Work Orders," or "Disposals" will activate another pop-up listing the reports specific for the option you have chosen.
 - a. **Station report options** are "Asset Report," "Asset Report w/DM," "FRPP" and "Station Portfolio w/DM."

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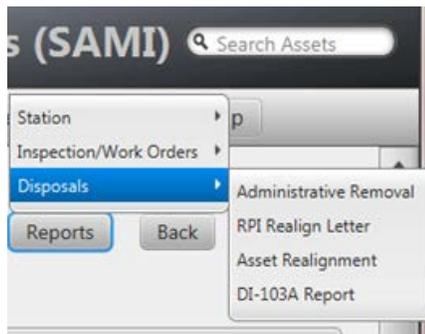
- i. "Asset Report" produces an Excel spreadsheet list of station assets with a limited set of fields for each asset: region, org code, FBMS building number, RPI number, asset title (short description), asset type, and Current Replacement Value.
 - ii. "Asset Report w/DM" is the Station Portfolio w/DM report but in MS Excel format. (See description under item iv, below.)
 - iii. "FRPP" produces an Excel spreadsheet of a station's assets, including any sub-assets and components, along with the database values for critical attributes of each asset that are required to be certified for FRPP reporting.
 - iv. "Station Portfolio w/DM" is similar to the Crystal Report in SAMMS, but in MS Word format. Assets are grouped by type, then identified by RPI number, FBMS building number, construction year, construction material, API, operating status, size, unit of measurement, road class, road tier, and old and new short descriptions. This report also provides for each asset the work order numbers and titles of any DM work orders in waiting approval status.
- b. **Inspection/ Work Orders report options** are "Inspection Work Orders (INCA)," "Inspection Federal Highways (INFH)" and "Inspection Natural Disasters and Emergencies (INND)." These reports are designed to be sent to a SAMMS administrator at HQ upon completion of a station's assessment. When uploaded to SAMMS, the Excel spreadsheets produced by these reports will generate an IN work order of an appropriate sub-work type for each asset for which an inspection was completed during the assessment.



- i. "Inspection Work Orders (INCA)" produces an Excel file to be sent to a SAMMS administrator to create INCA work orders.
- ii. "Inspection Federal Highways (INFH)" is the MS Excel file of Complete assets that can be sent to a SAMMS administrator to create INFH work orders.
- iii. "Inspection Natural Disasters and Emergencies (INND)" is the MS Excel file of Complete assets that can be sent to a SAMMS administrator to create INND work orders.

Service Application for Material Inspection (SAMI) User Guide (v. 9/12/16)

- c. **Disposal report options** are “Administrative Removal,” “Asset Realignment” and “DI-103A Report.”



- i. “Administrative Removal” generates a memo from the refuge manager to his or her area supervisor and the regional AMC listing all of the assets realigned during the assessment. This table is auto-filled based on the assessor’s input in SAMI, and having checked “Administrative Removal” on the assets record during the assessment process.
 - ii. “RPI Realign Letter” produces a memo from the FMC to the Denver Finance Office. In it is a table of all assets realigned as part of the assessment. Assets appear here if “Realign” or “Administrative Removal” were checked on the asset record.
 - iii. “Asset Realignment” produces the ABZON or “Real Property Work Order WBS and Asset Shell Request Form” which is required by Denver Finance to create a new RPI record.
 - iv. “DI-103A Report” produces a “Certificate of Unserviceable Property” to document the physical disposal of assets that are no longer in existence. Each asset that is physically removed and has it’s record checked “DI-103A” will have a form populated for signature by the station manager.
4. Do not overwrite or delete wanted data!
- a. Compile Debrief Report
 - i. Remember that you are free to edit the Debrief Report after you compile it for a station, however remember that each time you press the “Compile Debrief Report” button, SAMI will overwrite the previous Debrief report. Copy your Debrief Report for a station to another location from Documents/SamiData and then edit it, rather than editing the one that SAMI will overwrite if you press the “Compile Debrief Report” button. There is also a .sav file for the previous Debrief Report to which you can revert.
 - b. On the SAMI Home page there is an “X” icon for deleting a station. If you press this delete icon, SAMI will delete your entire Documents/<StationName> folder and that is where your pictures are located. Do not delete the station if you haven’t backed up your station or you will lose all your station data including pictures, estimates and FHWA data that has been imported to your computer.
 - c. Backup your station using “Export to SAMI” before you merge from FHWA or another SAMI user just in case you want to get back to your original data for the asset.

Service Application for Material Inspection (SAMI) User Guide (v. 9/12/16)

5. Your Documents/SamiData folder can be copied to another computer and it will work fine if you install SAMI on the other computer as well.
6. Export/Import to SAMI is the best way to get an entire station on one computer so the SAMI Reports can be run on all completed assets.
7. SAMI can be installed on any computer using \\ifw9anrs-appsrv\SAMI\Sami_Software_Production\Silent_Install.bat

To: Station Manger

Cc: Area Supervisor, Regional Facilities Chief, Assistant Station Manager/Deputy Project Leader

Subject: REPLY REQUESTED BY **10/03/16 [DATE IN TWO WEEKS]**: Request to Schedule a Comprehensive Condition Assessment (CCA) for **Humboldt NWR**

Greetings, [Station Manager].

I am **[your name]**, the regional Facility Management Coordinator (FMC) responsible for assessing the physical condition of the constructed real property inventory (RPI) of fixed assets at your station. A Comprehensive Condition Assessment (CCA) of each station's assets is required every five years. The inspection work orders that result from these CCAs form the basis of the deferred maintenance (DM) work orders required for funded DM projects. Any DM work orders created more than five years ago must be re-validated by a current CCA to remain eligible for funding.

With this email, I am proposing to conduct a Comprehensive Condition Assessment (CCA) of the RPI assets at your station from **Monday, November 7, 2016 (11/07/16)** through **Friday, November 11, 2016 (11/11/16)**. [As part of the CCA, I will need you to be present for both an in-briefing and out-briefing and provide someone knowledgeable of your station's assets to accompany me during my inspection.](#) If these dates do not work for you, please provide me with alternate, workable dates within two weeks of the date of this email.

The purpose of the required in-briefing is for you to provide me with the background necessary to understand your station's primary mission and how it relates to your assets' maintenance needs. This is important as we will be reviewing your existing deferred maintenance work orders and identifying your highest DM priorities. Your presence at the out-briefing is especially important for this purpose when we review my findings.

The inspection process requires that I have access to all of the assets that I am responsible for assessing. This includes any occupied quarters. Please ensure that occupants will be present during my inspection, and that I will have any tools necessary to access all other areas and assets (for instance, a ladder or off-road utility vehicle, depending on the asset). Aerial photographs and maps of your station, if you have them, will also aid me in the assessment process.

Please note that, although I am required to inspect all mission critical fixed assets and those valued over \$100,000 my assessment will not include bridges, dams, roads or parking lots, as these assets are addressed under separately contracted processes coordinated by the Engineering division and Transportation branch.

The purpose of this email is to establish a date for your station's CCA: a date that allows you to be present for the in- and out-briefings, and that allows someone from your station who is knowledgeable of its assets to accompany me during the inspection. Once we agree upon that date, I will send you more information in preparation for the inspection and in-briefing.

Thank you for your time and attention.

Respectfully,

[Your Name]

Facilities Management Coordinator, **[Your Region]**

Address

Office Phone, Cell Phone

To: Station Manger

Cc: Area Supervisor, Regional Facilities Chief, Assistant Station Manager/Deputy Project Leader

Subject: Upcoming 11/07/16 [Date] Comprehensive Condition Assessment for Humboldt NWR

Greetings, [Station Manager].

This email serves to confirm that we have established [date] through [date] for a Comprehensive Condition Assessment (CCA) of the real property assets at [station]. You have confirmed that you will be present for the in- and out-briefings of the inspection, and that [name and title of person identified by station manager] is familiar with the assets at your station, has keys and/or combinations to controlled areas, and will be available to accompany me during my inspection.

Please find attached a recent copy of your stations real property inventory (RPI). This is the current official record of the fixed assets at your station, and what I will use as the basis of my inspection. Please review the list before our meeting to ensure that it is accurate. If assets that are no longer in existence on the ground still appear on your RPI, please let me know in advance. Likewise, all assets on the ground should appear on your inventory as operational assets. Please identify any in advance that are not; an accurate inventory will make the inspection process far more efficient.

I will be inspecting all assets that are identified as mission critical as well as those with a replacement value of \$100,000 and above. (Exceptions apply to bridges, dams, roads and parking lots, as these assets are addressed under separately contracted processes coordinated by the Engineering division and Transportation branch). Please let me know if any of your assets have known hazards such as asbestos, mold, or lead paint. I can use any formal documentation you may have to create a deferred maintenance (DM) work order for surveys or abatement as needed. Other pertinent information you can provide at the in-briefing includes:

- a. Documentation for any Service Managed, not Service Owned (SMNSO) assets. SMNSO assets require a current Memorandum of Understanding/Agreement (MOU/MOA). Please provide copies of MOUs or MOAs for any SMNSO assets at your station.
- b. Identification of assets that not accessible for any reason.
- c. Identification of any other concerns you wish me to be aware of.
- d. Aerial photographs and maps of your station will aide me in identifying units and structures within them such as levees, canals, fences, and water control structures.

I will provide you with a comprehensive written report of my assessment results during my out-briefing. If you can make office work space available to me, such as a copier and an internet connection, this will assist me in producing my report.

My inspection will also result in individual SAMMS work orders for each asset inspected. Although all deficiencies I note when inspecting assets will be documented, only deficiencies that result in asset repair costs of \$15,000 or more will receive a written cost estimate making them eligible for DM funding. Following my inspection at your station, I will be re-calculating the current replacement value of each of the assets I have assessed. This does not require any input on your part. However, the processes for documenting the disposal of assets, and adding new assets to the RPI does require some documentation from your station. Please remain vigilant through the completion of all paperwork so that your station's inventory is brought up-to-date.

