

**Forest Service Manual-Handbook
National Headquarters - Washington Office
Washington, DC**

**Forest Service Handbook 7309.11 – Buildings and Related Facilities Handbook
Chapter 60 - Records and Reports**

Amendment: 7309.11-2004-4

Effective date: December 07, 2004

Duration: This amendment is effective until superseded or removed.

Superseded Directive: 7309.11,60 Contents, Amendment 7309.11-95-13, January 9, 1995;
7309.11,60, Amendment 7309.11-95-14, January 9, 1995

Approved by: Frederick L. Norbury, Associate Deputy Chief, NFS

Date approved: November 19, 2004

Responsible Staff:

Explanation of changes: Following is an explanation of the changes throughout the directive by section.

This amendment to FSH 7309.11, chapter 60 does the following:

1. Adds direction regarding financial estimates for the cost of needed maintenance (sec. 61, paragraph 5, sec. 62, paragraph 2c).
2. A new lead-based paint determination requirement (sec. 61, paragraph 14; sec. 62, paragraph 2i).

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61 - Facilities Information

In addition to site and project records, keep other information as necessary for the prudent management of facilities.

Managers should develop and maintain either an automated or manual inventory of facility-related data on the unit even though the data are not always reported. To be a useful tool, this inventory of federally owned or occupied facilities should contain the following:

1. Real property data.
2. Investment records.
3. Planning needs, including all proposed investments and reinvestments.
4. Comparative building and grounds data.
5. Maintenance management needs, including preventive maintenance measures, periodic routine maintenance, condition survey findings, and financial estimates of the cost of performing needed maintenance.
6. Health and safety inspection findings including abatement plans.
7. Energy conservation survey findings.
8. National information requirements.
9. Historical preservation determinations.
10. Accessibility survey findings and transition plans.
11. Radon survey findings.
12. Asbestos management plan data.
13. Vulnerability Assessment findings and recommendations.
14. Lead-based paint determinations.

For orderly flow of information, common data definitions shall be used Servicewide. These definitions may be expanded to provide more discrete data. Copies of the definitions may be obtained from the Staff Director of Engineering, Washington Office, on request.

62 - Facility Records

1. The Forest Supervisor, Station Director, Area Director, or the Director of the International Institute of Tropical Forestry (IITF) shall maintain the following development documents of each facility:

- a. Preliminary project analysis documents.
 - b. Site development plan (as built).
 - c. Approved design prospectus or lease prospectus.
 - d. Record drawings and specifications of constructed facilities.
 - e. Lease agreements, as applicable.
2. The responsible Forest Supervisor, Station Director, Area Director, the Director of the International Institute of Tropical Forestry, and the unit manager of each facility shall maintain the following facility management documents:
- a. Operation and maintenance plan.
 - b. Emergency and security plan.
 - c. Maintenance inspections, condition surveys, corrective actions taken, and financial estimates of the cost of performing needed maintenance.
 - d. Facility safety and health inspections, including abatement plans.
 - e. Energy surveys.
 - f. Accessibility survey findings and Access Transition Plans (sec. 45.8).
 - g. Radon survey findings.
 - h. Asbestos management plan data.
 - i. Lead-based paint determinations
3. The forest staff officer for engineering activities or the Deputy Station Director shall periodically review facility records and revise them as needed. The review documents should include findings, actions needed, and similar information.
4. FSH 6509.11k, chapter 50, provides instructions for costs chargeable to investment records. Coordinate externally requested reports on real property investment records.

63 - Historical Buildings and Facilities

A listing of all designated, recommended, nominated under study, or other similar status for historical buildings, facilities, or sites shall be maintained by each Region, Station, the Area, and the IITF. Include a description of specific historical management objectives, maintenance prescriptions, and maintenance plans for that facility (FSM 2360).