DEPARTMENT OF THE NAVY
COMMANDER NAVY INSTALLATIONS COMMAND
716 SICARD STREET SE SUITE 100
WASHINGTON NAVY YARD DC 20374-5140

CNICINST 11000.3A
N4
11 May 2021

CNIC INSTRUCTION 11000.3A

From: Commander, Navy Installations Command

Subj: ZONE INSPECTION, BUILDING MANAGER AND BUILDING ENERGY MONITOR PROGRAMS

Ref: (a) OPNAVINST 3120.32D
(b) OPNAVINST 4100.5E
(c) SECNAVINST 4101.3A
(d) OPNAVINST 5100.23G

Encl: (1) Installation Zone Inspection Coordinator Appointment Memorandum Template
(2) Building Manager Appointment Memorandum Template
(3) Building Energy Monitor Appointment Memorandum Template
(4) Building Manager/Building Energy Monitor Placard Template
(5) Building Manager Monthly Check List
(6) Building Energy Monitor Monthly Walk-through Checklist
(7) Zone Inspection Procedures

1. Purpose. To issue guidance on responsibilities and procedures for zone inspections, building managers (BM), and building energy monitors (BEM) for all facilities regardless of Maintenance Unit Identification Code (MUIC) on Navy installations and special areas. This combined program sets the requirements for accurately identifying, reporting, and monitoring facility and energy discrepancies for life-cycle maintenance, and functional operation of buildings, structures and grounds. It combines the BM and BEM roles to maximize efficiency and provide a consistent framework to promote safe, habitable, and energy efficient real property per references (a) through (d). The BM and BEM roles may be split between two or more personnel in larger buildings and facilities.

2. Cancellation. CNICINST 11000.3.

3. Applicability. This instruction is applicable to Navy installations and their associated special areas at enduring locations, as defined in the enduring location master list published annually by the Office of the Secretary of Defense.

4. Background

a. Shore facilities are a significant readiness component that must be managed with the same degree of commitment, scrutiny and support as vessels, aircraft, and weapons systems. Each installation commanding officer (ICO) requires a thorough knowledge of their facilities to enable the proper prioritization of available resources. Zone inspection, BM and BEM programs are complimentary, and vital for understanding facility condition, installation appearance and facility configuration to document and facilitate proper operability, safety, cleanliness, efficiency, state of preservation and, most importantly, mission readiness.

b. Enterprise-wide facility oversight programs are essential to ensuring the Shore Enterprise is capable of supporting the warfighter. These programs should not rely solely on the thoroughness of ICOs, but also on the involvement of tenant personnel regardless of military/civilian service or resource sponsor, to ensure discrepancies are found, documented, prioritized, and corrected in a timely manner. This effort requires consistent, active involvement from the entire chain of command to meet mission critical functions, while providing the best possible facility function and appearance for the military personnel and civilians who live and work on the installation.

c. ICOs provide tenants with facilities and common installation operating services (e.g., security) in support of their missions. In turn, tenants have basic responsibilities; including, building oversight, building outage coordination, safety, cleanliness and assignment, and resourcing of BMs and BEMs. These individuals are responsible for conducting zone inspections, reporting and tracking service calls, and coordinating with the assigned Public Works Department (PWD) Facilities Management Specialist (FMS)/Facilities Operations Specialist (FOS) for facility issues. The zone inspection program strengthens the host-tenant relationship by ensuring parties have adequate visibility of existing facility conditions, and are actively involved with preserving the integrity of the installation infrastructure.

d. The zone inspection, BM and BEM programs do not replace any existing facility, health, hygiene, safety, emergency management and/or fire inspections. However, ICOs are encouraged to align with other programs and inspections when it is determined to be effective and economical. Spaces in an installation or associated special area will be visually inspected at least annually.

5. Responsibilities

a. Commander, Navy Installations Command (CNIC), Facilities and Environmental (N4) will:

(1) Issue overall guidance on the zone inspection, BM and BEM programs to the Regions.

(2) Review and ensure training materials, and BM and BEM handbooks are current.