If you have any questions about the inspection process, please feel free to contact me via email or at my number below. User Guides for Station Managers regarding real property...inspections, work orders, acquisitions and disposals...is also on line at <https://www.fws.gov/refuges/facilities/manuals-policies.html>.

Respectfully,

[Your Name]

Check Sheet for CCA, from Scheduling to Completion (v. 9/12/16)

Use this form to prepare for and keep track of the CCA process for each station you inspect.

Station Name _____ **Org Code:** _____

At Your Office

Check and Date

- 1. Discuss the schedule for station assessments with your Regional Facility Chief.
- 2. Email the station manager with the proposed date for assessment. (See example in FM-01, Appendix 3.)
- 3. No less than 30 days prior to the confirmed date, send a follow-up email with a copy of the station's inventory for the manager to review,
- 4. Prepare your travel authorization in Concur for your supervisor's approval, making any reservations necessary (hotel, air travel, rental car). Request any projected comp time through QuickTime.
- 5. Update your Bison Connect calendar and prepare your out-of-office messages.
- 6. Inform your AMC, so that he or she will be aware that the station's O&M work orders may be needing adjustment shortly, and so that he/she can check the DM Five Year Plan for projects for that station.
- 7. Approximately two weeks prior to travel, make phone contact with station manager as a courtesy reminder.
 - a. Ensure that you have the station's correct address and contact phone numbers for the manager and the person who will accompany you.
 - b. Determine if the station's isolation will require special preparation (food, lodging, etc.)
 - c. Will your vehicle be appropriate for the assessment, or can the station provide one?
- 8. Record the regional parent work order number for current CCA cycle: WO# _____
- 9. Create a station parent work order in SAMMS for this CCA and record the WO# _____
(See FM-01, page 11)
- 10. Update your Getac and laptop with the latest version of SAMI, then download the station's files. (See FM-01, Appendix 2.)
- 11. Pack necessary tools and equipment including your government charge card, the vehicle's gas card (if taking GOV), your laptop, Getac, charging cords and batteries, safety boots, measuring tape and wheel, GPS, etc. (See FM-01, Appendix 12.)

At the Field Station

- 1. Conduct the in-briefing (see Appendix 5 for a briefing outline). Secure copies of maps and aerial photographs to assist your inspection.
- 2. Conduct the CCA, accompanied by someone from the station. While at each asset site, use SAMI to:
 - a. Update the asset's short description;
 - b. Take lat/long and asset measurements;
 - c. Photograph each asset;
 - d. Record your observations of the asset's condition;
 - e. Initiate any realignment of sub-assets, components, and stand-alone assets.
- 3. Prepare the CCA report/out-brief. (See Appendix 2, Section VII, "Compiling a Debrief Report.")

Check and Date

- 4. Conduct the out-briefing. Provide a copy of the out-briefing to the station manager along with copies of Administrative Removal and/or Realignment Memos, and any Certificates of Unserviceable Property.
- 5. Export data from SAMI to SAMMS. (See Appendix 2, Section VIII, "Exporting Assessment Data.")

Back at Your Office

- 1. Finalize the CCA report and send it to:
 - a. the station manager and assistant manager,
 - b. your facility chief,
 - c. the area supervisor for the station, and
 - d. Engineering.
- 2. Prepare your travel voucher in Concur.
- 3. If your assessment resulted in the discovery or realignment of any new assets or the disposal or admin removal of any assets, use the "Reports" feature in SAMI to print (as appropriate):
 - a. "Administrative Removal" memo -- Print if any assets are to become components.
 - b. "RPI Realign Letter" – Print if any realignments of any sort took place
 - c. "Asset Realignment" ABZON form – Print if any new asset numbers are required.
 - d. "DI-103 Report" – Print to document any true disposals.
- 4. Provide copies of the reports to your AMC and regional Finance Office. Your regional office will forward the necessary forms to Denver Finance. For asset additions and deletions, AMC will need to adjust the station's O&M work order in FBMS, after consulting with the station.
- 5. Generate a report from SAMI for inspection work orders.
 - a. Enter your parent work order number in column N of the spreadsheet created.
 - b. Email the spreadsheet to the SAMMS Help Desk. The spreadsheet will be uploaded to SAMMS, creating the inspection (INCA or INND) work orders.
- 6. Complete cost estimates for repairs over \$15,000.
- 7. Close out existing DM child work orders that were in existence before your assessment. Exception: Notify the AMC or Transportation Coordinator if any of the existing child work orders are included in a Five Year Plan or High Priority Construction list. They will need to remove those and make adjustments.
- 8. Create a follow up DM work orders for each INCA with repairs of \$15,000 or more. In the long description of each DM work order, include a copy of your cost estimate.
- 9. Update the CRV of each asset assessed.
- 10. Follow your region's procedures for backing up assessment data and storing CCA reports, photos, and cost estimates in a known location accessible to others in both your program and Engineering.
- 11. If, during the assessment, you changed the type of an asset for any record, check the location record in SAMMS to ensure that the Size A unit of measure is correct for the new asset type.
- 12. If you initiated disposal or realignment assets, follow up by checking the affected records to ensure the processes were completed correctly. No sub-assets should remain in the station's inventory.

Condition Assessment In-Briefing

1. Introduction of all personnel present (name, title, function, and background, if appropriate).
2. Goals of this Meeting:
 - a. Meet the station's managers and maintenance/operations team
 - b. Learn about the station's mission
 - c. Note any concerns regarding assets at the station and review existing DM
 - d. Communicate the purpose of the assessment
3. Goals of the Assessment:
 - a. Conduct an inspection of all Real Property Inventory (RPI) assets valued above \$100,000 and those that are mission critical or of a major concern to station management.¹
 - b. Validate or correct inventory data for each asset inspected: type and asset code, descriptions, dimensions, geo-coordinates & accessibility.
 - c. Photograph each asset inspected and any deficiencies/ problem areas.
 - d. Realign asset records where appropriate (convert sub-assets, create components or other stand-alone assets where appropriate).
 - e. Facilitate any needed updates to the station's RPI, adding or removing records.
 - f. Document all deficiencies noted.
 - g. Conduct an out-briefing with the station manager, providing a copy of the CCA Report.

Outcomes of the assessment to be completed within 45 days of the site visit include:

- h. Creating new deferred maintenance (DM) work orders reflecting deficiencies of \$15,000 or more, and providing current cost estimates to address those deficiencies
 - i. Closing all previous (and now outdated) DM work orders.
 - j. Updating in SAMMS the current replacement value (CRV) of each asset inspected.
4. Logistical Support Needed from the Station:
 - a. For the duration of the assessment, the FMC needs to be accompanied by a staff member who is familiar with the station's assets, its mission and needs, and can provide access to controlled areas.
 - b. A ladder may be required to access attics, lofts, and roofs.
 - c. Quarters, if occupied, require the resident's presence during inspection.
 - d. Maps and aerial views of management units will help in the identification of assets, especially levees and water control structures.
 - e. Temporary office work space providing internet and copier access.
5. Please provide information and any documentation you may have regarding:
 - a. Environmental or personnel hazards such as asbestos, mold, or lead paint.
 - b. Service Managed, not Service Owned (SMNSO) assets. SMNSO assets require a current Memorandum of Understanding/Agreement (MOU/MOA). Please provide copies.
 - c. Any assets that the FWS owns that do not appear on your station's RPI.
 - d. Assets that may be inaccessible for any reason.
 - e. Assets remaining on the RPI that been destroyed/abandoned/transferred.
 - f. Building leaks and any other asset concerns you wish to bring to the attention of the assessor.
6. Tentative Plan/Schedule:
 - a. Discuss planned schedule (projected length of assessment) and daily schedule.
 - b. The FMC can work within the station's planned working hours.
 - c. Confirm availability for the out briefing.

¹ FMCs do not assess bridges, dams, roads, or parking lots. These assets are inspected through contracts managed by Engineering and the Transportation Branch.

National Conservation Training Center Comprehensive Condition Assessment Debrief

March 29, 2015



1. **References:**

- International Building Code 2009 Version
- National Fire Protection Association (NFPA) 101 Life Safety Code
- National Fire Protection Association (NFPA) 13 Sprinkler Systems Code
- National Fire Protection Association (NFPA) 30 Flammable and Combustible Liquids Code
- National Fire Protection Association (NFPA) 54 National Fuel Gas Code
- National Fire Protection Association (NFPA) 58 Liquefied Petroleum Gas Code
- National Fire Protection Association (NFPA) 70 National Electrical Code (NEC)
- Occupational Safety and Health Administration (OSHA)

2. **Safety Issues:**

- 10035785 BLDG OFFICE WEST POND
- 10035779 BLDG MULTI-PURPOSE MAIN ENTRY VISITOR CENTER
- 10035787 BLDG OFFICE KREAT
- 10035788 BLDG MAINT SHOP SUPPORT SERVICES
- 10035781 BLDG QTRS# H3 RACHEL CARSON LODGE
- 10035780 BLDG QTRS# H1 ALDO LEOPOLD LODGE
- 10035805 BLDG QTRS# H2 Bunk "DING" DARLING LODGE
- 10050274 BLDG QTRS# H4 BLDG QTRS#SF76 MURIE LODGE
- 10035776 BLDG CAFETERIA COMMONS DINING / LOUNGE
- 10035786 BLDG GYM PHYSICAL TRAINING
- 10035784 BLDG LAB TRAINING
- 10052263 BLDG SECURITY GUARD MAIN ENTRANCE w/Veh. Barrier
- 10035783 BLDG SCHOOL INSTRUCTIONAL EAST
- 10035782 BLDG SCHOOL INSTRUCTIONAL WEST
- 10035791 POLE BARN RECYCLING CENTER
- 10035777 HVAC PLANT CENTRAL W/ 4 BOILERS, 3 CHILLERS, TOWER

