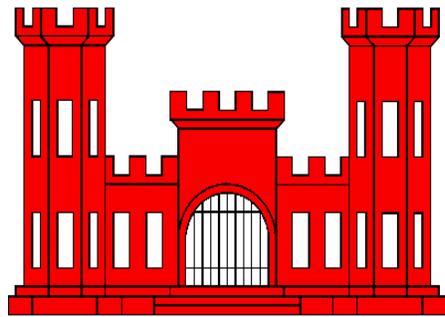


**U.S. ARMY GARRISON, KAISERSLAUTERN**

**DIRECTORATE OF  
PUBLIC WORKS**



**CUSTOMER GUIDE**

**MAY 2011**

<http://www.kaiserslautern.army.mil>

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### SUGGESTED IMPROVEMENTS

The proponent of this publication is the U.S. Army Garrison Kaiserslautern, Directorate of Public Works (DPW). Users are invited to send comments and suggested improvements to the USAG Kaiserslautern, DPW, ATTN: IMEU-KAI-PW, Unit 23152, APO AE 09227-3152, phone DSN 483-8157, FAX 483-6057

An electronic version of this guide will be posted at the USAG Kaiserslautern website  
<http://www.kaiserslautern.army.mil>

This guide supersedes all previous editions of this publication.

## Chapter 1 GENERAL INFORMATION

### ***Section I*** ***General Information***

1-1. **Purpose.** This guide:

- a. Establishes policies which foster pride of ownership and excellence in engineering support to maintain and improve community facilities.
- b. Explains procedures for requesting engineering and housing support.
- c. Defines Directorate of Public Works and customer responsibilities for facilities maintenance, repair, and construction.

1-2. **Applicability.** This customer guide applies to all units in the U.S. Army Garrison, Kaiserslautern area of responsibility.

1-3. **DPW Mission.** The DPW will enhance the readiness of the forces by:

- a. Providing quality, responsive support to the community for facilities, utilities, and natural resources.
- b. Providing a responsive feedback system to the customer concerning requested support.
- c. Reviewing and technically approving all projects to ensure engineering adequacy and compliance with the USAG Kaiserslautern Facility Plan, the Installation Design Guide (IDG), current Department of Army construction criteria, and the IMCOM Europe Guidelines for Offices.
- d. Managing the Environmental Program to ensure compliance with the Environmental Quality Control Committee (EQCC), US, and host nation statutes and regulations.
- e. Managing community construction, maintenance, and repair programs.
- f. Encouraging customer participation in the self-help program.
- g. Managing transient billeting and barracks.
- h. Providing liaison for all US Army personnel and their family members served by the Air Force Housing Office, Vogelweh.

1-4. **Customer Responsibilities.** Commanders/directors of organizations requesting engineering and housing support should:

- a. Appoint building coordinators to promote proper facility utilization, physical security, and energy conservation.
- b. Appoint an environmental officer in areas where hazardous waste/hazardous material is in use or generated.
- c. Appoint an energy monitor to help reduce energy consumption by promoting energy saving measures.
- d. Appoint a unit key custodian to maintain a key and lock control program.
- e. Provide a single point of contact for all work requirements to avoid duplication and facilitate feedback with the DPW.

f. Provide a command environment that fosters care of and respect for facilities to increase morale of community members and reduce maintenance and repair costs.

**1-5. Installation Coordinator Responsibilities - Overview.** The installation coordinator responsibilities, as related to DPW operation, are as follows:

a. Process all facilities engineering work requests (DA Form 4283) received from tenant units/activities in accordance with the procedures outlined in section IV, this chapter.

b. Perform periodic reconciliation of work request status with the requesting units and act as the liaison between the requesters and the DPW on matters related to this subject.

c. Promote and monitor the self-help programs as defined in section XVIII, including the snow and ice removal in section XI and the spring and fall cleanup in section XX, chapter 2.

d. Coordinate with the DPW and the tenant units the environmental protection enhancement activities as outlined in section VIII, chapter 2.

e. Implement and enforce the trash recycling operation outlined in section XXII, and coordinate requirements with the DPW.

f. Coordinate with the DPW the requirements for requests for conversion, diversion, relocation, and disposal of installation facilities.

g. Provide key control for all common use facilities as required.

