

DEPARTMENT OF THE ARMY
JOINT BASE LEWIS-MCCHORD
Joint Base Lewis-McChord, Washington 98433-9500

JBLM Regulation
No. 420-10

FEB 03 2014

Public Works
MINOR CONSTRUCTION, MAINTENANCE, OR REPAIR OF REAL PROPERTY

1. **PURPOSE.** This regulation provides policy and guidance for minor construction, maintenance and repair of real property, other than Family housing quarters, at Joint Base Lewis-McChord (JBLM), Washington.
2. **APPLICABILITY.** This regulation applies to all occupants, resident organizations, users, units and activities at JBLM, except for family quarters.
3. **REFERENCES.** Required and related publications, and prescribed and referenced forms, are listed in Appendix A.
4. **EXPLANATION OF TERMS.** Abbreviations and terms used in this regulation are explained in the glossary.
5. **RESPONSIBILITIES.**
 - a. **PUBLIC WORKS.**
 - (1) The initial source of work classification for work accomplished on installation facilities, and ensures projects are not sub-divided to circumvent approval authorities.
 - (2) Ensure that a system is in place to properly authorize minor construction, maintenance, and repair projects so that statutory limitations are adhered to.
 - (3) Ensure that use of relocatable buildings follows Army guidance provided in AR 420-1.
 - (4) Supplies lumber, hardware, and other items in support of unit training.
 - (5) Provides, erects, maintains, and removes permanent sign requirements.
 - (6) Public Works, Business Operations and Integration Division (BOID), receives, evaluates and coordinates real property work requests.

*This regulation supersedes FL Reg 420-10, 17 September 2004

(7) Public Works, Operations and Maintenance Division, provides limited tools, materials, and training in support of the Repair and Utilities (R&U) Program.

(8) First Sergeants Barracks Program (FSBP), manages permanent party Unaccompanied Personnel Housing (UPH). Facilitates minor maintenance for barracks rooms and common areas. The unit is still responsible for admin controlled areas such as offices and mailrooms.

b. Directorate of Emergency Services, Fire and Emergency Services Division, reports any facility construction or modification found to be in violation of current fire or building code, to the facility evacuation coordinator for corrective action.

c. COMMANDERS, SUPERVISORS, AND MANAGERS.

(1) Ensure that subordinates do not perform unauthorized construction, modifications, or repairs to real property.

(2) Designate reserved parking spaces and ensure that these spaces are minimized.

(3) Provide labor and supplies for marking reserved parking spaces.

(4) Identify handicapped parking requirements to Public Works.

(5) Ensure that keys are accounted for and facility security integrity is maintained.

(6) Assume the costs of restoring security integrity when keys are lost due to negligence.

(7) Ensure that Public Works has access to facilities in order to accomplish work including environmental inspections and general maintenance and repair. Units shall have on file at the Charge of Quarters (CQ) desk a current copy of the Public Works Access Roster. Personnel on this roster are authorized access to this facility to perform maintenance and repair work without surrendering their Common Access Card (CAC).

d. OCCUPANTS, RESIDENT ORGANIZATIONS, USERS, UNITS, AND ACTIVITIES.

(1) Submit work requests and ensure that the requests provide a sufficient scope of work and justification for the requested work to scope, validate, and execute projects.

(2) Develop an R&U Program and identify R&U representatives.

(3) Remove or demolish unauthorized construction.

e. **R&U REPRESENTATIVES.** Accomplish routine, recurring maintenance in occupied facilities and ensure that Public Works-associated contractors have access to locked areas within facilities in order to accomplish work. (See appropriate FSBP office for access to barracks under control of FSBP.)

6. PROJECT AUTHORIZATION AND WORK CLASSIFICATION.

a. Work definitions, project classification and current Department of Army policy on project accomplishment as outlined in referenced regulations will be carefully considered in the preparation and accomplishment of real property facilities maintenance, repair and minor construction projects.

b. Alterations and other modifications to real property will be confined to providing essential facilities required for efficient operations within the limitations of available resources. Maintenance and repair will be limited to essential requirements to ensure the continued life of the structures, facilities and/or infrastructure.

c. Projects will not be subdivided for the purpose of avoiding or circumventing approval authorities.

d. Commanders are not authorized, under any circumstances, to accomplish any modification, alteration or new construction work on real property facilities without obtaining written project approval from Public Works. Any such modification, major repair, or maintenance accomplished without the required approval constitutes a violation of the provisions of AR 420-1 and DA Pam 420-11, and may result in a statutory violation of 10 USC 2805 and the Anti-Deficiency Act.

e. Relocatable buildings are considered personal property, not real property. They require special approval and are approved for limited duration only. Public Works is the staff agent for siting and project approval. Requests to utilize relocatable buildings will be made with the DA Form 4283.

f. Statutory limitations on delegated project approvals apply to total estimated cost, exclusive of troop labor. However, the cost of troop labor will be included in work estimates as part of the total estimated cost.

g. The Joint Base Commander, Director and Deputy Director of Public Works, and other key staff within Public Works are delegated varying and correspondingly lower levels of Operations and Maintenance Army (OMA) – SRM funded project approvals, IAW DA rules and guidance. These delegated authorities are maintained separate from this JBLM regulation, in Public Works.

h. RELOCATABLE BUILDINGS. Delegated approval authorities are the same for the Joint Base Commander, Director of Public Works, and Deputy Director of Public Works as follows:

- (1) Lease - not to exceed (NTE) 1 year and NTE \$100,000.
- (2) Extension of existing lease – NTE 1 year and NTE \$100,000 per year (NTE 3 years).
- (3) Transfers to other locations - NTE 1 year and NTE \$100,000 per year.
- (4) Option to renew clause - NTE 1 year and NTE \$100,000/year.
- (5) Purchase as personal property – no authority.

7. UNAUTHORIZED CONSTRUCTION.

a. Any maintenance, repair, or minor construction projects not approved on a DA Form 4283 will be considered unauthorized construction.

b. Unauthorized construction that constitutes a fire or life/safety hazard shall be removed by the facility occupant within 30 days or sooner as directed. All materials considered for use on approved self-help construction and/or repair projects will conform to requirements as specified in DOD construction directives. As a minimum, exposed wall and ceiling furnishing (including wainscots and acoustical materials) will be non-combustible except where otherwise authorized by Public Works.

c. Except for limited use as noted above, the use of combustible materials such as wood, plywood, celotex, firtex, untempered hardboard, carpeting, wallpaper and all acoustical materials, are prohibited for use as finish of walls, partitions, partial partitions, screens, either temporary or permanent. Excepted, are those materials identified above that have been approved by Underwriters Laboratory for these applications.

d. The Directorate of Emergency Services, Fire and Emergency Services Division (fire inspectors) will report any modifications, structures or items found to be in violation of the fire code observed during the inspection of JBLM facilities in accordance with JBLM Reg 420-30.

e. Occupant installation or removal of equipment, antennas, fixtures, or appurtenances, will not be accomplished without prior approval by Public Works. Units or activities may obtain such authorizations by submission of DA Form 4283 with specific project details.

f. Because roof-mounted equipment has great potential to impair or damage roofing systems, installation of personal property equipment on roofs by units or activities is prohibited.

8. REQUESTING PROJECT APPROVAL FOR MINOR CONSTRUCTION, MAINTENANCE AND REPAIR OF REAL PROPERTY.

a. The DA Form 4283 will be prepared and submitted to Public Works requesting approval for all new work, minor construction, additions, modifications, alterations, demolitions, major repair or major maintenance to real property facilities. This applies no matter how the work is to be executed (e.g., Public Works shops, troop construction or self-help), and regardless of the source of funds. Major repair or maintenance is work that exceeds the scope of service order jobs (less than \$2,000 or 40 labor hours) that are normally called into Public Works. A single line letter-sized sketch of the proposed work will accompany the submission (where applicable) in sufficient detail to identify the location and extent of the project. The DA Form 4283 will contain sufficient detail and explanation to completely justify the request.

b. Commanders will designate a Requestor Control Officer and an alternate, and submit the names and duty telephone numbers of each to Public Works, Customer Service on a DA Form 1687. The Requestor Control Officer will review and recommend approval or disapproval of each unit work request, and assign a document number to the request prior to the major commander's signature and submission to Public Works.

c. Work requests will be approved by Public Works on the basis of adherence to Army regulations, directives and policies of this and higher headquarters as well as applicable building and fire codes. Conformance with the Installation Master Plan (including utility distribution and collection systems), Installation Design Guide, Installation Design Standards, and environmental policies is required for all projects. The JBLM Reg 200-1 provides additional guidance related to environmental requirements.

d. Approval of a work request does not constitute clearance to excavate. All organizations and individuals will be aware that underground utilities (water mains, sewers, natural gas lines, high-voltage cables, and telephone cables) exist throughout JBLM. Performing excavations of any kind (e.g. regrading, stump-pulling) requires an approved digging permit from Public Works, Customer Service Section. Failure to comply with these instructions may result in pecuniary liability on the part of individuals responsible for damaged utilities.