3. **RPI Data Sheets Needed:**

- N5667866 BULKHEAD CAMPUS WIDE STONE RETAINING WALLS AND STAIRS
- N5736755 TRAIL PAVED CAMPUS WIDE SIDEWALKS
- N5607009 POWER DISTRIBUTION CAMPUS WIDE SYSTEM

4. **DI-103A Needed:**

5. **Recommended for Disposal:**

National Conservation Training Center Comprehensive Condition Assessment Debrief

6. Highest Priority Deferred Maintenance Work Orders:

- 10035777 HVAC PLANT CENTRAL W/ 4 BOILERS, 3 CHILLERS, TOWER (Chillers Overhaul and Replace Monitor Panels (Phase Replacement))
- 10035777 HVAC PLANT CENTRAL W/ 4 BOILERS, 3 CHILLERS, TOWER (Boilers Replacement (Phase Replacement))
- 10035777 HVAC PLANT CENTRAL W/ 4 BOILERS, 3 CHILLERS, TOWER (METASYS (Monitoring System))
- N5667866 BULKHEAD CAMPUS WIDE STONE RETAINING WALLS (Bridge Abutment and other retaining walls / stairs (Masonry) Repairs)
- VARIOUS LOCATIONS HVAC inspections

Building

Asset# 10035785

Bldg. Multi-Purpose WEST POND

9066.0 SQFT

Notes:

- (1) Dimensions recorded or verified during this CCA.
- (2) Current Replacement Value (CRV): \$4,045,737.01
- (3) Building measurements are unique and therefore the raw numbers are used for estimating purposes only. Square feet measurements were recorded from as-built.

Description:

- (1) Dimensions: 167 Length in Linear FT X 31 Width in Linear Feet X 2.0 Number of Stories
- (2) Constructed Material: Masonry
- (3) Geo Coords: 39.487928 Start Latitude / -77.807831 Start Longitude
- (4) Constructed Year: 1997
- (5) Electric Meter: Shared Meter
- (6) Natural Gas Meter: No Natural Gas
- (7) Water Meter: Not Metered
- (8) Historic Criteria: 5
- (9) Disable Access: Yes
- (10)Public: No
- (11)Potable Water Source: Community
- (12)Waste Water Collection: Community
- (13)Foundation: Basement
- (14)Roof: Metal
- (15)Overhead Doors:
- (16)Lightning Protection:

- **Missing ceiling in the electrical room on the 1st floor. Recommend installing ceiling to prevent spreading in case of fire**

National Conservation Training Center

Comprehensive Condition Assessment Debrief

- Ground Fault Circuit Interrupters (GFCI) electrical outlets are inoperative in the library. Investigate and replace if needed
- Electrical junction boxes without covers in various places. Install covers
- Kitchen electrical outlet within 6' feet of water source are not GFCI IAW NEC 70. Recommend a certified electrician investigate and replace outlets IAW NFPA 70 and IBC
- Missing fire caulking which could assist in the spread of a fire in communication room and basement. Fill in hold penetrations with approved fire caulk
- ADA automatic door operator is inoperative at entrance. Investigate and replace if needed
- Metal Shows signs of oxidation refer to specialized inspection notes Replace roof in accordance with phase replacement
- Downspouts are insufficient for maximum flow. Recommend replacing down spouts and pipes from 4 inches to 6 inches
- Air ducts in attic leaking in multiple locations Recommend seal all air leaks
- Exposed underside of library appears to be a form of sheetrock and is deteriorating. Recommend replacing with PT 5/8inch plywood and painting for long term protection

Asset# 10035779 Bldg. Multi-Purpose MAIN ENTRY VISITOR CENTER 32223.0 SQFT

Notes:

- (1) Dimensions recorded or verified during this CCA.
- (2) Current Replacement Value (CRV): \$13,323,590.25
- (3) Building measurements are unique and therefore the raw numbers are used for estimating purposes only. Square feet measurements were recorded from as-built.

Description:

- (1) Dimensions: ____ Length in Linear FT X ____ Width in Linear Feet X 2.0 Number of Stories
- (2) Constructed Material: Masonry
- (3) Geo Coords: 39.486943 Start Latitude / -77.805446 Start Longitude
- (4) Constructed Year: 1997
- (5) Electric Meter: Shared Meter
- (6) Natural Gas Meter: No Natural Gas
- (7) Water Meter: Not Metered
- (8) Historic Criteria: 5
- (9) Disable Access: No
- (10)Public: No
- (11)Potable Water Source: Well (Water Treatment Facility)
- (12)Waste Water Collection: Other
- (13)Foundation: Basement
- (14)Roof: Metal
- (15)Overhead Doors: N/A
- (16)Lightning Protection: Yes

National Conservation Training Center

Comprehensive Condition Assessment Debrief

- Ground Fault Circuit Interrupters (GFCI) electrical outlets are inoperative in both men and women restroom 1st floor. Investigate and replace if needed
- Ground Fault Circuit Interrupters (GFCI) electrical outlets are inoperative in the kitchen preparation area. Investigate and replace if needed
- Due to higher than average fire concerns, mechanical and electrical rooms should not be used for storage. Recommend removing files and other stored items
- Exposed electrical wires (Tested and appears to be non-energized) in the basement electrical room floor. Recommend properly terminating wires IAW NEC
- Missing fire caulking which could assist in the spread of a fire in electrical and telephone rooms. Fill in hold penetrations with approved fire caulk
- Electrical junction boxes without covers in basement electrical room. Install covers
- Second floor electrical room has what appears to be a make shift office with computer, desk and some with storage. Mechanical and electrical rooms should not be used as offices
- Circuit breaker missing locking mechanism (basement electrical room) Recommend replace locking mechanism
- Junction box missing cover to the west of chiller AC-E-5 up wall about 10 feet. Install cover
- Electrical junction box without cover in the mechanical tunnel. Install covers
- Electrical wire splices to a control damper are not protected in a junction box in the mechanical tunnel. All spliced electrical wires must be in an approved electrical box
- Electrical junction boxes without covers in first floor electrical room by check in desk. Install covers
- Electrical egress exit sign electrical cable secured with bailing wire adjacent to WH-E-1 water heater Secure electrical wires IAW NEC
- Possible leak or high condensation causing possible mold on lagging at chilled water supply elbow near mechanical tunnel entrance. Recommend evaluate and repair as necessary.
- Rusted chiller air outlet AC4 of chiller H-E-4 rusting (mechanical room - G floor west) Recommend replace air vent connections at chiller
- Rusting valves near AC4 rusting (mechanical room G floor west) Recommend repair or replace
- Corroded electrical cooling pipe corroding at penetration point into chiller return air at chiller AC-E-5 Recommend repair or replace penetration points
- Various piping brackets are missing appropriate membrane to prevent metal to metal contact and /or vibration. Some may not require them but they add some extra protection and extended life. Recommend installing membrane on saddles.
- Missing 6 sprinkler head covers in auditorium. Replace or reinstall covers
- Missing ceiling tile in museum active storage Recommend replace tile
- Entrance to archive work area C23, signs of possible ceiling leak. Recommend evaluate and repair as needed
- Double doors in loading area needs adjustment and weather seal is not effective allowing air flow. Recommend adjusting doors and replacing seal
- Basement janitor's closet missing vent cover. Recommend replace vent cover
- Improper lagging on split a/c unit in basement electrical room. Recommend replacing with proper lagging

National Conservation Training Center

Comprehensive Condition Assessment Debrief

- G level electrical room showing signs of leaking from the ceiling. Evaluate and repair as needed
- Minor drywall cracking in 2nd floor auditorium audio-visual hall. Repair as needed
- Ceiling tile missing in auditorium mechanical room, opening space into attic environment
Recommend replace ceiling tile
- Ceiling tiles are removed, exposing storage room to attic environment (2nd floor audio-visual storage). Recommend re-installing ceiling tiles
- Duct work has been modified and left open ended in the mechanical tunnel. No air flow detected and it may be out of service. Investigate and repair or remove and cap
- Attic has not permanent lighting. Install lights
- Attic false decking is loose. Recommend securing all decking

Pole Barns

Asset# 10035791

Pole Barn RECYCLING CENTER

1.0 EACH

Notes:

- (1) Current Replacement Value (CRV): \$1,317,717.22
- (2) CRV appears overvalued.

Description:

- (1) Dimensions: 3300.0 Size in SQFT X 132 Width in Linear Feet X 25 Length in Linear FT
 - (2) Constructed Material: Masonry
 - (3) Geo Coords: 39.487701 Start Latitude / -77.803703 Start Longitude
 - (4) Electric Meter: Shared Meter
 - (5) Historic Criteria: 5
 - (6) Disable Access: Yes
 - (7) Public: No
 - (8) vinyl coated chain link fence 214 ft (Needs personnel gate near fuel tanks)
- **Electrical junction box is corroded and not properly secured. Recommend replacing conduit and box**
 - Bollards missing, improperly sized, deteriorated, or otherwise do not meet FWS compliance. Repair, repaint, or replace 10 bollards.
 - OVHD lighting present but corroded and needs replacing. Recommend replacing 16 low sodium lights
 - Trash compactor hydraulic hoses are deteriorated. Recommend replacing hoses
 - Load bearing pipe deteriorated by corrosion. Recommend replacing pipe

Utilities

Asset# 10035777

HVAC Plant CENTRAL W/ 4 BOILERS, 3 CHILLERS, TOWER

1.0 EACH

National Conservation Training Center

Comprehensive Condition Assessment Debrief

Notes:

- (1) Current Replacement Value (CRV): \$19,093,299.00
- (2) Metasys connects your HVAC, lighting, security and protection systems, and gets them all “talking” to each other in a single language, on a single platform to give you information to make better decisions, save money and improve the way your building functions. Johnson Controls strives continuously to find new ways to make Metasys work better, and help you work smarter. We’re constantly innovating to make sure its software, user interface, monitoring and analytics are the best available. Now, and in the future.
- (3) Building measurements are unique and therefore the raw numbers are used for estimating purposes only. Square feet measurements were recorded from as-built. Building is 4,746 SQFT Overall
- (4) Current DM work orders (2015258252/3/4) to overhaul chillers 1, 2, and 3.
- (5) Current DM work order (2015258255) to upgrade METASYS.
- (6) Current Capital Improvement (CI) (2015258256) to monitor refrigerant campus wide.