(3) Evaluate program consistency and alignment between Regions and Navy/Warfare priorities across the Shore Enterprise to ensure consistent messaging and training is provided as required. At a minimum, evaluation of this program will occur during scheduled assist visits.

b. Region Commanders (REGCOMs) will:

(1) Be accountable for overall readiness, material condition, and appearance of installations and special areas in their area of responsibility.

(2) Ensure proper execution and training in support of the installation zone inspection, BM, and BEM programs.

c. ICOs, including joint installations where Navy is lead, will:

(1) Have overall responsibility for oversight, training, maintenance and repair actions for facilities and structures within their area of responsibility.

(2) Actively participate in zone inspections on a periodicity that results in an inspection of all installation facilities at least once annually, or in the most timely manner if annually is not practical. Commanding officers of large installations should design programs to inspect as many facilities as possible, focusing on mission criticality and quality of life. The Executive Officer (XO) or Command Master Chief may be designated Zone Inspection Team Leads when it is impractical for the ICO to attend an inspection.

(3) Ensure Public Works Officers prioritize facility-related training to Zone Inspection Coordinators, BMs and BEMs, and ensure service tickets for zone inspection discrepancies are prioritized in MAXIMO.

(4) Maintain an auditable record indicating that all facilities and spaces have been inspected at least annually.

(5) Ensure department and tenant responsibilities include building oversight, cleanliness, energy conservation, and a zone inspection program, and departments and tenants are briefed periodically by respective PWD installation program experts to include quarterly training as applicable.

(6) Designate an Installation Zone Inspection Coordinator, in writing using enclosure (1), with responsibilities as noted in paragraph 5.f. This individual should be of suitable seniority and experience to coordinate a comprehensive program across the entire installation, to include remote sites.

(7) Ensure BMs and BEMs are trained and designated in writing for each facility within their area of responsibility using enclosures (2) and (3). Assigned BMs and BEMs will have a minimum of one year remaining onboard prior to official designation. The BM and BEM roles

may be filled by a single individual, or the roles may be split between two or more personnel in larger buildings and facilities. If assigned to an individual other than the BM, the BEM role is a collateral duty.

(8) Conduct initial and quarterly BM and BEM training through PWD staff.

d. XOs or equivalent on joint installations will ensure that non-facility related discrepancies are corrected in a timely manner.

e. Command senior enlisted leaders (SELs) or equivalent on joint installations will:

(1) Be responsible for reporting and tracking the overall cleanliness of facilities and surrounding grounds.

(2) Coordinate with tenant command SELs to ensure zone inspection discrepancies are promptly resolved.

f. Installation Zone Inspection Coordinators will:

(1) Develop a recurring schedule for zone inspections to enable facilities to be reviewed annually.

(2) Establish zone inspection teams. At a minimum, teams will be comprised of one member of the command Triad (ICO, XO, SEL), one senior member from PWD, and two members from either Emergency Management, Fire, Safety, Security, and Air/Port Ops. Tenant command leadership and assigned BMs and BEMs are expected to participate.

(3) Sub-divide the command or installation into zones for the purpose of zone inspections. Each zone will designate a lead installation department or tenant command(s), as appropriate.

(4) Maintain previous zone inspection deficiency lists and provide for review by the inspection team and tenant command leadership prior to each scheduled zone inspection.

(5) Ensure BMs submit identified deficiencies for correction within five business days following the inspection to the responsible department/program.

(6) Track and report correction of non-facility discrepancies weekly to the installation XO.

(7) Collaborate with BMs, BEMs and the local PWD to ensure training, technical assistance, energy consumption data, property records, space usage data sheet, MAXIMO, and other facility-related information for sub-areas being inspected are available, as required.

(8) Perform zone inspection procedures/duties per enclosure (7).

g. Commanding Officers/Officers-in-Charge of units operating ashore will:

(1) Actively participate in zone inspections with the ICO and Installation Zone Inspection Coordinator. Make assigned facilities and spaces available for inspection.

(2) Provide feedback to assist in proper prioritization and funding (where appropriate to correct life, health safety deficiencies and mission impacts) of facility-related zone inspection corrective actions in MAXIMO (current facilities and infrastructure work request database).