9. SELF-HELP PROGRAM.

a. The accomplishment of an effective self-help building maintenance and repair program, hereafter referred to as Repair and Utilities (R&U) Program, requires continuous and active participation on the part of building occupants. The R&U Program is a means of attaining maximum use of available resources to improve living conditions and general appearance of facilities. Refer to JBLM Reg 420-30, Fire Prevention, Chapter 4 for fire department requirements for Self-Help projects.

b. Unit commanders appoint R&U representatives in memorandum format to both the customer service desk and the self-help supply warehouse. See Appendix B for sample format memorandums. Up to three (3) personnel per building may be appointed. The R&U representatives can accomplish much of the normal and recurring maintenance and routine repair of buildings by a well planned and executed program. In general, R&U representatives are responsible for the periodic inspection of their facilities, the detection of deficiencies, and the repair of all detected deficiencies within their capability. Routine deficiencies detected, beyond the scope of the R&U Program, will be reported by calling the Public Works service order desk at 967-3131 ext. #2.

c. The R&U representatives (unit or activity personnel trained in self-help procedures) may perform minor building or grounds alteration and improvement projects hereafter referred to as the Expanded Self-Help Program. All Expanded Self-Help alteration and improvement projects shall be requested through Public Works, Customer Service on a DA Form 4283.

d. OPERATIONS.

(1) The Public Works Operations and Maintenance Division provides necessary tools, materials and supplies not available through the GSA, unit TO&E, TDA, CTA or Director of Logistics for routine maintenance and repair. Issue of some items is strictly controlled and requires submission of a DA Form 4283 for approval prior to issue.

(2) The Public Works Operations and Maintenance Division provides on-site training, guidance and assistance on routine maintenance and repair items.

(3) The unit's R&U representative is directly responsible for implementation of the R&U Program in all facilities and grounds occupied by their organization.

(4) The R&U representative shall accomplish each task shown in Appendix C with the help of unit R&U representatives and, if needed, a Public Works mechanic.

(5) If deficiencies are beyond the R&U representative's capabilities, contact the Public Works Customer Service Section at 967-3131 ext #2.

(6) The R&U representatives shall assist Public Works employees or Public Works-associated contractors by providing access when they are working service orders in the organization area. Locked rooms will be made available for entry by the R&U representative.

(7) The R&U representative will act as the central point of contact between Public Works and the battalion or other organization, and will be the only authorized individual to call in routine service orders to the Public Works service order desk. In the event that he/she is not

available, service orders may be submitted by the battalion S4 officer, S4 (NCOIC), Company Commander, or First Sergeant or unit commander. For other organizations the facility manager, supervisor, or GS07 or above, may similarly submit service orders. For emergent repairs, anyone may call in an emergency service order.

(8) In event of a life-threatening situation call 911. Emergency repairs (e.g.; broken and leaking pipes, no power in entire building, sewage backing up in building) should be reported without delay to the Public Works service order desk at 967-3131 ext. #2. Routine service orders shall be reported during normal Public Works business hours (0700-1600, M-F).

(9) PRECAUTIONS AND SAFETY MEASURES.

(a) The R&U representatives will not attempt to repair electrical devices or circuits, fire and life safety facility components, water and/or steam distribution, drain lines, or work on roofs.

(b) Anytime that work or jobs require the use of ladders or scaffolds, be reminded that both are considered hazardous by nature. Particular care will be taken to ensure that ladders are not only in good working condition, but well secured, supported and guarded when in use. Care must also be taken to prevent injury to the worker, and any passerby, from falling objects.

(10) EXPANDED SELF-HELP PROGRAM.

(a) Expanded Self-Help projects must be requested and approved on a DA Form 4283. Public Works will provide a phased project inspection checklist (Appendix D) for each Expanded Self-Help Program construction project. Each phase of the construction project must be inspected and approved by a Public Works representative before the organization can proceed to the next phase of the project. This will enable Public Works to ensure that all phases of the project meet applicable life, safety and building codes. Refer to JBLM Reg 420-30, Fire Prevention, Chapter 4 for fire department requirements for Self-Help projects.

(b) For each expanded self help construction project, the unit shall designate a single project coordinator. The project coordinator will be responsible for scheduling the work, ensuring the work is completed, requesting supplies and equipment for the project, and meeting job site safety requirements.

(c) Construction of self-help walls or permanent partitions is expressly prohibited as it generally interferes with lighting, heating, ventilation and fire alarm systems.

(d) Public Works will provide materials, equipment and oversight for approved Expanded Self-Help projects.

(11) SELF-HELP PAINTING.

(a) Touch-up painting by unit repair and utility (R&U) personnel or building occupants under the technical direction of R&U personnel is authorized. Paint and painting tools, such as paint brushes, rollers, and pans, may be obtained from Public Works. The amount of paint and painting tools supplied to the unit shall be determined by the Public Works Structural Repair supervisor.

(b) Partial or complete interior painting by unit personnel or building occupants is authorized. These projects must be requested and approved on a DA Form 4283. For approved projects, Public Works will issue paint, painting tools and associated supplies.

(c) For approved, self-help painting projects, Public Works will assign a project manager to provide inspection, training and assistance. Upon initial inspection, project managers will provide necessary information and demonstration of proper surface preparation and application of paints. Improper surface preparation or application of paints by self-help project personnel may be cause for cancellation of the project and disapproval of future requests for self-help painting.

(d) Paint obtained through the Directorate of Logistics' Hazardous Materials Control Center, or through local procurement with the use of unit funds, or through Public Works Supply will not be diverted for application to any buildings, structures or components without prior approval of Public Works.

(e) Self-help painting is not permitted of curbs, traffic lanes in parking areas, or any other pavements without an approved DA Form 4283, addressing any traffic and/or safety concerns.

10. SUPPLY OF LUMBER, MILLWORK, PLYWOOD, AND RELATED HARDWARE SUPPLIES.

a. Public Works issues lumber, hardware supplies, and other items specifically for support of R&U facility repairs.

b. Public Works Supply stocks lumber, lumber products and related hardware supplies for support of unit training. Public Works will supply training items that are normally stocked for authorized requirements and will be billed to the units Department of Defense Activity Address Code (DODAAC) and GFEBS account. Individuals requesting issue will submit DA Form 1687 to be placed on file at Public Works Supply.

c. The use of materials will be the responsibility of the requesting unit Commander. Unit commanders/managers/supervisors will ensure that materials issued for approved training

support, Expanded Self-Help or R&U projects are not diverted to unauthorized construction projects.

d. Directorate of Emergency Services, Fire and Emergency Services Division (fire inspectors) will report any modifications, structures or items found to be in violation of the Fire Code observed during inspections of JBLM facilities.

11. INTERIOR PAINTING.

a. GENERAL. AR 420-1, UFGS 09900 and Public Works Design Standards establish guidelines on the colors and application of paint to buildings and structures. Responsibility for accomplishing interior and exterior painting is assigned to Public Works; however, painting, including parking striping, may be accomplished by unit personnel if approved by Public Works. Any work in excess of "touch-up" shall be accomplished or approved on a DA Form 4283. Colors are standardized installation-wide. Use of special colors, such as Infantry Blue, to emphasize unit occupancy, is prohibited. Unit identification signs, unit insignia or branch emblems will not be painted directly on buildings. All painting will be accomplished in the most economical manner available.

b. STANDARDS.

(1) Types of paints and colors used on self-help projects or commercial contracts will meet all requirements of current military construction guide specifications, the Army Installation Design Standards, the Installation Design Guide, and the Public Works Design Standards. Touch-up paint may be used to match existing paint color. Application of special protective coatings may be approved by Public Works to satisfy unique requirements.

(2) Exterior painting of facilities shall not be accomplished by R&U, and shall only be approved on a DA Form 4283.