Description:

- (1) Dimensions: 42 Width in Linear Feet X 93 Length in Linear Feet
- (2) Constructed Material: Masonry
- (3) Geo Coords: 39.487778 Start Latitude / -77.800839 Start Longitude
- (4) Electric Meter: Shared Meter
- (5) Historic Criteria: 5
- (6) Disable Access: No
- (7) Boiler (1)
- (8) Manufacture: Donlee (York- Shipley Package Horizontal Fire tube)
- (9) Manufactured Year: 1995
- (10) Model: 500 Series (Hot Water)
- (11) Boiler (2)
- (12) Manufacture: Donlee (York-Shipley Package Horizontal Fire tube)
- (13) Manufactured Year: 1995
- (14) Model: 500 Series (Hot Water)
- (15) Boiler (3)
- (16) Manufacture: Bryan (Force Draft)
- (17) Manufactured Year: 2002
- (18) Model: RV550-W-FDO
- (19) Boiler (4)
- (20) Manufacture: HB Smith
- (21) Manufactured Year: 1995
- (22) Model: LO-28A-W-8 (Hot Water)
- (23) Chiller (1)
- (24) Manufacture: Trane
- (25) Manufactured Year: 1999
- (26) Size: 450 ton
- (27) Refrigerate: R-123 @750lbs

National Conservation Training Center

Comprehensive Condition Assessment Debrief

- (28)Chiller (2)
- (29)Manufacture: Trane
- (30)Size: 450 ton
- (31)Refrigerate: R-123 @750lbs
- (32)Chiller (3)
- (33)Manufacture: Trane
- (34)Manufactured Year: 1999
- (35)Size: 230 Ton
- (36)Refrigerate: R-123 @390lbs
- (37)Chilling Tower (46'x 57')
- (38)Manufacture:
- (39)Manufactured Year:
- (40)Size:

- East chiller exit door exit sign half of the light bulbs are burned out. Recommend replace burned out light bulbs or sign
- Ground Fault Circuit Interrupters (GFCI) electrical outlets are inoperative at the Northwest door. Investigate and replace if needed
- Egress doors emergency exit signs are missing or inoperative. Signs are required to be hardwired with battery backup IAW NFPA 101, 70 and IBC. East chiller door area. Investigate and repair or install
- Flammable liquids improperly stored in boiler electrical switchboard room. Recommend removal of flammable liquids and properly store in an approved location
- Electrical junction boxes above the boiler/chiller double doors, on boiler side, open cover. Recommend replace cover onto junction box.
- Improperly secured outlet at the circuit breaker in boiler electrical room Recommend removal or proper reinstall
- Boilers 1, 2, and 3 are starting to show signs of normal wear and tear. Boiler 4 is out of commission. All boilers are approaching their normal life expectancy and should be replaced. Start a phase replacement over the next 10 years.
- Chillers 1 and 2 are showing signs of wear and tear and should be overhauled. Chiller 3 is currently being overhauled. The chiller casings appear to be in good condition. Currently, the plant is surging creating higher than acceptable temperatures. Normal temperatures should be less than 80 degrees. Normal overhauls should last between 4 and 8 years in normal situations. Overhaul all chillers. Recommend phasing over a two or three year period.
- Cooling tower deck missing grading. Install missing grading
- Chiller control panels are not supported and quickly becoming obsolete. Recommend upgrading control panels
- METASYS monitoring system is not performing as designed allowing the maintenance plant to reach unacceptable pressures and temperatures. Failure to update and install proper monitoring system could create abnormal wear and decrease life expectancy on critical equipment. Recommend researching and installing up-to-date monitoring systems.

National Conservation Training Center

Comprehensive Condition Assessment Debrief

- Fuel tanks need to have bollards installed to protect from damage. Install bollards in accordance with code
- South exit door of the boiler room does not close completely and does not seal. Recommend evaluate and repair or replace as needed
- Fire alarm bell has bird nest in it. Possibly interfering with operation. Recommend removing bird nest and maintaining a functional alarm.

Asset# N5607009

Power Distribution Campus wide system

EACH

Notes:

- (1) Current Replacement Value (CRV):

Description:

- (1) Dimensions: ____ Length in Linear Feet X ____ Number of Poles
 (2) Constructed Material: ____
 (3) Geo Coords: ____ Start Latitude / ____ Start Longitude
 (4) Electric Meter: ____
 (5) Historic Criteria: ____
 (6) Disable Access: ____

7. General Notes:

- A. The Comprehensive Condition Assessment (CCA) conducted was a complete and semi-thorough inspection of NCTC's real property assets and associated mechanical equipment. Much of the mechanical equipment was in an operational status; therefore, no open inspections were conducted.
- B. The assessment identified a significant undermining of proper electrical safety procedures. It is recommended that leadership develop, implement, and train person immediately in this area. It is also recommended that all non-emergency electrical work stops until this issue is corrected.
- C. Improper and poor housekeeping is producing a higher than normal fire probability. The quantities and location of HAZMAT in unauthorized spaces should be addressed and corrected. Additionally, the spread of a fire has been increased significantly with the removal of fire caulking throughout most buildings conduit and the absence of non-fire rated doors and ceilings in the attic and electrical closets.
- D. There appears to be a culture of run to failure on mechanical equipment. It's recommended that leadership develop a strategic equipment phase replacement and overhaul plan for all major mechanical equipment. This plan should also include valves and piping.
- E. Preventative and corrective maintenance is critical to NCTC's normal operating procedures. NCTC's leadership should verify that all mechanical equipment is included for normal preventative maintenance. Additionally, it is recommended that a formal procedure is developed to verify the maintenance was completed as reported. There are too many signs indicating that basic maintenance is not being conducted on all equipment.

National Conservation Training Center Comprehensive Condition Assessment Debrief

F. NCTC's facilities must meet the construction standards of a federal installation. (Check on Environmental) All inspections conducted must meet or exceed federal level requirements.

The onsite CCA was conducted by the following personnel:

Peter Martin, Region 1, Facility Manager
Kristopher Johnson, Region 6, Facility Manager
John Stricklan, Region 4, Chief of Facilities
Brian Ellington, Region 4, Chief of Engineering
Steve Denbow, Region 4 Architect
Steve Suder, Headquarters, National Transportation Program Manager
Andrew Vazquez, Headquarters, Transportation Scholar
Greg McCleaf, NCTC, Facility Manager
David Medaris, NCTC,

Submitted by Brad Long, Headquarters, National Facility Manager

FM-01 Appendix 7: Disposal Form “Certificate of Unserviceable Property”

Overview:

The purpose of the “Certificate of Unserviceable Property” form (attached) is to establish accountability, documenting the end of life cycle management of a real property asset. The form is used to close out real property and financial records. It provides auditable evidence of responsibility in the management of the government's real property investments. Completion of the form is the first step in having an asset removed from a station’s real property inventory.

Decision-making regarding most asset disposals should be documented before the disposal occurs. The attached form should be initiated when the asset is identified as appropriate for disposal (such as when a project is scheduled to replace the asset, or the asset is identified as excess to mission needs). Even when an asset has been destroyed before approval for disposal has been solicited (such as during a natural disaster), the “Certificate of Unserviceable Property” form should still be used to document the circumstances and notify regional management.

The “Certificate of Unserviceable Property” form replaces, for the U.S. Fish and Wildlife Service, the previously used form DI-103A. Initiation of the form still begins at the field level, and the station should send the form for concurrence to higher authority. Afterwards, the form is returned to the station for signature verification, which occurs once the approved disposal has taken place. The station then sends the form to their regional facilities office (RFO), where adjustment to the real property inventory begins and the RFO notifies the Finance Office of the disposal.

Completing the “Certificate of Unserviceable Property”:

Section A identifies the asset and solicits the Statement of Circumstances.

Section B is the recommendation for disposition by the station's Accountable Officer, and contains the first required signature.

Section C, the second signature block, is the review and approval of disposal by the program's Assistant Regional Director (ARD), per 372 FW 7.6, or whomever the region has identified in writing as the delegated authority. (Refer to 030 FW 2.)

Section D contains the third signature, the station manager, certifying that the disposal has occurred.

Section E details the adjustment of the property record, which is documented in FBMS, once the form is sent to the Regional Facilities Office. The regional office attaches the “Certificate of Unserviceable Property” form to the asset's building record in FBMS, and then notifies the HQ Facilities Branch. HQ changes the status of the record in FMBS. The Regional Facilities Office also sends a copy of the form to their regional Finance Office, for inclusion in the asset's financial records.

If you have any questions regarding real property asset disposal, contact your regional Facility Management Coordinator (FMC), Asset Management Coordinator (AMC), or regional facilities supervisor.

A fillable pdf of the “Certificate of Unserviceable Property” is on the next page.

FWS CERTIFICATE OF UNSERVICEABLE REAL PROPERTY (DISPOSAL OF FIXED ASSET)

This form may only be used to dispose of an asset that is unserviceable through fair wear and tear with no apparent irregularities. **Not be used** if the asset's condition may be the result of employee damage, misuse or neglect, or when asset may be involved in claims against the federal government.