## ***Section II Customer Service Hours, Locations, and Telephone Numbers***

**1-6. Environmental Management Division** (response to pollution incidents).

a. Hours: 0730 to 1600, Monday through Friday

b. Phone: DSN 483-6059/6058/6213  
CIV 0631-411-6059/6058/6213

c. Location: Daenner Kaserne, bldg 3104, room 122

d. After duty hours: DSN 483-7175  
CIV 0631-411-7175

**1-7. Service Desk.** (Includes repair calls for food service and kitchen equipment and refrigeration, mechanical, and ventilation systems).

a. Hours: 0730-1600 hrs Monday through Friday

b. Location: Daenner Kaserne, Bldg 3113

c. Phone: Kaiserslautern East (Panzer, Kleber, Daenner, KAD):  
DSN 483-7175  
CIV 0631-411-7175

Rhine Ordnance Barracks and Pulaski Barracks:  
DSN 483-7385  
CIV 0631-411-7385

Landstuhl Hospital:  
DSN 483-8929  
CIV 0631-411-8929

Miesau Ammo Depot:  
DSN 483-8929  
CIV 0631-411-8929

Pirmasens:  
DSN 483-7281  
CIV 0631-411-7281

Sembach:  
DSN 483-7175  
CIV 0631-411-7175

**1-8. Domestic Appliance Service Desk (for UPH only)**

- a. Hours: 0730-1600 hrs, Monday through Thursday  
0730-1500 hrs on Friday
- b. Location: Kleber Kaserne, Furniture Support Center (FSC), bldg 3213, room 101/103
- c. Phone: DSN 483-7994/7995  
CIV 0631-411-7994/7995  
FAX: DSN 483-8634

**1-9. Custodial Contract Customer Service Desk**

- a. Hours: 0730-1600 hrs, Monday through Friday (excluding U.S. and German holidays)
- b. Location: Kleber Kaserne, bldg 3226, room 22
- c. Phone: DSN 483-6206, email army-contact@standard-jacobs.de.

**1-10. Self-Help Issue Points (SHIP) and Expanded Self-Help Center**

- a. Hours:  
0730-1200 and 1300-1600 hrs, Monday thru Friday (closed on  
German and U.S. holidays and for lunch from 1200-1300 hrs)

b. Locations/Phone:

Kaiserslautern (Expanded Self-Help Center):  
Daenner Kaserne, Bldg 2425  
DSN 483-6764  
CIV 0631-411-6764

Miesau (SHIP):  
Miesau Ammo Depot, Bldg 1353  
DSN 481-3620/3622  
CIV 06372-842-3620/3622

**1-11. Air Force Family Housing Office** (NOTE: The Air Force manages all **family** housing for the entire KMC, including Army personnel):

- a. Hours: 0730-1500 hrs, Monday through Wednesday  
0730-1700 hrs, Thursday  
0730-1400 hrs, Friday
- b. Location: Vogelweh, Bldg 1001

- c. Phone: DSN 489-6671/6672/7311, CIV 0631-55319
- d. Family housing maintenance and repair contractor telephone 0631-534-830 (during duty and off-duty hours) for any service requests.

1-12. **Army Single Soldier Housing and Transient Billeting** (operated by the USAG Kaiserslautern Housing Division):

a. **Transient Billeting:**

- Hours: 0730-1600 hrs, Monday through Friday
- Location: Kleber Kaserne, bldg 3213, room 102-106
- Phone: DSN 483-8202/8793, CIV 0631-411-8202/8793
- After duty hours – **emergency services only** – 0162-2975736

b. **Single Soldier Housing (permanent party):** Contractor AllStar

- Hours: 0730-1600 hrs, Monday through Friday
- Location, Kleber Kaserne, bldg 3213, room 107
- Phone: 483-8371/8372/8366
- After duty hours – emergency service (lockouts) - 0176-11774534

1-13. **Air Force Engineers** (for Army personnel in AF facilities, excluding family housing):

- a. Hours: 24 hours/7 days a week
- b. Phone: DSN 489-6621/6622  
CIV 0631-536-6621/6622

### **Section III Emergency Services**

1-14. **General.** Emergency services may be necessary to:

- a. Protect the health or safety of individuals.
- b. Prevent damage to government facilities.