(3) Masonry, brick, concrete or block surfaces not previously painted, will not be painted. Concrete floors, stairs, ramps, and borders and similar surfaces will not be painted except for safety markings around machinery and safety lines. Other surfaces not intended to be painted including architectural metal, vinyl, baked-on enamel, fire alarm and suppression systems and appliances, and marlite shall not be painted unless expressly approved by Public Works.

12. SIGNS. Public Works is responsible for the provision, erection, maintenance, and removal of permanent sign requirements of JBLM. The design, location, and erection of all such signs will be approved by Public Works. Other signs and markings for advertising, displaying, profit-making, special functions, training exercises, or section operational purposes (i.e., section hours of operation) are not a Public Works responsibility. However, the design, location, and erection

of all signs will be approved by Public Works. Signs without Public Works authorization will be removed. All permanent signs shall be requested on DA Form 4283.

a. Permanent identification signs, directional signs, and markings will be limited to the following:

(1) Boundary, area, and building identification signs.

(2) Unit identification to include brigade, battalion, and company or separate detachment level signs. Name signs that identify the commanding officer and the sergeant major of activities at and above the battalion/joint base directorate level are also the responsibility of Public Works. Name signs are not authorized for activities below the battalion level/joint base directorate level.

(3) Traffic control and directional signs.

(4) Fire prevention and safety signs which have been approved by the Installation Safety Office, and prevention of littering or dumping signs.

(5) See Annex F for signage on McChord Field of JBLM.

b. **STANDARDS AND UNIFORMITY.** All identification, directional, and control signs shall be of the size, color and lettering specified below. Sign content will be limited to that information necessary to convey its message. No superfluous information will be displayed on signs. Only authorized mottos, crests, or symbols to indicate the activity function will be inscribed on the signs. Rustic identification signs, as shown in Appendix E, Section 1, for facilities or areas such as McChord Field, Madigan Army Medical Center, or JBLM-North shall be approved by Public Works. Signs shall not be mounted or painted on other objects such as trees, rocks, utility poles, or structures unless approved by Public Works.

c. **MATERIAL.**

(1) **SIGN FACES.** Material such as medium density wood product panels, metal, or corrugated plastic may be used. When wood product panels are used, they shall be of the exterior type. Signs where the reverse side is unlettered will be protected from weathering by application of paint or other preservatives. Normally, the unlettered side will be painted brown.

(2) **SIGN MOUNTINGS.** Material type will be determined by existing conditions or circumstances. Metal pipe shall be galvanized or primed to prevent corrosion. Wood mounting posts for signs shall be specially treated or painted to prevent deterioration. Specific types of pipe or wood may be varied from time to time to take advantage of local economies and availability. Normally, sign posts will be stained or painted brown.

d. TYPES AND SIZES OF SIGNS.

(1) **TRAFFIC SIGNS.** Traffic regulatory and warning signs will comply with the current Federal Manual on Uniform Traffic Control Devices (MUTCD) and/or State of Washington Manual on Uniform Traffic Devices for Streets and Highways. Cases may exist at JBLM requiring special signs not provided for in the MUTCD. In such cases, signs will be designed to conform to general criteria of standard signs and provide information required. Such special designs shall be minimized and require approval by the Provost Marshall and Public Works prior to manufacture and/or installation. All traffic regulatory and warning signs are to be approved and installed by Public Works.

(2) **DIRECTIONAL SIGNS.** Directional signs (Appendix E, Section 2) requested by major units or activities, will be approved by Public Works in accordance with the Installation Design Guide. Directional signs other than those installed by Public Works are not authorized and will be removed. The Pride Signs are approved by the Joint Base Commander.

(3) **ORGANIZATIONAL SIGNS.** Buildings with permanent sign mounting structures, will utilize those structures.

(a) JBLM Command Group, major subordinate commands, joint base directorates and Regimental Headquarters may be provided rustic signs on the front side of the building. To control the proliferation of large, high-maintenance signs, rustic signs are authorized only in facilities that house a single command or activity, except at the Command Group building. Where commands or activities are co-located, a multi-unit sign (Appendix E, Section 3) will be provided near the primary front entrance for those activities. Rustic signs shall not be used for other unit identification. In joint-base area historic buildings, Public Works may approve signs for the backs of buildings (Appendix E, Section 4) that give additional unit location information.

(b) Identification signs for principal corps, division, and installation staff elements (Appendix E, Section 5) will be installed on wooden posts near the primary entrance to the facility. Comparable level resident organization commands will be authorized similar identification signs. The sign may include one unit insignia, in color. Two signs may be suspended from the bottom to identify the activity director/commander and the sergeant major. Signs will be beige with brown letters.

(c) Battalion and squadron level signs (Appendix E, Section 5) will be installed on wooden posts near the primary entrance to the facility; buildings with permanent sign mounting structures, will continue to utilize those structures. The sign may include one unit insignia, in color. Two signs may be suspended from the bottom to identify the commander and the sergeant major. Signs will be beige with brown letters.

(d) Company, battery, troop, or detachment level signs (Appendix E, Section 6) will be installed on the appropriate building adjacent to the primary entrance. The signs will be beige with brown letters and will not include unit insignia. Authorized signs will be limited to one each per company, dining facility and motor pool. Name signs are not authorized at this level.

(e) Overwatch signs (Appendix E, Section 6) and community energy winner signs will be installed directly under the facility identification sign. The sign will be the same color and width as the identification sign.

(f) Warehouse identification signs (Appendix E, Section 6) will be installed adjacent to the primary entrance to the warehouse. The sign will contain the building number and the resident organization identification.

(4) PERIMETER SIGNS. Four types of perimeter signs will be used.

(a) Reservation boundary signs will contain the following information: US ARMY (4" letters); NO TRESPASSING (2-1/2" letters); JBLM MILITARY RESERVATION BOUNDARY (2-1/2" letters); black on white, one section of wording centered over the top of the other.

(b) Entry point signs shall be placed at all locations of public entry to the military reservation. Size and content of these signs shall be as designed for each location. Entry points which require a restricted access for government vehicles only shall have a permanently mounted white sign with 2-1/2" centered black letters reading, "NO POVs BEYOND THIS POINT".

(c) Army Airfield restriction signs will contain the following information: "ARMY AIRFIELD - KEEP OUT". Letters will be 2-1/2", black on white, one section of wording centered over the top of the other, 32" x 24" size.

(d) Impact area signs will contain the following information: "DANGER - KEEP OUT - ARTILLERY IMPACT AREA. DANGER" will be 4" letters in red. "KEEP OUT - ARTILLERY IMPACT AREA" (or Small Arms Impact Area) will be 3" letters in black on white background, one section of wording centered over the top of the other.

(5) Range identification signs will be 18" x 24" and displayed on sign posts perpendicular to the road so the sign may be read from either direction.

(6) Building number signs will typically be 30" x 10"; unless existing facility sign mounts are otherwise available. Signs will consist of black vinyl letters on a reflective background mounted on 22 gauge galvanized steel. Include uniform mount location for signs and minimum number of signs per building.

(7) Parking signs will be in accordance with AR 190-5 and the MUTCD. Parking signs will be installed by Public Works in public areas only. Handicapped parking shall be approved by Public Works. Public Works will install the appropriate signs and markings to identify handicapped parking.

(8) Interior identification, information and directional signs are a unit responsibility. Interior signs throughout an organization/facility will be consistent in design and professional in appearance. Interior signs may be fabricated internally using computer aided drawing programs or other methods capable of producing professionally quality signs.

(9) RESERVED PARKING SIGNS.

(a) Reserved parking signs shall be the responsibility of the unit. Reserved parking signs shall be minimized. Reserved parking shall be limited to two spaces per company, seven per battalion and brigade, and one per fifty employees for other organizations. There should also be an adequate number of visitor parking spaces, conveniently located. Whenever possible the signs should be stenciled directly on the curb or parking bumper using black or brown two inch letters. When signs must be used they shall be no larger than 24" x 3" with 2" black or brown letters on a white or beige background and should stand no more than 18" off the ground. The sign back and post will be painted brown.

(b) Handicapped parking shall be requested through Public Works on a DA Form 4283. Public Works will install the appropriate signs and markings to identify handicapped parking.