Originating Station	Org Code:		Accountable Office	Org Code:	
Station Name:			Office Name:		
Station Address:			Office Address:		
Telephone #:			Telephone #:		

Section A: Asset Information List only one asset per form. Include a photo of asset when submitting this form.

Name of asset, as listed in FBMS:					
DOI Asset Code:					
FBMS Business Entity:				Construction Year:	
FBMS Building Number:					
SAMMS Location Number:					

Why is the disposal of this asset necessary? You are required to provide an explanation in the block below.

Statement of Circumstances:
Unserviceability of this item is the result of (check one): Age/Fair Wear and Tear Natural Disaster Other (specify)

Section B: Recommendation by Station's Accountable Officer

Recommended Disposition (Check one): Transfer Sale Salvage Scrap/Destruction Abandon Other (Specify below)

Certification by Accountable Officer: To the best of my knowledge, the above statement of circumstances is correct and the recommended disposition is in the best interest of the Government.

Name and Title of Station's Accountable Officer	Signature of Station's Accountable Officer	Date
---	--	------

Section C: Review and Approval/Disapproval, Assistant Regional Director (per 372 FW 7.6, for delegation refer to 030 FW 2)

The Approving Authority is advised to consult with appropriate regional personnel: the Cultural/Historical Preservation Officer, and/or NEPA, water rights, or contaminants specialist(s) *before* signing.

Approved / Disapproved

Name and Title of Regional Office Reviewing and Approving Authority	Signature of Regional Office Reviewing and Approving Authority		Date
---	--	--	------

Section D: Certification of Disposal, to be completed by Station Manager, Project Leader, or Deputy Project Leader

I certify by my signature that the real property asset listed above has been disposed of as follows:

Name and Title of Official responsible for disposal	Signature of Responsible Official	Date of Disposal
---	-----------------------------------	------------------

Section E: Adjustment of the Property Record Station manager: Once you have certified that disposal has taken place, send a copy of this form to the Regional Facilities Office for adjustment to the Real Property Inventory.

Regional Facilities Personnel:

- (1) Attach this form to the asset's FBMS Building Record
- (2) Notify FWS Headquarters Facilities Branch that you have done so by sending an email to RP_disposal_requests@fws.gov
- (3) Send a copy of the form to your Regional Finance Officer.

DI-014 “Transfer of Property” Form

Overview

The purpose of DI-104 “Transfer of Property” is to establish accountability for constructed real property assets that are disposed by Federal transfer where the U.S. Fish and Wildlife Service is its own disposal agency. This includes transfers-out to other Federal agencies or to other bureaus within the Department of the Interior. Transfers-out through the General Services Administration (GSA) require an SF-118 Report of Excess Real Property, and GSA provides transfer documentation.

DI-104 documents real property asset number, disposal method, disposal date, and recipient. It does not document advance approvals or provide a statement of circumstances. Therefore, approvals on an FWS Certificate of Unserviceable Real Property or DI-103 Report of Survey are required before the asset is transferred.

Completing the DI-104 “Transfer of Property” for Constructed Real Property

Transfer From and Transfer To: Identify the transferring FWS organization and the specific organization within the receiving bureau or agency

Appropriation and Accounting Data: Leave blank.

Quantity or Property ID No.: Maximo ID

Item Description: FBMS asset description and FBMS business entity/building number

Original Acquisition Cost: Optional.

Condition Codes:

1 = Unused—good (no deficiencies)

4 = Used—good (no deficiencies)

7 = Repairs required—acceptable (less than 15% of current replacement value)

8 = Repairs required —unacceptable (15-65% of current replacement value)

X = Salvage —Repair exceeds 65% of OAC, but parts have remaining value making cannibalization cost effective.

S = Scrap—There is no remaining value except for basic material content.

Shipping Information: Date, signature, and title of Accountable Officer (Project Leader or Manager) of transferring organization

Receiving Information: Date, signature, and title of Accountable Officer (Project Leader or Manager) of receiving organization

Adjustment to Property Records: Leave blank. The regional office attaches this form and the FWS Certificate of Unserviceable Real Property or Report of Survey to the asset’s building record in FBMS, and then notifies the HQ Facilities Branch. HQ changes the status of the record in FBMS. The Regional Facilities Office also sends a copy of the form to their regional Finance Office, for inclusion in the asset’s financial records.

If you have any questions regarding real property asset disposal, contact your regional Facility Management Coordinator, Asset Management Coordinator, or regional facilities supervisor.

UNITED STATES
DEPARTMENT OF THE INTERIOR

TRANSFER OF PROPERTY

Page _____ of _____

Report No.

Date

Transfer From: (Organization and Complete Address)

Transfer To: (Organization and Complete Address)

Appropriation and Accounting Data:

ITEM NO.	QUANTITY OR PROPERTY ID NO.	ITEM DESCRIPTION <i>(Include model & serial number)</i>	ORIGINAL ACQUISITION COST (OAC)	CONDITION CODE

SHIPPING AND RECEIVING INFORMATION

Date Shipped:		Date Received:	
Authorized Signature:		Authorized Signature:	
Official Title:		Official Title:	
Adjustment to property records (Property Official Signature):	Date Completed	Financial Official Signature (if Required):	Date Completed

Administrative Disposal (RPI Record Removal) Memo



August 13, 2015

MEMORANDUM

To: Headquarters Facility Branch Real Property Disposal Coordinator

From: Bon Secour NWR Manager

Via: (1) Area Supervisor

(2) Regional Office Asset Manager

Subj: REAL PROPERTY ASSETS REQUIRING ADMINISTRATIVE REMOVAL

1. The following SAMMS asset records require an administrative removal from the database:

Asset Number	Property ID Number	Short Description	Reason
10057553	IB14001000135020000037 (10001350)	BLDG QTRS123 MOBILE HOME BLDG, MAINT OFFICE	This asset is a component of RPI #

Station Manager

Area Supervisor

Real Property Addition Form. The Excel version of this form has pop-up guidance and drop down menus to assist in its completion. Most regions maintain their own versions with regional pick lists for stations' ease of use.

REAL PROPERTY ADDITION FORM 	1 ACQUISITION TYPE:		SELECT ONE		Please email this completed form with a photo of the asset to your regional facilities operations office.
	2 ORGCODE / STATION:		SELECT ONE		
	3 COUNTY:		Select county of asset's location		
	ASSET NUMBER:		(Regional Office will enter)		
4 Is construction of the asset complete? If no, estimated construction completion date:	YES/NO ENTER DATE	→	Station's FBMS Business entity:		
5 Is the Engineering Division involved? (Estimated) Acquisition Date:	YES/NO ENTER DATE		Station's FBMS Cost Center/Fund Center:		
6 Does this asset replace an existing asset?	YES/NO	If yes →	7a Asset # of the asset being replaced:		
8 Was the asset acquired with land?	YES/NO		9 Farm Service Agency Property?		YES/NO
10 New Property Description:	Enter a description of this asset as you wish it to appear in the Real Property Inventory (RPI). Be sure your description differentiates this asset from other like assets in your inventory.				
11 DOI Asset Type:	SELECT ONE	11a For ALL buildings, indicate the meter status for electricity, water, and natural gas:			
12 Method of Measurement:	SELECT ONE	Electric meter:		SELECT ONE	
13 Primary Unit of Measurement:	SELECT ONE	Water:		SELECT ONE	
14 Primary Quantity of Measurement:	ENTER	Natural gas:		SELECT ONE	
15 Quantity or Measurement 2:	ENTER	16a For non-buildings that consume electricity, indicate the electric meter status:			
16 Energy Use?	YES/NO	Electric meter:		SELECT ONE	
17 Does the asset employ alternate energy?	YES/NO	(See examples at bottom of form.)			
17a If alternate energy is used, describe the alternate energy system:					
18 Predominant Construction Material:	SELECT ONE	19a If asset is in use by another entity, name that entity:			
19 Outgrant Indicator:	YES/NO				
20 GSA Status:	SELECT ONE				
21 Historical Criteria:	SELECT ONE				
22 Public Use?	YES/NO	23 Does FWS own this asset?		YES/NO	
24 Disabled Access?	YES/NO	23a If no, who is the owner?			
25 Coordinates of asset (in decimal degrees)					
Start Latitude:	.				
Start Longitude:	.				
26 Asset Priority Index (API):					
Mission Dependency:	SELECT ONE				
Substitutability:	SELECT ONE				
27 Utilization Code and Rate (Buildings Only):	SELECT ONE	28 Enter utilization rate %:			
RESTRICTIONS					
29a Environment Restrictions	YES/NO	29b Natural Resource Restrictions		YES/NO	
29c Cultural Resource Restrictions	YES/NO	29d Developmental Restrictions		YES/NO	
29e Reversionary Clauses from Deed	YES/NO	29f Zoning Restrictions		YES/NO	
29g Easements	YES/NO	29h Right-of-Way		YES/NO	
29i Mineral Interests	YES/NO	29j Water Rights		YES/NO	
29k Air Rights	YES/NO	29L Other restrictions		YES/NO	
29m Not Applicable (no restrictions)	YES/NO				
For Completion by FMC:					
Estimated Base Replacement Cost (CRV):	ENTER COST	Base Year:		ENTER YEAR	
For Completion by Finance:					
Construction Year:	ENTER DATE	Actual Acquisition Date:		ENTER DATE	

You are required to provide photo documentation of the asset. Please paste the photo here:

Facility Management Coordinators (FMCs) for the Fish and Wildlife Service, as part of the training required of their position, attend a multiple-day seminar on the use of RSMeans Online for cost estimating. A 50-page workbook, pictured below, is used during that training, and is retained by the FMC for reference purposes. The workbook's table of contents appears on the next page.

