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|  | Forest Service Handbook  national headquarters (wo)  Washington, DC |

fsH 7309.11 - buildings and related facilities handbook

chapteR 40 – Management

Interim Directive No.: 7309.11-2017-1

Effective Date: August 15, 2017

Duration: This interim directive expires on February 15, 2019.

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| Approved: Glenn P. Casamassa  Associate Deputy Chief, NFS | **Date Approved:** 08/11/2017 |

Posting Instructions: Interim directives are numbered consecutively by Handbook number and calendar year. Post by document at the end of the chapter. Retain this transmittal as the first page(s) of this document. The last interim directive was 7309.11-2012-1 to chapter 70.

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| **New Document** | id\_7309.11-2017-1 | 4 Pages |
| **Superseded Document(s) (Interim Directive Number and Effective Date)** | None |  |

Digest:

44.1 - Exhibit 01 - Updates exhibit to reflect minimum frequency for preventive maintenance of facility condition assessments.

44.3 - Changes caption from “Maintenance Condition Surveys” to “Facility Condition Assessment” and slightly modifies text.

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## 44.1 - Inspection Frequency

Ensure that all facilities are inspected at the frequency indicated in exhibit 01.

**44.1 - Exhibit 01**

**Inspection Frequency**

|  |  |  |
| --- | --- | --- |
| **Type** | **Minimum Frequency** | **Remarks** |
|  |  |  |
| Health and safety | Annually, except for maintenance level 1. | See 29 CFR 1960.25(c) and FSM 6700 for additional information. Conduct for all leased and owned facilities. |
|  | High risk facilities need to be inspected more frequently. |  |
|  | Prior to lease and lease renewal negotiations. |  |
|  |  |  |
| Facility condition assessments | Five years. | Preventive maintenance should be done per operation and maintenance plan. |
|  |  |  |
| Government-furnished quarters | Annually and prior to arrival of new occupants for housing or for barracks, prior to first seasonal occupant. | See section 34.13 for standards. |
|  |  |  |
| Facility performance | Ten years or with major review of master plan. | Consider effectiveness of location, spatial arrangements, and environmental conditions. |
|  | Prior to lease renewal negotiations. |  |
|  |  |  |
| Energy conservation survey | As applicable. | See FSM 7180. |
|  |  |  |
| Accessibility Survey | Three years. | See section 34.16 for requirements and standards. |

**44.1 - Exhibit 01**

|  |  |  |
| --- | --- | --- |
| Vulnerability Assessments | Five years or as needed. | Section 41.2. |
|  |  |  |
| Asbestos Management Inspections | Inspect: | Section 41.11. |
|  | * Friable ACM's annually. |  |
|  | * All ACM's every 3 years. |  |
|  | * Air Sample all areas having friable ACM's. |  |
|  |  |  |
| Pre-occupancy Inspections | Prior to occupying leased space. | Section 31.5. |

## 44.3 - Facility Condition Assessments

The facility condition assessment has two purposes:

1. To ensure the accomplishment of routine maintenance and servicing of equipment and building systems. This may require review of preventive maintenance records.

2. To list items noted during the inspection that need correction, repair, replacement, or similar action.