(10) RECREATIONAL AREA SIGNS. Public Works will install a minimal number of signs to indicate locations and routes to recreational areas. These signs will include the name of the area and may include appropriate symbols for type of activities available. The signs shall be white letters on a brown background and normally no larger than 18" x 24". Recreational signs shall be mounted on 4" x 4" treated posts painted or stained brown.

e. SIGN MOUNTING PROCEDURES.

(1) Signs will normally be mounted as specified in this regulation. Street name signs and traffic control signs may be mounted on existing power poles, street light standards or traffic light standards, if the location is appropriate. Stop sign posts shall not be utilized for additional signs. Height of signs shall comply with the current MUTCD or the Washington Manual on Uniform Traffic Devices for Streets and Highways.

(2) Only those signs authorized in this regulation may be mounted directly on buildings. Signs or graphics, such as unit crests, shall not be painted or mounted on buildings or doors.

(3) Sign mounts for special decorative or informational signs will be submitted on a DA Form 4283 for approval by Public Works on a case-by-case basis.

f. **LOCATION OF SIGNS.** Signs will be displayed near the primary entrance to a facility wherever possible. Authorized signs shall normally be installed perpendicular to the adjacent street so the sign may be read from either direction.

g. **PUBLIC FACILITIES.** The Exchange, Commissary, and other resident organizations such as banks, may display signs compatible with their architectural design. Special effects such as neon lights or self-lighting signs are not permitted. Spotlights shall be funded by the requesting activity. Location and erection of these signs on structures shall be submitted on a DA Form 4283 for approval by Public Works.

h. **TEMPORARY SIGNS.** Signs of a temporary nature may be displayed for periods not to exceed 10 days. Fabrication, installation, and removal of these signs are the responsibility of the requesting activity. No signs shall be placed which will interfere with normal traffic activity without prior approval of the Provost Marshall. No signs shall be attached to directional or traffic control signs or their supporting posts. Temporary signs announcing the date of a function or event shall be removed within 24 hours of the completion of the event.

i. **AWARENESS SIGNS.** Signs such as **ENERGY CONSERVATION** or **SAFETY** signs shall be 18" x 24" in size. Letters shall be black on white or yellow reflective background.

j. **BANNERS.** Banners for the purpose of event announcements and community event notification are the responsibility of the event proponent. Public Works hangs banners only at a location over 41st Division Drive, near the Liberty Gate entrance.

13. LOCKS AND KEYS.

a. Public Works will provide maintenance, installation, and replacement of real property installed lock systems and provide government key duplication service. Such systems include all interior door locks, vault door combination locks, and mechanical and electric cipher locks. Because these services are the responsibility of Public Works, any unit or activity must submit a DA Form 4283 for approval by Public Works to modify, change or upgrade locking systems prior to purchase and installation.

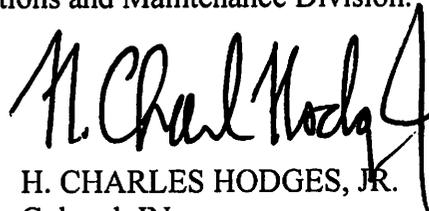
b. Supervisors and managers will inform subordinates that if keys are lost due to negligence, they will be held financially liable for the cost of restoring integrity to the lock system.

c. Supervisors and managers will ensure that upon turn-in of a facility, the same number of keys issued to the unit (typically 4 per lock) is returned to Public Works, Building Assignments.

The unit or activity will not be cleared from the building's hand receipt until that is accomplished. It is the unit or activity responsibility to submit the appropriate work request to restore all keys and locks to the original number (and condition) issued, as well as to arrange for payment of costs incurred.

d. Lock mechanisms on office furniture such as desks, file cabinets, free standing safes and lockers are not considered real property. Their repair, therefore, is the responsibility of the user/owner. A recommended list of vendors from which the unit may obtain these services is available from the lock shop. Services and costs secured from any vendor are the responsibility of the unit or activity requesting them.

e. To obtain 25 or less duplicate keys, or 10 or less re-cored locks, customers should submit a memorandum to Public Works; ATTN: Service Order Desk, stating the justification for the request. The request must be signed by a 1SG or above (or equivalent civilian) and delivered to the Service Order Desk, Bldg 2044, Public Works Customer Service, or faxed to 966-1690, ATTN: Service Order Desk. To obtain more than 25 duplicate keys or more than 10 re-cored locks, submit a DA Form 4283 to Public Works Customer Service. In order to pick-up duplicate keys or obtain reprogrammed computer or cypher lock codes, the unit/activity must maintain a current DA Form 1687 at Public Works, Operations and Maintenance Division.



H. CHARLES HODGES, JR.
Colonel, IN
Commanding

APPENDIX A - References

APPENDIX B – Memo Templates for R/U and Self-Help Supply Appointments

APPENDIX C – R & U Task List

APPENDIX D – Expanded Self-Help Project Inspection Checklist

APPENDIX E – Types of Signs, JBLM-Lewis Main, North, YTC

APPENDIX F – Types of Signs, JBLM-MF

DISTRIBUTION:

A, B, C, D

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APPENDIX A
REFERENCES

AR 190-5, Motor Vehicle Traffic Supervision, 22 May 06.

AR 710-2, Supply Policy Below the National Level, 28 Mar 08.

DA PAM 420-11, Project Definition and Work Classification, 18 Mar 10.

MUTCD, Federal Manual on Uniform Traffic Control Devices, 2009 Ed., eff. Dec 09

FL Reg 11-1, Fort Lewis Energy Management Program, 15 Nov 04.

FL Reg 200-1, Environmental Protection and Enhancement, 1 Nov 04 .

FL Reg 420-30, Fire Prevention and Protection, 3 Nov 09.

TM 5-610, Preventive Maintenance for Facilities Engineering, Buildings, & Structures, 1 Nov 79.

DA Form 1687, Notice of Delegation of Authority - Receipt for Supplies, 1 May 09.

DA Form 2702, Bill of Materials, 1 Jul 63.

DA Form 3161, Request for Issue or Turn-in, 1 Aug 11.

DA Form 4283, Facilities Engineering Work Request, 1 Sep 03.

AR 420-1, Facilities Engineering, Army Facilities Management, 12 Feb 2008 (RAR 28 Mar 09 and RAR 002, 24 Aug 12)

McChord Air Force Base Sign Standard, 25 Mar 08

Unified Facilities Criteria (UFC) 3-120-01 (6 Feb 03), Air Force Sign Standard (06 Feb 03)
AMC Exterior Sign Standard (08 Aug 00)

APPENDIX B
SAMPLE FORMATS FOR APPOINTMENT MEMORANDUMS
SERVICE ORDER MEMORANDUM

OFFICE SYMBOL

DATE

MEMORANDUM FOR Directorate of Public Works, Operations and Maintenance Division,
Customer Service, Bldg. 2044, JBLM, WA 98433

SUBJECT: Appointment/Additional Duty Assignment

1. Effective (*date, month, year*) the following are appointed as Repair and Utilities (R&U) Representative(s) for (*Bde, Bn, Co, etc*) in bldg(s): *bldg#*

Name: Rank, Last, First MI (*Maximum of three*)

Name: Rank, Last, First MI

Name: Rank, Last, First MI

2. AUTHORITY: AR 420-1

3. PURPOSE: To perform duties as prescribed by regulation and standard operating procedures.

4. PERIOD: Until officially relieved or released from appointment.

5. SPECIAL INSTRUCTIONS: Appointed individuals will comply with the above regulation, policies and any other instructions issued by the unit or higher headquarters.

6. This memorandum authorizes the R&U Representative to call the Service Order desk for minor maintenance and repair of real property.

7. This memorandum supersedes all others.

8. The point of contact for this memorandum is (*rank, name, telephone#*)

Commander's
Signature Block

B-1

SELF-HELP SUPPLY MEMORANDUM

LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD

SUBJECT: Additional Duty Assignment

1. Effective (dd month, year) Rank, Last, First MI, of (unit) for building/s _____, Joint Base Lewis-McChord, WA 98433 is assigned the following additional duty:

Repairs and Utilities (R&U) NCO

2. Authority: JBLM Reg 420-10.

3. Purpose: To perform duties as prescribed by current directives. To draw minor maintenance and repair supplies from the Public Works Supply Warehouse.