(3) Designate BMs and BEMs in writing for each facility within their area of responsibility using enclosures (2) and (3). The BM and BEM roles may be filled by a single individual, or the roles may be split between two or more personnel in larger buildings and facilities. If assigned to an individual other than the BM, the BEM role is a collateral duty.

h. BMs are the primary conduit between building occupants and the installation PWD. Assigned BMs will have a minimum of one year remaining onboard prior to official designation. BMs are vital to the effective and efficient facilitation of correspondence and allocation of PWD services and resources to preserve reliable and resilient shore infrastructure. If a facility has more than one occupant, the major tenant will assign a BM. The other occupants will designate representatives, who will coordinate with the assigned BM. BMs will:

(1) Participate in initial BM training conducted by the PWD and thoroughly understand the duties and responsibilities of a BM prior to executing their duties.

(2) Ensure facilities are properly maintained by protecting and optimizing assets assigned to the organization.

(3) Ensure building systems and exterior surroundings are properly maintained by promptly submitting service tickets to PWD for corrective actions.

(4) Coordinate building outages (e.g., HVAC, electrical, water, communications).

(5) Participate in zone inspections.

(6) Submit identified zone inspection deficiencies for correction within five business days following the inspection to the responsible department/program and track to completion.

(7) Actively promote energy conservation, water conservation and recycling efforts.

(8) Remain vigilant to ensure facilities are safe and habitable.

(9) Ensure enclosure (4) is posted at every building entrance, and includes the name and telephone number of primary and alternate BMs.

(10) Attend quarterly BM training held by the installation PWD.

(11) Perform monthly walk-through inspections of assigned facilities using enclosure (5) to identify maintenance and repair requirements, and submit to the assigned PWD FMS.

(12) Assist the installation Asbestos Program Manager (APM) with notifying employees of potential hazards and posting signs, as necessary.

i. BEMs will:

(1) Be adequately trained to consistently execute responsibilities through local PWD staff. BEMs will attend informal training briefs conducted by the Installation Energy Manager (IEM).

(2) Promote energy efficiency and security awareness within assigned buildings/facilities. Examples include building energy competitions, as well as posting Department of Energy and Department of the Navy energy-related posters and messages within assigned areas.

(3) Attend and participate in installation energy board meetings or local equivalent.

(4) Support the ICO and IEM on current and future energy security initiatives as the liaison with the PWD staff.

(5) Conduct monthly walk-through inspections of assigned buildings or spaces using the BEM monthly walk-through checklist, enclosure (6), and ensure the completed checklist is recorded in a central repository. Monthly BEM inspection results (including any discrepancies) will be communicated to both BMs and the IEM.

(6) Collaborate with BMs on energy or water-related projects in assigned buildings.

(7) Ensure environmental control systems are operated per current set point guidance matching the building occupancy. Coordinate with PWD on proper procedures.

(8) Actively promote efficiency and encourage energy conservation practices.

(9) Coordinate with BMs to initiate emergency and routine service tickets to correct conditions that create energy waste, and work orders for potential energy retrofit or energy efficiency projects.

(10) Ensure unnecessary lights and electrical equipment are turned off, and windows and doors are closed during heating and cooling periods.

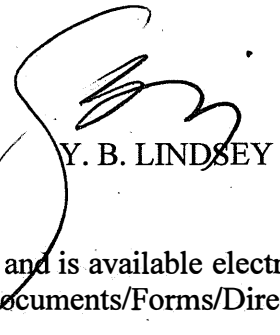
6. Financial. The responsible MUIC holder for the Class 2 real property is responsible for funding and prioritization of corrective actions.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/ DUSNM/DONAA/DRM /Records-and-Information Management/Approved%20Record%20Schedules/Forms/ AllItems.aspx. For SSIC 3000 series dispositions, refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, contact your local records manager or the DON/AA DRMD program office.

8. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC (N4) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, Department of Defense, Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016



Y. B. LINDSEY

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via CNIC Gateway 2.0, https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx

INSTALLATION ZONE INSPECTION COORDINATOR APPOINTMENT MEMORANDUM TEMPLATE

From: Commanding Officer, [*Insert name of Installation]*
To: Appointee

Subj: APPOINTMENT AS INSTALLATION ZONE INSPECTION COORDINATOR

Ref: (a) CNICINST 11000.3A

1. Per reference (a), you are hereby appointed the collateral duty of Installation Zone Inspection Coordinator of [*Insert name of Installation*].