RSMeans Online FROM THE GORDIAN GROUP®

Seminar Workbook



Gary Christensen
Siobhan Soucie

Product no. 92505B

2015

RSMeans
FROM THE GORDIAN GROUP®

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Appendix 12, Required and Recommended Materials for FMCs

Item	Required or Recommended	Bring on Assessment?
Storage Containers (for books when traveling)	Recommended	Yes
Carry Bag for Equipment	Recommended	Yes
Measuring Wheel	Required	Yes
Measuring Tape (100ft)	Required	Yes
Measuring Tape (25ft)	Recommended	Yes
Flashlight (Quality Light Only)	Required	Yes
Receptacle GFCI Tester (Hand)	Required	Yes
Line Voltage Tester (Hand)	Required	Yes
Portable Hard Drive	Required	Yes
Thumb Drive (8 GB, min. to leave with station management and back up or transfer data)	Required	Yes
GPS	Required	Yes
Calculator Construction	Required	Yes
3-Ring Binders for printed copies of station (1) in-briefs, (2) out briefs, and (3) reference information	Required	Yes (1, 2) No (3)
All SAMI Items - spare batteries, DC inverter, shoulder harness, etc.	Required	Yes
Safety Toe Shoes	Required	Yes
Snake Proof Boots	Regionally Required	Yes
Reflective Vest	Required	Yes
Bug Spray	Recommended	Yes
Hat	Required	Yes
First Aid Kit (Vehicle)	Required	Yes
Back Pack or Storage Bag for Lap Top Computer	Recommended	Yes
Code Books:		
ADA/ABA Handbook: Accessibility Guidelines for Buildings and Facilities ISBN-13: 9781557014993	Required	No
*OSHA 29 CFR-1910 General Industry Regulations ISBN 159959385-8	Required	No
*Code Check: An Illustrated Guide to Building a Safe House ISBN 978-1-60085-775-1	Required	No
*Code Check Complete: An Illustrated Guide to Building, Plumbing, Mechanical, and Electrical Codes ISBN 978-1-56158-911-1	Required	No
*Code Check Commercial: An Illustrated Guide to Commercial Building Codes ISBN 978-1-60085-082-0	Required	No

Appendix 12: Required and Recommended Materials for FMCs

*Code Check Plumbing and Mechanical: An Illustrated Guide to the Plumbing and Mechanical Codes ISBN 978-1-60085-339-5	Required	No
*Code Check Electrical: An Illustrated Guide to Wiring a Safe House ISBN 13: 978-1-60085-334-0	Required	No
*International Residential Code for One- and Two-family Dwellings ICC-IRC ISBN 978-1-58001-727-5	Required	No
*IBC International Building Code ISBN 978-1-58001-725-1	Required	No
*National Electrical Code Handbook ISBN 13: 978-087765916-7	Required	No
*NFPA- 101: Life Safety Code ISBN 978-161665129-9	Required	No
*NFPA- 58: Liquefied Petroleum Gas Code ISBN 978-1455907113	Required	No
*RS Means Estimating Handbook ISBN 978-0876292730	Required	No
*Wetland Trail Design and Construction (USDA Forest Service) ISBN 978-1304069511	Required	No
*USDA Trail Construction & Maintenance Notebook 2007 Edition http://www.fhwa.dot.gov/environment/rectrails/trailpub.htm	Required	No
*Order the newest publication and / or addition		



U.S. Fish and Wildlife Service Statement of Project Completion

Station Org/Name: _____

Asset No./Description: _____

Asset Type: _____

DOI Asset Code: _____

This note to the file provides documentation that Asset _____ was substantially complete and available for, or placed in service by (Insert Station Name) _____ on (Insert Date MM/DD/YYYY) _____

Therefore, according to Service guidance on Property, Plant and Equipment Financial Management, financial data for the asset will be entered into the Real Property Database.

Signature and Date: _____

Name and Title: _____



U.S. Fish and Wildlife Service

Construction Year Attestation

Station Org/Name: _____

Asset No./Description: _____

Asset Type: _____

DOI Asset Code: _____

This note to the file provides documentation that Asset _____ was
constructed in (*insert year yyyy*) _____ .

Signature and Date: _____

Name and Title: _____



U.S. Fish and Wildlife Service Replacement Cost Certification – Newly Discovered Asset: More than Half Its Useful Life Remaining

Station Org/Name: _____

Asset No./Description: _____

Asset Type: _____

DOI Asset Code: _____

Construction Year: _____ **Useful Life:** _____

Recorded Replacement Cost: _____

Based upon my professional experience, this is to certify that the recorded replacement cost For Asset Number _____ is accurate to the extent necessary to determine that it is less than \$50,000; which is the materiality threshold for a newly discovered asset with more than half it's useful life remaining.

Signature and Date: _____

Name and Title: _____



U.S. Fish and Wildlife Service Replacement Cost Certification – Newly Discovered Asset: Less than Half Its Useful Life Remaining

Station Org/Name: _____

Asset No./Description: _____

Asset Type: _____

DOI Asset Code: _____

Construction Year: _____ **Useful Life:** _____

Recorded Replacement Cost: _____

Based upon my professional experience, this is to certify that the recorded replacement cost For Asset Number _____ is accurate to the extent necessary to determine that it is less than \$500,000; which is the materiality threshold for a newly discovered asset with less than half it's useful life remaining.

Signature and Date: _____

Name and Title: _____



U.S. Fish and Wildlife Service Replacement Cost Certification – Newly Discovered Asset: Fully Depreciated

Station Org/Name: _____

Asset No./Description: _____

Asset Type: _____

DOI Asset Code: _____

Construction Year: _____ **Useful Life:** _____

Recorded Replacement Cost: _____

Based upon my professional experience, this is to certify that the recorded replacement cost For Asset Number _____ is accurate to the extent necessary to determine that it is less than \$1,000,000; which is the materiality threshold for a newly discovered asset that is fully depreciated.

Signature and Date: _____

Name and Title: _____



Common ADA Errors and Omissions in New Construction and Alterations

Introduction

The ADA requires that new construction and alterations to existing facilities comply with the ADA Standards for Accessible Design¹ (Standards). ADA requirements for new construction and alterations include detailed provisions for elements, spaces, and facilities. Successful accessibility is often measured in inches, so attention to detail can make the difference between achieving access and excluding or injuring someone. When the ADA's minimum requirements are not met, the results can limit or exclude a person with a disability and can be dangerous. For example, when a curb ramp extends into an accessible parking space, a person using a wheelchair may not be able to get out of the car or van. When the slope of a sidewalk that is an accessible route becomes steeper than 1 to 20, railings and edge protection are



required for safe use. Objects that project into circulation spaces from the side or that do not provide at least 80 inches of head clearance can be extremely hazardous to people who are blind or who have low vision.

This document lists a sampling of common accessibility errors or omissions that have been identified through the Department of Justice's ongoing enforcement efforts. The specific requirement

of the Standards that has not been met follows each error/omission. All references to figures can be found in the Standards. The list of errors/omissions provides examples of common deficiencies. It is not intended to be comprehensive or exhaustive. Any

failure to comply with the Standards violates the ADA.

For additional information about the design and construction requirements of the Americans with Disabilities Act (ADA), contact the Department of Justice ADA Information Line. This free service provides answers to general and technical questions about ADA requirements and is a source for free ADA materials including the ADA Standards for Accessible Design. You may reach the ADA Information Line at:

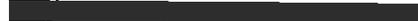
800 - 514 - 0301 (voice) or
 800 - 514 - 0383 (TTY).

ADA information is also available on the Department's ADA Home Page on the World Wide Web at (<http://www.usdoj.gov/crt/ada/adahom1.htm>).

Reproduction of this document is encouraged.

¹ State and local governments currently have the option to choose the Standards or the Uniform Federal Accessibility Standard (UFAS).

Parking



Error/Omission:

The built-up curb ramp projects into the access aisle.

The accessible parking space and access aisle is not level in all directions.

Result:

When an access aisle has a sloped surface, a wheelchair may roll away from a car or van preventing the wheelchair user from getting out of the vehicle. The sloped surface also prevents a van-mounted wheelchair lift from being fully-lowered to the access aisle surface.

Requirement:

4.6.3* Parking Spaces. ...Parking spaces and access aisles shall be level with surface slopes not exceeding 1:50 (2%) in all directions.



Error/Omission:

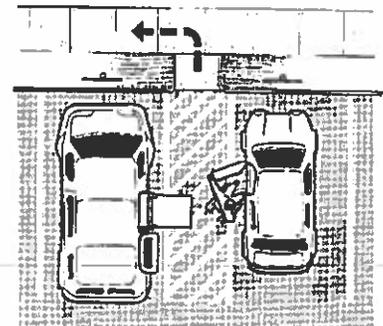
There is no accessible route from accessible parking to an accessible entrance.

Result:

A person using a wheelchair, scooter, or walker has no way of getting from the accessible parking space to the building entrance. Often when there is an inaccessible walkway provided for others, wheelchair users must use a roadway or vehicular route which can be dangerous.

Requirement:

4.6.3* Parking Spaces. ...Parking access aisles shall be part of an accessible route to the building or facility entrance and shall comply with 4.3.



Error/Omission:

No van accessible spaces are provided in the parking area.

Result:

A person who uses a van equipped with a wheelchair lift has inadequate space to lower the wheelchair lift and get out of the vehicle.

Requirement:

4.1.2 (5)(b) One in every eight accessible spaces, but not less than one, shall be served by an access aisle 96 in (2440 mm) wide.

* Asterisk denotes that related, non-mandatory material is in the Appendix to the Standards.

Van-accessible (continued)

Requirement:

minimum and shall be designated "van accessible" as required by 4.6.4. The vertical clearance at such spaces shall comply with 4.6.5. All such spaces may be grouped on one level of a parking structure.