4. Period: Until officially relieved or released from assignment.

5. Special Instructions: You will comply with the above regulation and any other instructions issued by this unit or higher headquarters. This appointment is (in addition to / or supersedes) all previous orders. *(Pick One)*

6. The point of contact for this memorandum is the undersigned at (xxx) XXX-XXXX.

COMMANDER or XO
Signature Block

APPENDIX C
R & U TASK LIST

SECTION I
Carpentry for Buildings

1. GENERAL.

- a. Repair or replace surface hardware.
- b. Remove protruding nails, screws, or other objects from walls and woodwork.
- c. Patch interior walls and ceilings (minor), and replace ceiling tile panels.
- d. Caulk around leaky shower base.
- e. Touch up paint throughout building interior.
- f. Replace broken lavatory mirrors.
- g. Paint all new replacement materials.
- h. Repair wooden steps.
- i. Repair skirting on buildings.
- j. Replace stair treads.
- k. Repair corner boards (on building corners).
- l. Tighten all loose handrails.
- m. Replace glass in wood or metal doors.
- n. Repair or replace wood hand rails.
- o. Mount televisions and monitors.

2. DOORS AND SCREEN DOORS (INTERIOR AND EXTERIOR).

- a. Check and tighten all loose door knobs. (include panic hardware)

JBLM Reg 420-10

- b. Check and tighten all escutcheon plates.
- c. Check and tighten all strike plates.
- d. Check and tighten screws on door hinges, closures and jambs.
- e. Check and tighten screws on panic hardware.
- f. Check and re-nail door casings.
- g. Replace door astragals, doorstops, door sills, thresholds and latches.
- h. Repair or replace doorknobs, escutcheon plates, strike and kick plates.
- i. Repair or replace butt hinge on doors and screen doors.
- j. Repair or replace hooks and eyes on doors.
- k. Repair or replace screen door springs and pulls.
- l. Caulk around leaky door frames.
- m. Repair or replace foot and chain bolts.
- n. Check doors for asbestos.

3. WINDOWS AND SCREENS.

- a. Replace or secure barrel bolts on window sash.
- b. Check and re-nail window casings.
- c. Re-nail window frames where necessary.
- d. Repair or replace hooks and eyes on window screens.
- e. Caulk around leaky windows.
- f. Re-putty window sash as necessary.

- g. Repair/re-hang insect screens to assigned buildings.
- h. Caulk around leaky window frames.
- i. Check and adjust all sliding windows.
- j. Repair or replace mini-blinds.

SECTION 2 Grounds Maintenance

1. Mowing of lawn areas, cutting and removal of all weed growth.
2. Irrigation and/or watering of lawn areas, to include the watering of trees and shrubs when necessary during dry seasons.
3. General police of areas to include lawns, sidewalks and roadways of all debris such as rocks, sticks, and trash.
4. Spot seeding of bare spots and fertilizing of lawn areas will be accomplished during spring and fall.
5. The R&U teams are responsible for snow and ice removal from sidewalks and steps.
6. Selected lawn and grounds maintenance equipment to include riding mowers are not available from Public Works.

SECTION 3 Electrical

1. Distribution panel: If panels are accessible, tripped switches may be reset. However, if this does not solve the problem, call the Public Works service order desk.
2. Lamps: Check lamps for proper size in accordance with lamp schedule and ballast requirements. Remove lamps larger than authorized and replace with proper size (see FL Reg. 11-1, Appendix D). If ballast replacement is necessary, call the Public Works service order desk.
3. Fluorescent Lamps: Check lamps and starters as required to protect the ballast. Replace tubes that are out, darkened, or flashing (see FL Reg. 11-1, Appendix D).

4. Switches and receptacles found defective will be called in to the Public Works service order desk.
5. Plates and Covers: Replace plates and covers that are broken or missing. Tighten all screws.
6. Unauthorized Equipment: Have resident organization remove unauthorized appliances and extension cords.

SECTION 4 Plumbing

1. Check grease traps for cleanliness and proper operation.
2. Check all hot water tanks for any leaks in piping and in tank itself. Check insulation on all hot water tanks.
3. Check piping in the building, including all hot and cold water feed and distribution lines. Check for any leaks and need for hangers or other supports.
4. Check all drinking fountains. Clear stopped or sluggish drains.
5. Check refrigerated drinking fountains for leaks, water flow adjustment, and drain stoppages.
6. Check all floor drains. Clear stopped or sluggish drains. Replace drain covers if missing or broken.
7. Check all urinals. Clean any stoppage.
8. Check all basins. Replace stoppers. Plunge any plugged drains.
9. Check and repair toilets. Plunge any stoppage. Repair or replace toilet seats and hinges.
10. Replace missing soap dishes and toilet paper holders. Check existing ones for any loosening from the walls and tighten as required.

**APPENDIX D
EXPANDED SELF-HELP PROJECT INSPECTION CHECKLIST**

This checklist is required for all Expanded Self-Help construction projects and shall be posted at the construction site. Projects shall be approved by Public Works prior to start. Construction shall be phased in the order shown below and each applicable item shall be approved by Public Works prior to proceeding with the next phase.

BUILDING NO. _____ IJO NO. _____
 UNIT POC (Name and Phone Number) _____

PUBLIC WORKS PROJECT MANAGER (Name & Phone Number) _____

ITEM	OK	DATE	COMMENTS	INSPECTOR
FOUNDATION	_____	_____	_____ _____	_____
FRAMING ROUGH-IN	_____	_____	_____ _____	_____
ELECTRIC ROUGH-IN	_____	_____	_____ _____	_____
PLUMBING ROUGH-IN	_____	_____	_____ _____	_____
INSULATION	_____	_____	_____ _____	_____
FINAL ELECTRIC	_____	_____	_____ _____	_____
FINAL PLUMBING	_____	_____	_____ _____	_____
ITEM	OK	DATE	COMMENTS	INSPECTOR
WALLS	_____	_____	_____ _____	_____

JBLM Reg 420-10

CEILING	_____	_____	_____	_____
FLOORS	_____	_____	_____	_____
WINDOWS	_____	_____	_____	_____
INTERIOR FINISHES	_____	_____	_____	_____

Additional Comments:

Final Approval:

Public Works Project Manager

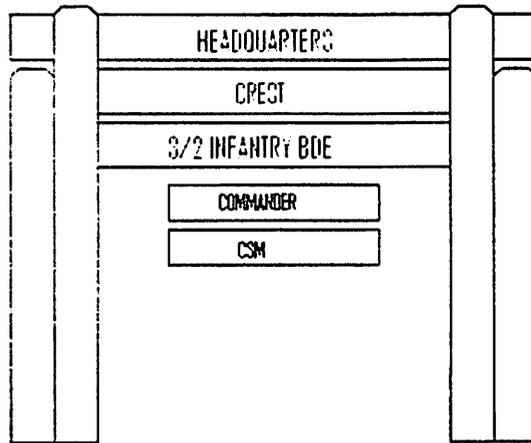
Directorate of Emergency Services, Fire and Emergency Services Division