2. As the Installation Zone Inspection Coordinator, you are responsible for:

a. Developing a recurring schedule for zone inspections with teams comprised of the Installation Commanding Officer, Executive Officer, Senior Enlisted Leader, Emergency Manager, Fire Safety, Air Operations/Port Operations/Security (as applicable), Public Works Officer, and Facilities Management Specialist, at a minimum. Tenant command leadership and their assigned building manager are expected to participate. Facilities will be reviewed annually.

b. Sub-dividing the command or installation into zones for the purpose of zone inspections. Each zone designation will include a lead base department or tenant commands, as appropriate.

c. Providing previous zone inspection deficiency lists for review by the Installation Commanding Officer and inspecting team leaders.

d. Ensuring building managers are submitting identified deficiencies for correction within five business days following the inspection to the responsible department or programs, and tracking corrective actions to completion.

e. Tracking and reporting correction of non-facility discrepancies weekly to the installation Executive Officer.

f. Providing technical assistance, energy consumption data, property records, space usage data sheet, MAXIMO, and other facility-related information for sub-area being inspected, as required.

[Installation Commanding Officer]

Distribution:

BUILDING MANAGER APPOINTMENT MEMORANDUM TEMPLATE

From: Commanding Officer/Officer-In-Charge of Tenant Organization/Authorized Department Head/Staff Code
To: Appointee

Subj: APPOINTMENT AS BUILDING MANAGER

Ref: (a) CNICINST 11000.3A

1. Per reference (a), you are hereby appointed the collateral duty of Primary/Alternate Building Manager for
[*Insert names and building #s*], at [*Insert installation name, special area, unit identification code*].

2. As the Primary/Alternate Building Manager, you are responsible for initiation of maintenance and repair requests in your buildings and areas of responsibility. Requests that cannot be addressed in a timely and effective manner should be brought to the attention of the cognizant Public Works Department.

Appointing Official

Distribution:

BUILDING ENERGY MONITOR APPOINTMENT MEMORANDUM TEMPLATE

From: Commanding Officer/Officer-In-Charge of Tenant Organization/Authorized Department Head/Staff Code
To: Appointee

Subj: APPOINTMENT AS BUILDING ENERGY MONITOR

Ref: (a) CNICINST 11000.3A

1. Per reference (a), you are hereby appointed the collateral duty of Primary/Alternate Building Energy Monitor for [*Insert names and building #s*], at [*Insert installation name, special area, unit identification code*].

2. As the Building Energy Monitor, you are responsible for promoting energy security awareness, identifying low or no cost energy or water measures, and supporting the Installation Commanding Officers and Installation Energy Managers on current and future energy security initiatives that will help address energy gaps and promote mission assurance.

Appointing Official

Distribution:

BUILDING MANAGER/BUILDING ENERGY MONITOR PLACARD TEMPLATE

BUILDING: _____

Your **BUILDING MANAGER (BM)** is:
Name: _____
Telephone: _____
Email: _____
Location: _____

Contact the BM for specific building matters affecting:
Safety
Security
Emergency Response
Maintenance and Repairs
Janitorial and Grounds Maintenance in Immediate Area of this Building
Elevator Operation
Other facility Related Issues

Your **BUILDING ENERGY MONITOR (BEM)** is:
Name: _____
Telephone: _____
Email: _____
Location: _____

Contact the BEM for specific building matters affecting:
Energy Efficiency
Water
Other Utilities

In case the Primary BM is not available, your Alternate BM (contact) is:
Name: _____
Telephone: _____
Email: _____
Location: _____

BUILDING MANAGER MONTHLY CHECKLIST (local modifications acceptable)

Installation:		Building Manager:	
Building Number:		Date of Walkthrough:	
Building Type:		Comments:	