Accessible Route - Exterior

Error/Omission:

The pedestrian routes on a site from public transportation stops, accessible parking spaces, passenger loading zones, and public streets and sidewalks to the accessible entrance(s) are not accessible.

Result:

People with disabilities cannot travel from the site entry points to the accessible entrance(s). In some cases, people must use vehicular routes which can be dangerous.

Requirement:

4.1.2 (1) At least one accessible route complying with 4.3 shall be provided within the boundary of the site from public transportation stops, accessible parking spaces, passenger loading zones if provided, and public streets or sidewalks, to an accessible building entrance.

Curb Ramps

Error/Omission:

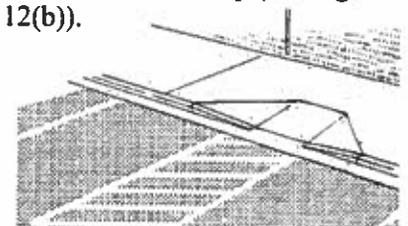
Curb ramp that is located across a circulation path has steep unprotected side flares.

Result:

People walking across the curb ramp may trip and be injured. People who use wheelchairs can tip over if they accidentally roll over the non-flared sides.

Requirement:

4.7.5 Sides of Curb Ramps. If a curb ramp is located where pedestrians must walk across the ramp, or where it is not protected by handrails or guardrails, it shall have flared sides; the maximum slope of the flare shall be 1:10 (see Fig. 12(a)). Curb ramps with returned curbs may be used where pedestrians would not normally walk across the ramp (see Fig. 12(b)).



Ramps

Error/Omission:

Landing areas where ramps change direction (e.g., switchbacks or 90° turns) are too small.

Result:

Wheelchair users are unable to go up or down the ramp because there is not enough space to turn on a level surface. This makes the ramp unusable.

Requirement:

4.8.4* (3) If ramps change direction at landings, the minimum landing size shall be 60 in by 60 in (1525 mm by 1525 mm).

Error/Omission:

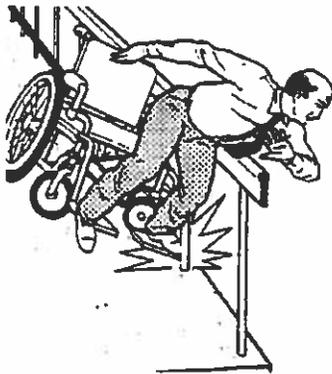
Parts of an accessible route with slopes that exceed 1:20 lack required features including handrails and edge protection.

Result:

When a walkway or other pedestrian surface has a slope greater than 1:20, it is more difficult to maintain control of a wheelchair. Wheelchair users may also not be able to climb up the sloped route without railings. Lack of edge protection may result in injury if a wheelchair user rolls off the side of the route. People who use a mobility device such as crutches, a cane, or a walker may lose their balance or fall while using a sloped section that does not have handrails or edge protection.

Requirement:

4.8.1* General. Any part of an accessible route with a slope greater than 1:20 shall be considered a ramp and shall comply with 4.8.



Stairs

Error/Omission:

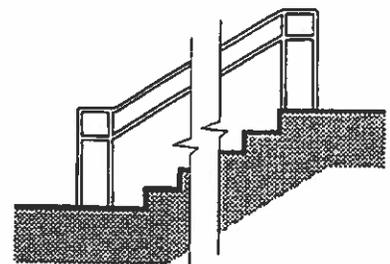
Handrail extensions are not provided at the top and bottom risers.

Result:

People who use crutches or a cane or who have limited balance may fall at the top or bottom of the stairs because they have no railing to hold onto as they make the transition from the steps to the landing.

Requirement:

4.9.4(2) If handrails are not continuous, they shall extend at least 12 in (305 mm) beyond the top riser and at least 12 in (305



Stairs (continued)

Requirement:

mm) plus the width of one tread beyond the bottom riser. At the top, the extension shall be parallel with the floor or ground surface. At the bottom, the handrail shall continue to slope for a distance of the width of one tread from the bottom riser; the remainder of the extension shall be horizontal (see Fig. 19(c) and (d)). Handrail extensions shall comply with 4.4.

Doors

Error/Omission:

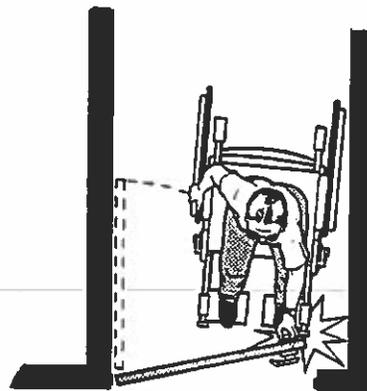
Adequate maneuvering clearance is not provided at doors, including doors to accessible toilet stalls.

Result:

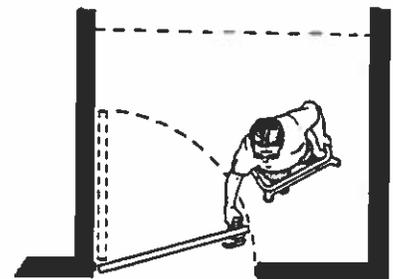
A person using a wheelchair cannot open the door without a clear level area in front of and adjacent to the door that provides a place to maneuver.

Requirement:

4.13.6 Maneuvering Clearances at Doors. Minimum maneuvering clearances at doors that are not automatic or power-assisted shall be as shown in Fig. 25. The floor or ground area within the required clearances shall be level and clear.



4.17.5* Doors. Toilet stall doors, including door hardware, shall comply with 4.13. If toilet stall approach is from the latch side of the stall door, clearance between the door side of the stall and any obstruction may be reduced to a minimum of 42 in (1065 mm) (Fig. 30).



Error/Omission:

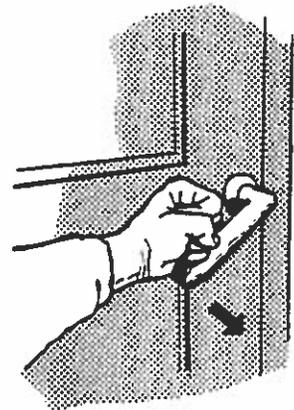
The shape of the door hardware requires tight grasping, pinching, and twisting of the wrist to use.

Result:

The door cannot be opened if the user cannot operate the latch or handle.

Requirement:

4.13.9* Door Hardware. Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the



wrist to operate. Lever-operated mechanisms, push-type mechanisms, and U-shaped handles are acceptable designs. When sliding doors are fully open, operating hardware shall be exposed and usable from both sides. Hardware required for accessible door passage shall be mounted no higher than 48 in (1220 mm) above finished floor.

Circulation Paths



Error/Omission:

Objects protrude into circulation paths from the side or from posts.

Objects that overhang circulation paths do not provide clear headroom.

Circulation Paths (continued)

Result:

People who are blind or who have low vision can be seriously injured when they cannot detect an object by using the sweep of their cane.



Requirement:

4.1.2 (3) All objects that protrude from surfaces or posts into circulation paths shall comply with 4.4.

4.1.3 (2) All objects that overhang or protrude into circulation paths shall comply with 4.4.

4.4.1* General. Objects projecting from walls (for example, telephones) with their leading edges between 27 in and 80 in (685mm and 2030 mm) above the finished floor shall protrude no more than 4 in (100 mm) into walks, halls, corridors, passageways, or aisles (see Fig. 8(a)). Objects mounted with their leading edges at or below 27 in (685 mm) above the finished floor may protrude any amount (see Fig. 8(a) and (b)). Free-standing objects mounted on posts or pylons may overhang 12 in (305 mm) maximum from 27 in to 80 in (685 mm to 2030 mm) above the ground or finished floor (see Fig. 8(c) and (d)). Protruding objects shall not reduce the clear width of an accessible route or maneuvering space (see Fig. 8(e)).

4.4.2 Head Room. Walks, halls, corridors, passageways, aisles, or other circulation spaces shall have 80 in (2030 mm) minimum clear head room (see Fig. 8(a)). If vertical clearance of an area adjoining an accessible route is reduced to less than 80 in (nominal dimension), a barrier to warn blind or visually-impaired persons shall be provided (see Fig. 8(c-1)).

Toilet Rooms and Bathrooms

Error/Omission:

Where toilet rooms or bathrooms are provided, not all public and common use toilet rooms and bathrooms (including locker rooms and toilet rooms for employee use) are accessible.

Toilet Rooms and Bathrooms (cont'd)

Result:

People with disabilities are restricted to a limited number of toilet rooms and may have to travel long distances to the accessible toilet room while others can use any toilet room.

Requirement:

4.1.3(11) Toilet Facilities: If toilet rooms are provided, then each public and common use toilet room shall comply with 4.22. Other toilet rooms provided for the use of occupants of specific spaces (i.e., a private toilet room for the occupant of a private office) shall be adaptable. If bathing rooms are provided, then each public and common use bathroom shall comply with 4.23. Accessible toilet rooms and bathing facilities shall be on an accessible route.

Error/Omission:

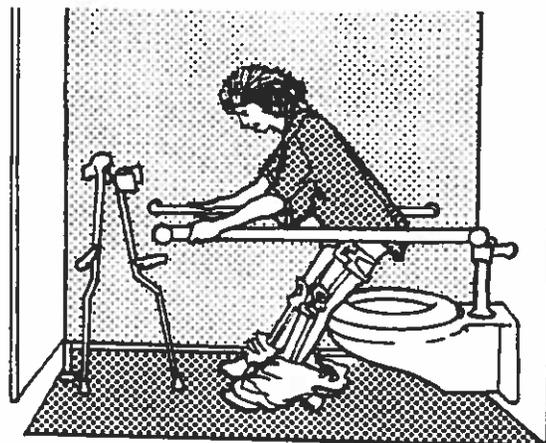
Toilet rooms with 6 or more toilet stalls lack a 36" wide "ambulatory" toilet stall.