APPENDIX E

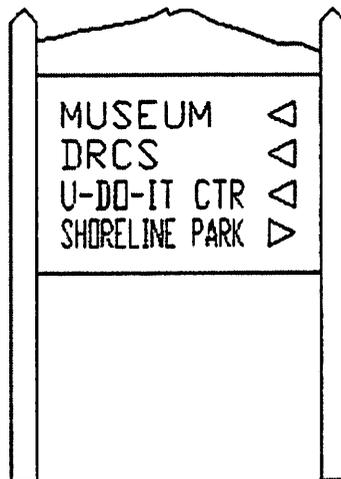
TYPES OF SIGNS

Section 1

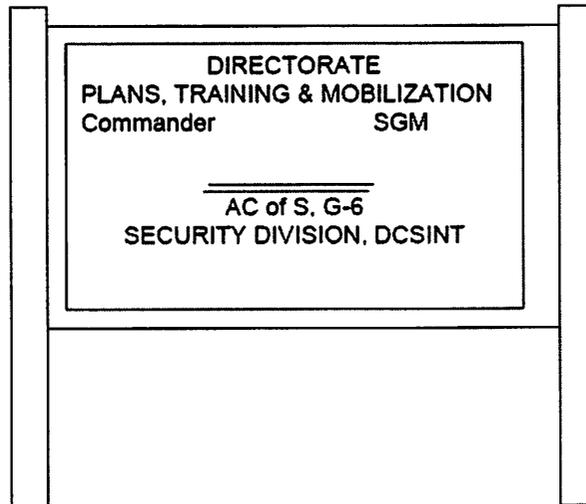
Rustic Identification Sign



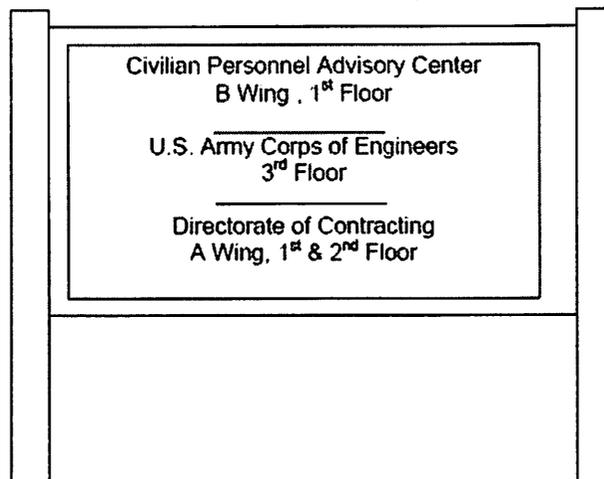
Section 2
Directional Sign



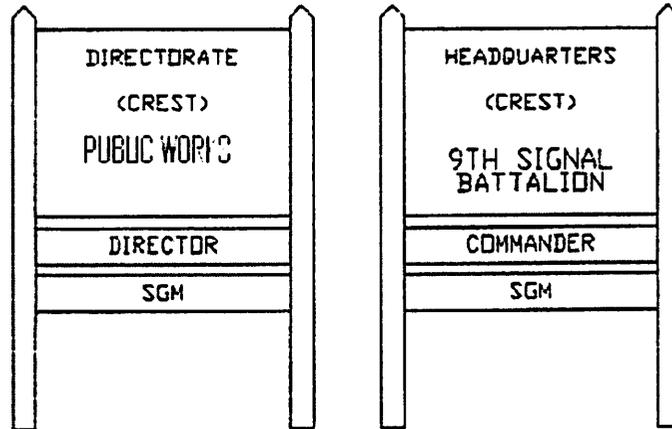
**Section 3
Multi-unit Sign
(Facility Front)**



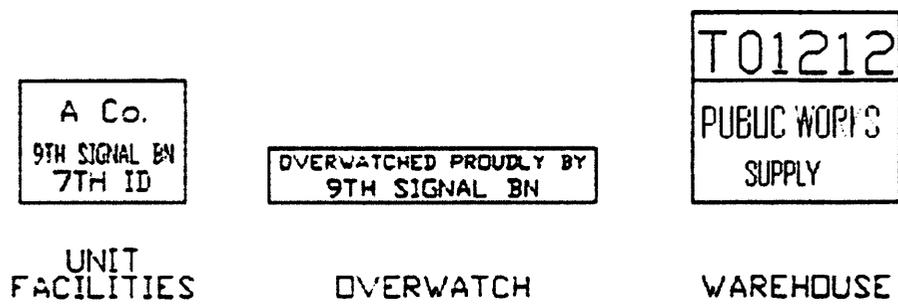
**Section 4
Service Locator Signs
(Rear of Facility)**



Section 5
Directorate/Battalion Identification Sign



Section 6
Miscellaneous Identification Signs



APPENDIX F
JBLM-McChord Field Standards

McCHORD FIELD
EXTERIOR SIGN STANDARDS
(from MAFB Sign Stnds, 25 March 2008)

1. GENERAL BASE POLICY AND ENFORCEMENT: The selected use, appearance, and quantity of exterior signage used throughout JBLM-McChord Field (MF) are governed by this established standard, including references associated with the following documents:

Unified Facilities Criteria (UFC) 3-120-01 (6 Feb 2003), Air Force Sign Standard (06 Feb 2003)
AMC Exterior Sign Standard (08 Aug 2000)

These standards apply to all AMC installations including resident organizations, commercial activities, and AAFES facilities (including minor deviations as stated herein). These Standards establish the criteria to be used to ensure attractive, professional, and uniform signs are used systematically throughout MF. The creation of the MF Exterior Sign Standards is to be referenced for supplemental criteria unique to MF in conjunction with UFC 3-120-01 and the AMC Exterior Sign Standard. UFC 3-120-01 is available on-line at <http://www.hnd.usace.army.mil/techinfo/UFC/UFC3-120-01.pdf> and information on the AMC Exterior Sign Standard may be obtained by contacting the Public Works Architectural Staff.

2. INITIAL SIGN REQUEST AND EXECUTION: The proposed installation of any exterior signage on MF (facility mounted or free-standing) must first be coordinated throughout JBLM-Public Works by the use of a DA Form 4283, Facilities Engineering Work Request. This form is to be submitted to JBLM- Public Works Customer Service for review and coordination by the appropriate Public Works staff. Requests will be reviewed for compliance with the established standards, and recommendations made for becoming compliant. Execution and installation of approved signage is typically accomplished by JBLM- Public Works shops, in conjunction with an established sign fabrication contract.

2.1 TEMPORARY SIGNAGE: Requests by organizations (including commercial, AAFES, MWR or other authorized groups) to erect temporary signage promoting services or announcing a special event associated with the organization shall be reviewed on a case-by-case basis for determination of acceptability and compliance with architectural compatibility standards. Typical signs of this type would consist of either reinforced vinyl banners mounted on facility or post-mounted signage similar to UFC 3-120-01 'Standard Moral Sign' (semi-permanent), Type F2a or F2b. The erection of temporary promotional signage (whether it be banner style or post-mounted as approved by Public Works Staff) shall be limited in duration to no more than ten (10) consecutive days. The authorization of all signage incorporated on MF shall be in compliance with the JBLM- Public Works policies at such time of review.

3. EXTERIOR SIGN STANDARDS CRITERIA: The following sign standards are to be used in conjunction with UFC 3-120-01 and AMC Exterior Sign Standard including referenced deviations and qualifiers as result of established sign criteria unique to MF.

3.1 FACILITY IDENTIFICATION SIGNAGE: There are four (4) basic categories of sign standards for facility identification at MF. They include the following:

Individual Cast Aluminum Letters – Facility Mounted
Aluminum Placard – Type ‘B4’ per UFC 3-120-01 – Facility Mounted
Free-Standing Monument-style – Type ‘C’ Centralized Facilities per UFC 3-120-01
Commercial / AAFES Facilities – Facility Mounted and Free-Standing Pedestal

Free-standing (post-mounted) signage is no longer being implemented at MF for facility identification. This type of sign is being utilized for street and traffic controls including directional notification. The determination of which category of sign to be used will adhere to the following criteria with deviations allowed per the direction of the Director Public Works.

3.1.1 INDIVIDUAL CAST ALUMINUM LETTERS: This type of facility identification is reserved for command level organizations (62 AW, 446 AW, WADS, etc.), group/squadron headquarters (62d Maintenance Group), resident organization group/squadron headquarters, major in-processing stops (e.g., Accounting and Finance Office, Base Housing Office, etc.), specific interest facilities typically visited by the general base populace or occasional off-base visitor (e.g., Officers’ Club, Golf Course Clubhouse, Passenger Terminal etc.). The letters are typically mounted high on a main entry wall surface, viewable by vehicle traffic.

3.1.2 TYPE ‘B4’ ALUMINUM PLACARD: This type of facility identification is reserved for smaller squadron components (e.g., flights and their components – 62 MXS AGE Flight, Red Sortie Generation Flight etc.); facilities which are not typically approached by the general base populace on a day-to-day basis (e.g. Hazardous Material Pharmacy, Chapel Annex, etc.). This sign consists of an 18-inch x 18-inch placard typically mounted adjacent a main entry point into the facility. For large multi-agency facilities (e.g., Hangars etc.) there may be more than one sign designating each different agency within the complex.

3.1.3 TYPE ‘C’ CENTRALIZED FACILITIES MONUMENT: This vertical, monument-style facility identification is used where several community or recreational activities are located in a common area (e.g., Gymnasium, Consolidated Support Center B/851), and typically consisting of a shared parking lot.

3.1.4 PEDESTAL STYLE: The use of pedestal style signage is reserved for the Main Base Entrance (Type ‘A’ per UFC 3-120-01) and other “high-visibility” locations requiring quick

notification to passing motorists that are traveling to community-served facilities and commercial outlets (e.g. Clinic, AAFES, McChord Field Clubs etc.). These locations are typically served by the base populace or the visiting public and are service-oriented.