Interior Inspection

Safety	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
Fire extinguishers are present, not blocked and have a properly documented monthly inspection record.				
Periodic fire inspection completed by the fire warden.				
Fire exits are clearly indicated and not blocked or locked.				
Walkways and doors are free of obstructions.				
Mechanical rooms are clear of debris (not used for storage).				
Electrical switches and receptacles are properly covered.				
Emergency lighting is working properly.				
Asbestos/Lead-based Paint (as applicable)	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
Warning signs are posted on official bulletin boards.				
Labeled asbestos containing material is in good condition.				
Condition of known lead-based paint is intact.				
Doors	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
Surfaces/frames are in good condition.				
All hardware is working.				
All security features are working properly.				
Walls and Ceilings	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
Surfaces are in good condition.				
No holes or fresh stains from water leaks.				
Plumbing	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
No leaking faucets, urinals, toilets or other fixtures.				
All plumbing fixtures including drinking fountains operate properly.				
Utilities	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
No noticeable steam, water, compressed air or natural gas leaks.				
No visible damaged or missing insulation on hot/cold pipes.				
Lights	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
Lighting is adequate and working properly.				
Lighting in unoccupied spaces turned off.				
Decorative lighting is secured or minimized.				
Heating/Cooling	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
Cooling in computer rooms and other equipment spaces set in upper quarter of allowable temperature ranges.				

Heating/Cooling (Cont.)	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
Heating/cooling equipment is visually free from obstructions.				
No blocked or covered supply or return air diffusers.				
Thermostats are tamper-proof so set-points are not easily changed.				
Thermostats are not blocked, covered or influenced by nearby items such as window, refrigerator, computer, coffee maker, etc.				
Portable electric heaters/cooling used only as authorized by Public Works Officer (PWO).				
Window air conditioners used only as authorized by the PWO.				
Interior doors and windows are closed when heating/cooling is on.				
No leaks or abnormal sounds in mechanical spaces.				
Pipe insulations on the heating/cooling systems not damaged or missing.				
Air condition/furnace filters have been replaced on schedule.				
Miscellaneous	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
BM/Building Energy Monitor placards posted throughout building.				
Adequate recycling containers are available.				
Personal refrigerators used only as authorized by PWO.				
Elevators have a current inspection and are working properly.				
No evidence of insect or rodent infestations.				
Exterior Inspection				
Doors	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
Surfaces/frames in good condition.				
All hardware working properly.				
All security features are in working condition.				
Windows	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
Frames in good condition.				
Locks work.				
No cracked/broken glass/condensation accumulation.				
Screens present (when required) and in good condition.				
Walls and Roof (where visible)	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
Downspouts are attached and unobstructed.				
No vegetation growing in/on building.				
Roof coating is intact; no flashing or other visible damage.				
No damage to wall surfaces, discoloring from water, etc.				
Trash Containers	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
No trash on grounds.				
Dumpsters emptied regularly, free from damage and leakage.				

Grounds	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
Grass and shrubs maintained to common output level standard.				
Sprinklers operating correctly (as applicable).				
Sidewalks and parking area clear of debris and surfaces are in good condition.				
No large debris or abandoned material near building. Storage areas are organized and free of trash and debris (recycle/dispose accordingly through Defense Reutilization Marketing Office as required).				
Lighting	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
Unbroken, functional and lenses are clean.				
Unnecessary lights are turned off (e.g., during day time).				
Utilities	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
HVAC equipment working properly and visually free of obstructions.				
No visual utility leaks around the facility.				
Exterior doors and windows are closed when heating/cooling is on.				
Additional Comments:				
Building Manager Signature:		Date:		
Supervisor Signature:		Date:		

BUILDING ENERGY MONITOR MONTHLY WALK-THROUGH CHECKLIST
(Local modifications acceptable)

Installation:		Building Energy Monitor:	
Building Number:		Date of Walkthrough:	
Building Type:		Comments:	