Result:

Too few accessible stalls are provided for people with mobility disabilities. People who walk with crutches, a cane, a walker, or who have limited balance generally find it easier and safer to use a stall that has parallel grab bars.

Requirement:

4.22.4, 4.23.4 Water Closets. If toilet stalls are provided, then at least one shall be a standard toilet stall complying with 4.17; where 6 or more stalls are provided, in addition to the stall complying with 4.17.3, at least one stall 36 in (915 mm) wide with an outward swinging, self-closing door and parallel grab bars complying with Fig. 30(d) and 4.26 shall be provided. Water closets in such stalls shall comply with 4.16. If water closets are not in stalls, then at least one shall comply with 4.16.



Error/Omission:

The door to the toilet room swings into the required clear floor space at accessible fixtures, controls, and dispensers.

Result:

The entry door to the toilet room cannot be fully opened when a wheelchair user is using the accessible fixture, control, or dispenser. For example, if a person using a wheelchair is positioned in the clear floor space at the paper towel dispenser and that clear floor space overlaps the space needed to swing the door open, the door cannot be fully-opened.

Requirement:

4.22.3*, 4.23.3* Clear Floor Space. The accessible fixtures and controls required in 4.22.4, 4.22.5, 4.22.6, 4.22.7 and 4.23.4, 4.23.5, 4.23.6, and 4.23.7 shall be on an accessible route. An unobstructed turning space complying with 4.2.3 shall be provided within an accessible toilet room. The clear floor space at fixtures and controls, the accessible route, and the turning space may overlap.

Error/Omission:

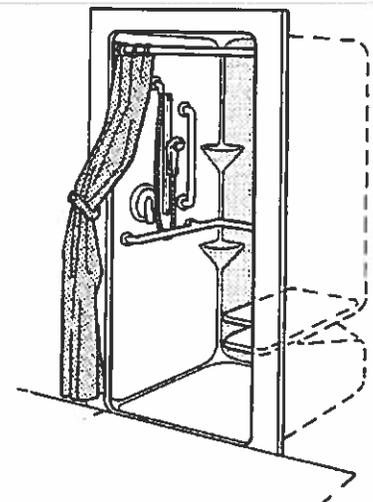
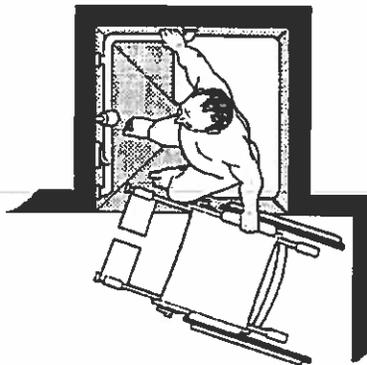
When a transfer shower is used, it is often larger than the required 36" x 36" size.

Result:

People with disabilities may be injured when using a transfer shower that is too large. Users may slide off the seat and fall onto the floor of the shower while reaching for the shower controls and hand-held showerhead.

Requirement:

4.21.2 Size and Clearances. Except as specified in 9.1.2, shower stall size and clear floor space shall comply with Fig. 35(a) or (b). The shower stall in Fig. 35(a) shall be 36 in by 36 in (915 mm by 915 mm). Shower stalls required by 9.1.2 shall comply with Fig. 57(a) or (b). The shower stall in Fig. 35(b) will fit into the space required for a bathtub.



Signage

Error/Omission:

Where permanent room identification signage is provided, it is mounted in the wrong location.

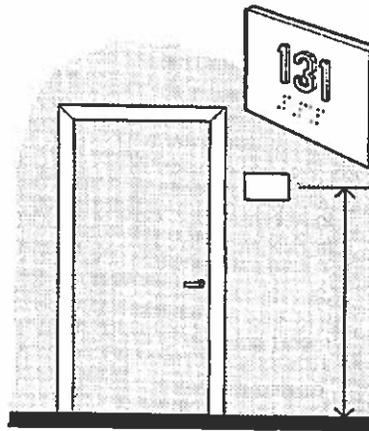
Result:

People who are blind or visually impaired are trained to look in a consistent location for tactile signs. They cannot find the sign if it is not mounted in the correct location.

Requirement:

4.1.3(16)(a) Signs which designate permanent rooms and spaces shall comply with 4.30.1, 4.30.4, 4.30.5 and 4.30.6.

4.30.6 Mounting Location and Height. Where permanent identification is provided for rooms and spaces, signs shall be installed on the wall adjacent to the latch side of the door. Where there is no wall space to the latch side of the door, including at double leaf doors, signs shall be placed on the nearest adjacent wall. Mounting height shall be 60 in (1525 mm) above the finish floor to the centerline of the sign. Mounting location for such signage shall be so that a person may approach within 3 in (76 mm) of signage without encountering protruding objects or standing within the swing of a door.



Visual Alarms

Error/Omission:

No visual alarms are provided although an audible alarm system is installed.

Result:

People who are deaf have no way of knowing that a building emergency has been declared while others who can hear are alerted by the audible alarm. This is especially true of toilet rooms, and study carrel areas where occupants cannot observe others leaving the facility.

Requirement:

4.1.3(14) If emergency warning systems are provided, then they shall include both audible alarms and visual alarms complying with 4.28. Sleeping accommodations required to comply with 9.3 shall have an alarm system complying with 4.28. Emergency warning systems in medical care facilities may be modified to suit standard health care alarm design practice.

Visual Alarms (continued)

Requirement:

4.28.1 General. Alarm systems required to be accessible by 4.1 shall comply with 4.28. At a minimum, visual signal appliances shall be provided in buildings and facilities in each of the following areas: restrooms and any other general usage areas (e.g., meeting rooms), hallways, lobbies, and any other area for common use.

Drinking Fountains

Error/Omission:

All drinking fountains are mounted with the spout at 36" A.F.F.

Result:

People who have difficulty stooping or bending over are not able to get a drink from the accessible 36" high drinking fountain.

Requirement:

4.1.3(10)* Drinking Fountains:

(a) Where only one drinking fountain is provided on a floor there shall be a drinking fountain which is accessible to individuals who use wheelchairs in accordance with 4.15 and one accessible to those who have difficulty bending or stooping. (This can be accommodated by the use of a "hi-lo" fountain; by providing one fountain accessible to those who use wheelchairs and one fountain at a standard height convenient for those who have difficulty bending; by providing a fountain accessible under 4.15 and a water cooler; or by such other means as would achieve the required accessibility for each group on each floor.)

(b) Where more than one drinking fountain or water cooler is provided on a floor, 50% of those provided shall comply with 4.15 and shall be on an accessible route.

Restaurants

Error/Omission:

Food service queuing areas are too narrow and do not provide adequate clear width for turns.

Result:

People who use wheelchairs cannot get to the counter to purchase or pick up food. Sometimes they get into the queuing area and get trapped.

Requirement:

4.3.3 Width. The minimum clear width of an accessible route shall be 36 in (915 mm) except at doors (see 4.13.5 and 4.13.6). If a person in a wheelchair must make a turn around an obstruction, the minimum clear width of the accessible route shall be as shown in Fig. 7(a) and (b).

Error/Omission:

Condiment or utensil items are placed above the reach range or are not located on an accessible route.

Result:

Wheelchair users cannot obtain condiments and other items because the items are out of reach or there is no way to get to the items.

Requirement:

5.6 Tableware and Condiment Areas. Self-service shelves and dispensing devices for tableware, dishware, condiments, food and beverages shall be installed to comply with 4.2 (see Fig. 54).

Transient Lodging

Error/Omission:

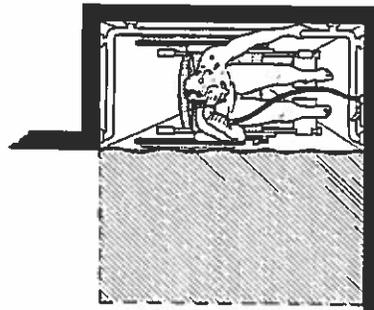
In hotels, motels, or other lodging facilities of 50 or more sleeping rooms, no rooms with roll-in showers are provided, or the roll-in showers that are provided lack a fold-down seat.

Result:

People who must use a roll-in shower or a shower with a fold-down seat cannot bathe. When a roll-in shower is provided without a folding seat, guests may resort to using guest room furniture in the shower.

Requirement:

9.1.2 Accessible Units, Sleeping Rooms, and Suites. Accessible sleeping rooms or suites that comply with the requirements of 9.2 (Requirements for Accessible Units, Sleeping Rooms, and Suites) shall be provided in conformance with the table below. In addition, in hotels, of 50 or more sleeping rooms or suites, additional accessible sleeping rooms or suites that include a roll-in shower shall also be provided in conformance with the table below. Such accommodations shall comply with the requirements of 9.2, 4.21, and Figure 57(a) or (b).



Error/Omission:

Wheelchair-accessible rooms are not equipped with visual alarms and notification devices.

Result:

People who are deaf or hard of hearing and who also need to use a guest room with accessible features have no accommodation.

Requirement:

9.2.2 (8) Sleeping room accommodations for persons with hearing impairments required by 9.1 and complying with 9.3 shall be provided in the accessible room or suite.

Error/Omission:

Doors into and within guest rooms that are not accessible guest rooms do not provide at least 32" clear opening width.

Result:

People who use a wheelchair, scooter, or walker are unable to enter standard guest rooms and are excluded from accommodations when accessible guestrooms are occupied.

Requirement:

9.4 Other Sleeping Rooms and Suites. Doors and doorways designed to allow passage into and within all sleeping units or other covered units shall comply with 4.13.5.