3.1.5 COMMERCIAL/AAFES FACILITIES: MF deviates from UFC 3-120-01 in its treatment of commercial facility signage. UFC 3-120-01 states that, *“These standards also apply to signs for commercial firms that operate on base. Private signs which do not meet these standards are not permitted”* (p. 95, para 4.25). It is unrealistic to expect commercial facilities such as Burger King or Harborstone Credit Union to change their corporate logo to match base standards and colors. MF allows standard corporate commercial signage to be utilized at these sites, and by this standard, maintains the right to approve or disapprove any sign or banner/poster these facilities display. AAFES facilities are allowed to display the registered trademark AAFES logo as specified in the approved AAFES Graphics Standards Manual, incorporating the Air Force established “Beige and Brown” colors. Nationally recognized food chain franchises operated by AAFES may utilize their individual registered trademark signage in general compliance with these standards.

3.2 REAL PROPERTY FACILITY NUMBER SIGN: Every facility on base shall be provided a Real Property Facility Number Sign. These 8-inch x 16-inch aluminum placard signs are primarily used for facility identification by emergency personnel and are typically located at corners of the facility where viewable by passing traffic. Larger facilities may have more than one sign.

3.3 ELECTRONIC MESSAGING SIGNS: MF will allow electronic messaging signs in accordance with AMC Exterior Sign Standard (para 7 – Motivation Signs) referencing the requirement for JBLM Joint Base Commander approval for multiple locations. UFC 3-120-01 allows AF Services activities to, *“...use signs appropriate to their function which provide an attractive, identifiable image or wording that is easily recognizable to potential users. These signs should be tastefully done and compliment the architectural character of the installation.”* AMC Exterior Sign Standard further states that electronic messaging signs are to display fixed messages as opposed to scrolling to preclude visual distractions.

3.4 DIRECTIONAL SIGNS: Directional signs notifying passing motorists where a distant facility is located are used extensively around the base. These signs identify facilities to visitors which are typically unfamiliar with the base, such as civilian contractors, tourists, and retirees (e.g. 62d Airlift Wing HQ, AF Museum, Commissary, Golf Course, Passenger Terminal etc.), in-processing stops (e.g. TMO, Base Housing Office), and facilities which require deliveries from off-base suppliers (e.g. Base Supply Warehouse). This sign type is equal to Type ‘D2’ per UFC 3-120-01, and typically consists of a maximum of six destinations per MF criteria.

3.5 USE OF AIR FORCE SYMBOL: The recent creation of the new Air Force Symbol has

become widely accepted throughout the Air Force. Installations are adopting the new sign application and further achieving a consistent, professional "first impression" for all those who see this visually appealing graphic. The use of the new Air Force Symbol is limited to primary and secondary base entry signs and water towers. Guidance for the consistent use of the symbol is included in UFC 3-120-01.

3.6 REGULATORY SIGNS:

3.6.1 RESERVED PARKING SIGNS: Due to limited funding and the expense of maintenance, the number of 'Reserved Parking' signs for all buildings will be limited. The 4 following personnel are authorized one (1) reserved parking spot to be funded with unit dollars (excluding handicapped spots):

Group and Squadron Commanders
First Sergeants and Chief Master Sergeants

Units are still free to request additional signs by submitting a DA Form 4283, with each request (as approved by JBLM- Public Works) being paid for with the requesting organizations funds through IMPAC card. Existing signs outside of these limits are exempt unless they require replacement. Organizations must use the Public Works-designated contractor.

3.6.2 HANDICAPPED PARKING SIGNS: All facilities that provide vehicle parking for self-parking employees or visitors (or both), shall be provided with accessible parking spots in accordance with Federal Register (28 CFR, Part 36) which incorporates "Americans With Disabilities Act" (ADA-1990). The number of accessible spots required is as follows:

<u>Total Parking in Lot</u>	<u>Req'd Min. Number of Accessible Spaces</u>
1 to 25	One
26 to 50	Two
51 to 75	Three
76 to 100	Four
101 to 150	Five
151 to 200	Six
201 to 300	Seven
301 to 400	Eight
401 to 500	Nine
501 to 1000	2 percent of total
1001 and over	20 plus 1 for each 100 over 1000

NOTE: One (1) in every eight accessible spaces, but not less than one, shall be served by an

access aisle 96 inches wide minimum and shall be designated “Van Accessible”.

4. SITE DESIGN/LAYOUT, FABRICATION, AND INSTALLATION:

4.1 FACILITY IDENTIFICATION SIGNAGE:

4.1.1 INDIVIDUAL FACILITY-MOUNTED LETTERS: The standard letter height used throughout the base is 12-inch high cast aluminum ‘Dark Bronze’ anodized letters utilizing ‘Helvetica Medium’ font style (all capitals except for the small ‘d’ in 62d and ‘th’ in 627th and 446th when naming is fully spelled out and not abbreviated (e.g. 672th CIVIL ENGINEER SQUADRON vs 627th CES)). Variations in size (both larger and smaller) may be incorporated due to width restrictions of available mounting surface and scale of visibility (e.g. 62d AIRLIFT WING at B/100 utilizing 24-inch letters). All letters are to be aligned along the bottom, including ‘d’ and ‘th’. Letters shall be mounted into substrate by means of embedded mounting studs. Spacers are not to be used to avoid development of extensive shadowing which makes the letters difficult to read.

4.1.2 ALUMINUM PLACARD TYPE ‘B4’ (PER UFC 3-120-01 PAGE 88-89): This sign consists of an 18-inch x 18-inch aluminum placard, one-inch in depth (angled edges forming a box) fabricated with brown reflective sheeting as background color and ‘White’ reflective text. The brown reflective sheeting is equivalent to Federal Highway Administration PR color #5 – “Highway Brown” (which is typically called ‘Park Service Brown’ at MF). There are three (3) text configurations allowed for this type of sign at MF. One layout will provide for Three (3) lines of text (each 2-inches in height of upper and lowercase ‘Helvetica Medium’ (left-justified), under a 3-inch high facility number (left-justified). The second layout provides for Four (4) lines of text (each 1-1/2-inches in height of upper and lowercase ‘Helvetica Medium’, under a 3-inch high facility number. The third option provides for all of the above, except that an emblem or logo may substitute for the facility number. The optional emblem is to be provided by the using agency and adhesively applied during sign fabrication by the Public Works Shops. See Figure 12.9, UFC 3-120-01 (page 243) for fabrication detail.

4.1.3 FREE-STANDING MONUMENT TYPE ‘C’ (CENTRALIZED FACILITIES - LAYOUT ‘B’ PER UFC 3-120-01, FIGURE 4.36, PAGE 101): This sign consists of a 10-foot high x 4-foot wide x 6-inch thick obelisk wrapped in brown reflective sheeting and annotated with ‘White’ reflective text identifying the facility name in upper and lower case ‘Helvetica Medium’, 4-inch capital letter height, flush left. Secondary information consists of upper and lower case ‘Helvetica Regular’, 4-inch capital letter height, flush left.

4.1.4 FREE-STANDING PEDESTAL: This sign consists of a concrete pedestal with a brick masonry panel inset allowing for an text identification “field” utilizing ‘Dark Bronze’ letters. The color of brick masonry will match the adjacent facility and be lit with ground-mounted floodlights. The overall height of the concrete/masonry base shall not exceed 4’-0” (including

exposed foundation). Supplemental acrylic signage for AAFES or NAF (Services) controlled food chain franchises may set atop the pedestal and be internally back-lit with fluorescent tubes. The size of cast letters within the text “field” shall be no larger than 12-inches in height. Smaller sizes are acceptable to meet scale requirements and upon further review by Public Works staff.

4.2 REAL PROPERTY FACILITY NUMBER SIGN: This sign consists of an 16-inch wide x 8-inch high aluminum placard mounted flush with the facility substrate. Aluminum placard shall be covered in brown reflective sheeting (‘Park Service Brown’) with 4-inch high ‘White’ reflective numbers (Helvetica Medium) centered on placard indicating the facility number (e.g. 555). See Figure 12.9, UFC 3-120-01 (page 243, sign type C-5) for sign mounting details.