Lighting (interior & exterior)	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
Light Emitting Diodes (LEDs)/Fluorescent lighting in use; ensure incandescent light bulbs replaced by LEDs.				
Occupancy sensors installed and functional in low usage areas.				
All light sensors functional.				
During off-hours (holidays, nights & weekends) lights turned OFF.				
Task lights being used only where applicable.				
Lighting brightness appropriate (for use of space; lenses clean).				
Building Envelope	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
Doors/windows separating air conditioned from un-conditioned spaces (summer) kept closed.				
Spaces/walls separating air conditioned from un-conditioned areas (summer) and heated from unheated spaces (winter) are insulated.				
Non-automatic windows/doors close properly.				
Automatic windows/doors close properly.				
Weather-stripping/caulking on windows/doors in good condition.				
Heating and Cooling (interior & exterior)	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
Boilers/chillers are turned off when not needed.				
Conditioned spaces maintained at the current Common Output Level Standard (COLS): COLS 3 requires average temperature of 78ºF (25ºC) during cooling season and 68ºF (20ºC) during the heating season.				
The heating/cooling schedule (if centrally managed) matches the occupancy schedule.				
Cooling in computer rooms and other equipment spaces set in upper quarter of allowable temperature ranges.				
Doors and windows are closed when heating/cooling is on.				
Steam heating supply lines are secured during the summer (unless steam is required for reheating, water heating or mission related purposes).				
Plumbing (interior & exterior)	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
No leaks on hot and cold water pipes and fixtures.				
Faucets and shower heads are low-flow or equipped with aerators.				

Housing (UH only as applicable)				
Physically Inspect:	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
Bathroom exhaust fans controlled by a switch or occupancy sensor.				
Dishwasher water temperature is adjusted to a range of 130°F to 140°F for optimum cleaning.				
Temperature around equipment in building is not unusually high.				
Refrigerators are less than 10 years old.				
Provide Regular Guidance on Following:				
Dryer lint screens and exhaust blowers are cleaned regularly.				
Ensure signage that clothes/dishes are washed and dried using full loads only.				
Ensure signage that laundry is done in a period when the demand for electricity is low to avoid demand charges.				
Miscellaneous	**SAT**	**UNSAT**	**N/A**	**Comments/Actions**
Energy-saving features on computers, monitors, scanners, and copiers activated.				
Vending machines are properly permitted and equipped with an energy saving device.				
Reminder signs to turn OFF lights when not in use are posted.				
Electrical equipment is turned off when not in use.				
Additional Comments:				
Building Energy Monitor Signature:			**Date:**	
Building Manager Signature:			**Date:**	

ZONE INSPECTION PROCEDURES

1. Zones will be geographically sub-divided areas of the installation, based on logical factors for each installation (e.g., occupant, mission, number of facilities).

2. Examine zone inspection records for accuracy and completeness.

3. Identify safety deficiencies per reference (d) and fire hazards (e.g., space heaters, daisy chained electrical cords) for programmed correction. Secure equipment, operations, or areas that are considered hazardous or life threatening.

4. Identify hazardous material and waste stowage or operational processes that pose a threat to the environment. Special consideration should be given to storage facilities, re-use of items and disposal criteria.

5. Identify maintenance deficiencies in facilities or structures that must be corrected. Special consideration should be given to the building envelope (e.g., roof, walls, windows and doors), serviceability of pavements, traffic control markings, and installation signage.

6. Identify equipment and materials not stowed properly or inadequately safeguarded. Special consideration should be given to general organization of materials, orderly appearance, continued need of supplies and understanding of expiration dates, where applicable. This is especially true when inspecting containerized shipping units.

7. Identify areas of the installation that require attention to maintain an orderly exterior appearance. Special consideration should be given to common bulletin boards, limiting personnel signage (e.g., yard sale signs on poles or in windows, welcome home signs), burned out exterior lights, entry control points, removal of unneeded bollards, rubber cones, snow fencing, signage, pallets, trip hazards, etc.

8. Identify interior deficiencies such as appearance, material condition, and configuration of facilities that require correction. Special consideration should be given to restrooms, energy conservation (e.g., use of personal appliances, thermostat settings), and intended space occupancy. This includes evaluating unauthorized increases in occupant footprint due to the availability of unoccupied areas.

9. Identify situations where the contractor performing functions (e.g., janitorial, preventive maintenance, grounds) may not be meeting contractual performance standards and notify the appropriate Performance Assessment Representative.

10. Identify security deficiencies for the handling/stowage of information, anti-terrorism criteria and physical security of the facility.

11. Identify risks to resiliency, reliability and efficiency of facility energy sources, and assets.