



USAFRICOM

FACILITIES MANAGEMENT OFFICE

BUILDING MANAGERS MONTHLY NEWSLETTER

JULY 16 2015

VOL. 2

USEFUL LINKS

[How To Request Facilities Services](#)

-Are you wondering how to submit a service order or what constitutes a work order request? This information, and more, can be found here.

[FAQs](#)

-Each month new FAQ's will be answered here. These are your questions that we have addressed.

[BM Appointment Form](#)

-Lots of turnover during PCS season, please ensure your appointment forms are up to date. Facilities services will not be rendered without active appointment forms.

[BM Appointment Roster](#)

-Complete list of all current BMs. Ensure your contact information is correct.

[BM Training Briefs](#)

-Quarterly BM training brief.

[FMO Organizational Mailbox](#)

-Handy link to our facilities email box.

[Cleaning Services SOP](#)

-Questions on our cleaning contract? Start by referencing this document.

[Cleaning Services Complaint Form](#)

-If you have a valid complaint with the lack of cleaning services provided, be sure to properly fill out and submit this form.

[Fire Extinguisher Inspection Checklist](#)

-Be sure to follow and complete this checklist monthly.

[Mother's Nursing Room Procedures](#)

-Information on requesting access to Mother's Nursing Room can be found here.

[Mother's Nursing Room Request Form](#)

-Request template for access to space can be found here.

[Parking Policy](#)

-ACI for reserved parking.

COMMAND BOARDS & CELL PHONE LOCKERS

New command boards and cell phone lockers have been ordered; installation will commence in the coming weeks. Building managers will be notified soon with procedures for updating command board photos. New electronic cell phone lockers will replace lockers with key entry.

CONSTRUCTION UPDATES

- ⇒ Administrative Facility: Construction of U.S. Africa Command's administrative facility B-3317 on Kelley Barracks is nearing completion. This was a \$7.2 million project which earned the first LEED Silver certification for a U.S. forces project in Germany.
- ⇒ New Gate: Construction started in May 2015 and is anticipated to be completed December 2016. The new gate will provide extra security that is important to us personally and our missions. It is a Congressionally approved MCA project. Parking availability and traffic flow will be changed as necessary, sometimes inconveniencing us, to allow for this construction. The USAG Stuttgart, Corps of Engineers, and German Government are working together to minimize these impacts. We appreciate your understanding and cooperation.
- ⇒ New residence in housing area: Starting 13 July 2015, residents along Vesta Str. will begin to see site preparation activities for construction of a new residence. First activities include perimeter fence construction and relocation of utility lines. The large dirt mound across from the commissary is being prepped for backfill purposes.

Please be aware all facilities requests require two weeks notice. Every attempt will be made to complete your request sooner but FMO does need advanced notice to schedule and complete your requests.

Thanks for all the hard work you do as Building Managers!

LOOKING AHEAD...

JULY 2015

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2015

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2015

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Mark Your Calendars

Installation Status Report (ISR) Training

Mr. Norm Kiddie, DPW, DSN: 421-6290 will host ISR training on the first Thursday of each month. All BM's need to obtain this training. It is your responsibility to contact Mr. Kiddie directly for registration – Class size is limited to 3 people so register early.

Fire Extinguisher Inspection Checklist

As BM, it is your responsibility to ensure that your Fire Extinguisher Inspection Checklist is complete by the last day of each month.

Building Managers Quarterly Training

All new BM's must attend this training from 0900 - 1100 in Event Center Room B-3312. All BM's must attend a refresher course annually.

FMO Office Closed

FMO administrative and training day. Office will be closed every Thursday. In case of a facilities emergency call DSN: 591-0242.

IFWG

Integrated Facilities Working Group meets on the first and third Tuesday of each month from 1000-1130 in B-3312, Room 204.

US Holiday

Family Day

German Holiday