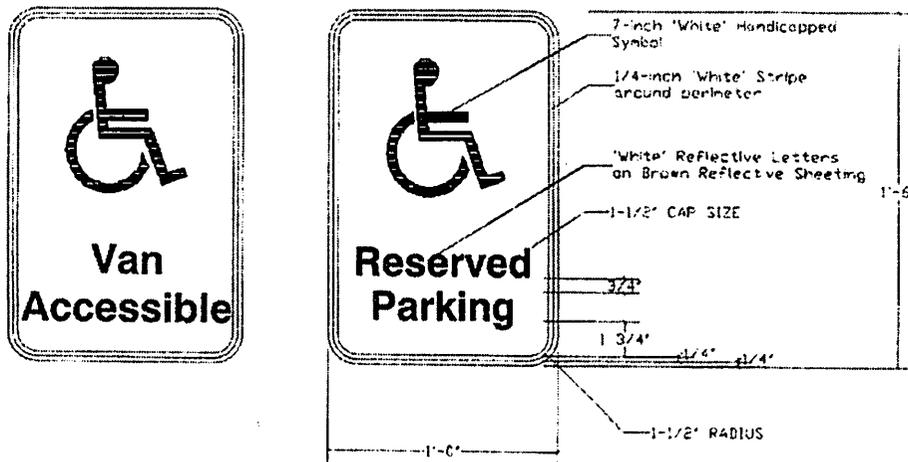
4.3 DIRECTIONAL SIGNS TYPE ‘D2’ (PER UFC 3-120-01): The type of letter tile system used on directional signs is 4-inch (capital letter height), upper and lower case (Helvetica Medium). Messages are placed flush left or flush right in relation to the arrow. The standard ‘Manual on Uniform Traffic Control Devices’ (MUTCD) arrow is used to indicate direction. A separate slat is used for each destination allowing messages to be changed without remaking the entire sign face. Separate each destination with a white rule. Graphics appear on one side only since the sign is placed in advance of an intersection and will be viewed by traffic moving in one direction only. Maintain a clear height of 5’-0” to bottom of first slat, followed by 1’-0” intervals for subsequent slats (6’-0” total for six slats). Width of sign panel is 6’-0”. See Figure 5.9 (UFC 3-120-01 page 129) for sign layout and Figure 12.5 (UFC 3-120-01 page 239) for sign construction details.

4.4 REGULATORY SIGNS:

4.4.1 RESERVED PARKING SIGNS: Aluminum placard (5-inches high x 36-inches width) with ‘White’ reflective letters (2-inch high, centered, upper-case Helvetica Medium) on a brown (‘Park Service Brown’) reflective sheeting backing. Placard is placed on concrete-formed wheel stop at front of parking stall. See Figure 6.14 (UFC 3-120-01 page 149) for sign details.

4.4.2 HANDICAPPED ACCESSIBLE PARKING SIGNS: Symbols or wording applied to asphalt pavement is not allowed. Handicapped parking access aisles (for van accessible locations) will be striped in ‘White’ by use of diagonal striping. For each accessible parking space, utilize post-mounted, aluminum placard sign centered in front of parking stall (far side of sidewalk if present) equal to Type E3 as identified in UFC 3-120-01 (figure 6.11). Sign consists of 1-1/2-inch (capital letter height) upper and lower case Helvetica Medium ‘White’ reflective letters on a brown (‘Park Service Brown’) background reading “Reserved Parking” on two lines (or “Van Accessible” as appropriate). ADA Accessibility Symbol is placed above the text in reflective ‘White’. Provide a clear distance of 5’-0” from grade to bottom of sign panel. Sign panel dimensions are 1’-6” high x 1’-0” wide with 1-1/2-inch radius corners in accordance with

Panel 'J' as identified in UFC 3-120-01 (figure 6.12) with added text below. Post construction shall be equal to structural galvanized post (2-inch square) with baked enamel or factory-finished powder-coating equal to Fed Std 595(b), color #20062 (Dark Brown). Plastic sleeves (PVC) are no longer allowed for post wrapping. The sign back shall receive an application of non-reflective brown sheeting or painted to match the dark brown post color. Post shall be set in concrete-encased galvanized sleeve (set in 8-inch circular concrete form) to allow for ease of replacement and mowing around post.



GLOSSARY

SECTION I
Abbreviations

AAFES	Army/Air Force Exchange Services
AF	Air Force
AMC	Headquarters, Air Mobility Command
AR	Army Regulation
AW	Airlift Wing
BOID	Business Operations and Integration Division, Directorate of Public Works
CAC	Common Access Card
CQ	Charge of Quarters
CTA	Common Table of Allowance
DA	Department of the Army
DoD	Department of Defense
DODAAC	Department of Defense Activity Address Code
FL	Fort Lewis
FSBP	First Sergeants Barracks Program
GSA	General Services Agency
JBLM	Joint Base Lewis-McChord
MAFB	McChord Air Force Base (Pre-FOC JBLM, prior to 10 Oct 2010)
MF	McChord Field (Post-FOC JBLM, o/a 10 Oct 2010)
MUTCD	Manual on Uniform Traffic Control Devices
MWR	Morale, Welfare, and Recreation
NTE	Not to Exceed
OMA	Operations and Maintenance, Army
PAM	Pamphlet
POV	Personally Owned Vehicle
PM	Project Manager
PW	Public Works
R&U	Repair and Utilities
Reg	Regulation
SRM	Sustainment, Restoration, and Modernization
TDA	Table of Distribution and Allowance
TO&E	Table of Organization and Equipment
UFC	Unified Facilities Criteria
USC	United States Code
UFGS	Unified Facilities Guide Specifications
WADS	Western Air Defense Sector

SECTION II
Terms

AR420-1:

REAL PROPERTY FACILITY (RPF) : A separate and individual building, structure, utility system, or other real property improvement identifiable in the CATCODES listed in AR 415–28.

REPAIR: Repair is:

- a. Restoration of a real property facility (RPF) to such condition that it may be used effectively for its designated functional purpose.
- b. Correction of deficiencies in failed or failing components of existing facilities or systems to meet current Army standards and codes where such work, for reasons of economy, should be done concurrently with restoration of failed or failing components.
- c. A utility system or component may be considered “failing” if it is energy inefficient or technologically obsolete.

MAINTENANCE: Work required to preserve and maintain a real property facility in such condition that it may be used effectively for its designated functional purpose. Maintenance includes work done to prevent damage which would be more costly to restore than to prevent. Maintenance includes work to sustain components. Examples include renewal of disposable filters, painting, caulking, refastening loose siding, and sealing bituminous pavements.

MINOR CONSTRUCTION: Construction project with a funded cost less than or equal to \$750,000 or less than or equal to \$1,500,000 to correct health or life safety deficiencies.

RELOCATABLE BUILDING: Personal property used as a structure designed to be readily moved, erected, disassembled, stored, and reused and meets the twenty-percent (20%) rule (see definition of *twenty-percent (20%) rule* below). Personal property is managed as equipment. Tents that use real property utilities will be considered relocatable buildings.

DAPAM420-11:

REAL PROPERTY FACILITY: For work classification purposes, a separate and individual building, structure, utility system, or other real property improvement identifiable in the three-digit CATCD listed in AR 420–1. A real property facility will be assigned only one 3–digit CATCD based on the primary construction CATCD being used (see AR 420–1).

RELOCATABLE BUILDING: A building designed for the specific purpose of being readily moved, erected, disassembled, stored, and reused without structural damage and a minimum of refurbishment. The term includes fully assembled, mobile (with axles) structures; fully assembled, stationary (with skids) structures; factory preassembled buildings; and modular offices, classrooms, and similar units to be used outdoors. Specifically excluded from this definition are building types and forms, provided as an integral part of a mobile equipment item, which are incidental portions of such equipment components, such as communication vans or trailers. A relocatable building is defined as:

- a. An arrangement of components and systems designed to be transported over public roads with a minimum of assembly upon arrival and a minimum of disassembly for relocation. A relocatable building is designed to be moved and reassembled without major damage to floor, roof, walls, or other significant structural modification.
- b. The costs for disassembly, repackaging, any exterior refinishing (for example, brick facade, and so on) and any interior work (for example, electrical systems, fire suppression systems, walls or ceilings, and so on) including labor applied to the building after site delivery to make the relocatable building useable, and non-recoverable building components, including foundations, may not exceed 20 percent of the purchase price of the relocatable building. (Foundations include blacking, footings, bearing plates, ring walls, and concrete slabs. When concrete slabs are used as relocatable building foundations or floors the entire cost of the slab will be included in the foundation cost.) Nonrecoverable building components are components that cannot be used again in the reassembly of the subject building.
- c. The relocatable building may be used for no more than 3 years, unless DASA(I&H) approves a longer period of use.