1-15. **Examples.** Examples of engineer emergencies include:

- a. Fire.
- b. Electrical danger due to short circuit or exposed wiring.
- c. Flooding from major leaks or pipe breaks.
- d. Loss of heat in an office, shop or entire facility (Note: Government housing is maintained by the Air Force).
- e. Any gas leak.
- f. Environmental protection in case of a spill.
- g. Snow and ice removal from streets (unexpected).
- h. Lock in/lock out (single Soldier housing).
- i. Any other situation that causes a threat to the health or safety of personnel or government property.

1-16. **Emergency Telephone Numbers.** During and after duty hours:

DSN 117 (CIV 06371-47-117) for Fire Department  
DSN 114 (CIV 0631-56230) for Military Police Desk  
DSN 483-7175 (CIV 0631-411-7175) for all engineer services (Army).  
DSN 489-6701/6702 for Air Force engineer services (for Army personnel in AF facilities, including family housing).  
CIV 0162-2975736 for Housing Office (Army)

1-17. **Required Emergency Information.** Customers should provide the following information:

- a. Nature of the emergency.
- b. Building and room number or description of location.
- c. Unit/organization and name of customer.
- d. Telephone number where customer may be reached.

**Section IV Engineering Support Requests**

1-18. **Types of Requests.** Customers may request engineering support in two ways:

- a. Service Order (see paragraph 1-19).
- b. DA Form 4283, Facilities Engineering Work Request (see paragraph 1-20).

1-19. **Service Order.**

a. Definition. The service order is used to accomplish minor maintenance and repair (less than \$1000 or 40 hours work).

b. How to Request.

(1) To initiate a service order for minor maintenance and repair or for repair of food service and kitchen equipment or refrigeration, mechanical, and ventilation systems (FSKE/RMVS), the customer must contact the service desk at bldg 3113, Daenner Kaserne, or by phoning the following numbers as related to location where the requested work is to be performed:

Kaiserslautern East:	DSN 483-7175 or CIV 0631-411-7175
ROB and Pulaski Bks:	DSN 483-7385 or CIV 0631-411-7385
Landstuhl Hospital:	DSN 483-8929 or CIV 0631-411-8929
Miesau Ammo Depot:	DSN 483-8929 or CIV 0631-411-8929
Pirmasens:	DSN 483-7281 or CIV 0631-411-7281
Sembach:	DSN 483-7175 or CIV 0631-411-7175

(2) For domestic appliance repair, call the Furniture Support Center at 483-7994/CIV 0631-411-7994.

(3) Required Information: Customers should provide the following information:

- (a) Unit/organization and name of customer and alternate POC.
- (b) Telephone number where customer may be reached.
- (c) Building and room number or description of location.
- (d) Description of problem.
- (e) Make, model, and serial number of the installed equipment or equipment in place.
- (f) For repair of food service and kitchen equipment and refrigeration, mechanical, and ventilation systems (FSKE/RMVS), the inventory control number must be provided. If the equipment to be repaired has not

been marked with a label showing the contractor’s inventory control number, the requester must contact the DPW on-site technical assistant, DSN 483-8978/8223. See figure 1-1 for sample inventory control number.



Figure 1-1, Sample Inventory Control Number for FSKE/RMVS

(g) For repair of domestic appliance used in the unaccompanied personnel housing (UPH), call the Furniture Support Center at DSN 483-7994 and provide the US-Property number of the equipment. See figure 1-2 for sample US-Property number.

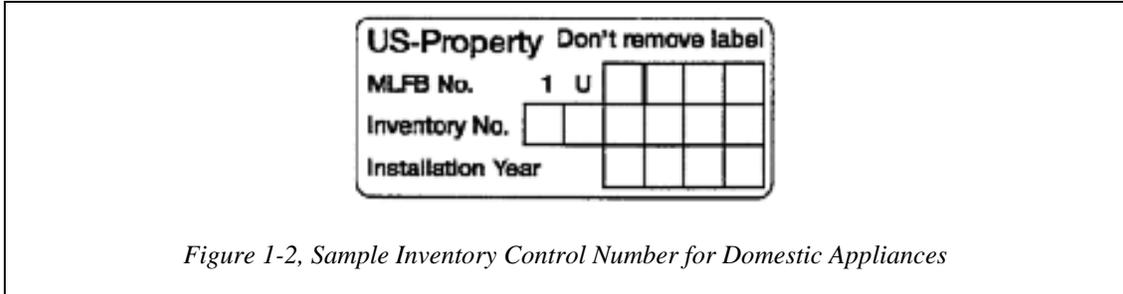


Figure 1-2, Sample Inventory Control Number for Domestic Appliances

c. DPW Support. The DPW will provide the customer with a service order document number and assign a priority:

- Emergency:** Respond within 2 hours
- Urgent:** Respond within 3 contractor workdays
- Routine:** Respond within 10 contractor workdays
- Appliances:** Respond within 2 contractor workdays

**1-20. Facilities Engineering Work Request.**

a. Definition. The facilities engineering work request (DA Form 4283) is used to request the following types of engineering support:

- (1) Major repairs, such as repair of old doors, windows, and interior in a building.
- (2) Repair type self-help projects, such as renovations to office space.
- (3) New construction, such as installing new vehicle parking hardstand.
- (4) Alterations to real property, such as installation of walls and doors in existing facilities.

b. Customer Responsibilities. To submit a facilities engineering work request (DA Form 4283), customers should:

- (1) Coordinate requirement for engineering support with building managers.
- (2) Coordinate requested work with the following individuals or offices, as appropriate, to obtain supporting documentation to include cited public law, regulations, codes, maps/plans, or inspection reports:
  - Building Manager
  - Fire and Emergency Services Division (DSN 483-8317)
  - DPW Environmental Division (DSN 483-6213/6059)
  - USAG Kaiserslautern Safety Office (DSN 493-4040)
  - Provost Marshal’s Office (DSN 489-7444)

- Competent Medical Authority
- Physical Security
- Signal/Communications

(3) Fill out the DA Form 4283 following the instructions outlined in appendix C. The customer must provide all information as required. Work request will be returned to the customer without action if information is missing.

(4) Obtain signature from unit commander, civilian director, or designee.

(5) Submit facilities engineering work request to the DPW through the responsible installation coordinator.

c. Installation Coordinator Responsibilities.

(1) Receive and review work requests for adequate description, justification, and coordination.

(2) Validate each work request with installation coordinator stamp and signature.

(3) Assign a document number to the work request.

(4) Provide copy of work request with assigned document number to requesting customer.

(5) Submit work request to the customer reception office, room 4, building 3113, Daenner Kaserne.

d. DPW Support. The Directorate of Public Works will:

(1) Receive and screen work requests for compliance with applicable regulations.

(2) Enter information into the DPW automated integrated facilities system.

(3) Determine method of work accomplishment:

- Self Help.
- Facility Maintenance Contractor.
- Other contract.

(4) Provide monthly status list of all work requests to the installation coordinator.

(5) Schedule completion of work in coordination with customer, installation coordinator, and affected agencies (Fire and Emergency Services, Provost Marshal, Safety, etc.).

## ***Section V Facilities Utilization***

1-21. **General.** The DPW Master Planning Division (MPD), Stationing Section, manages facility usage. AR 405-70 and the IMCOM Europe Guidelines for Offices cover the requirements for and assignment of facility space on installations.

1-22. **Requests for Space.** To request more space, customers must submit a Garrison Space Request to the DPW, Stationing Section, outlining requirements and justification for the space.

1-23. **Requests for Change in Facility Usage.** For change in facility use, customers must submit a detailed memorandum to the DPW, outlining the requirements for the change.

1-24. **Requests for Clearance of Space.** To clear building space before vacating a facility, units must coordinate with the DPW Stationing Section.

1-25. **DPW Support.** The DPW will:

- a. Review Garrison space and facility change requests and present proposals to the chain of command.
- b. Incorporate approved facility use changes in the real property inventory and supporting engineer long-range plans, as appropriate.
- c. After approval by the Garrison Commander, obtain the necessary approval from higher levels, as required.

## ***Section VI Engineer Design***

1-26. **General.** Engineer designs are developed for all major projects and supporting long-range engineering programs. The customer can initiate a project by submitting a facilities engineering work request (DA Form 4283).

1-27. **Design Review Meetings.** Design review meetings are held with the customer for individual projects at three stages of development:

- a. Pre-design Stage. Identify and verify project scope, requirements, and design criteria.
- b. Concept Design Stage. Present project concept, description of work to be done, sketches of the physical layout, and rough estimate of project cost.
- c. 90% Design Stage. Summarize the project design and invite final comments.

1-28. **Attendance.** Attendees at design review meetings include:

- a. Customer.
- b. Designer.
- c. Fire Chief (if required).
- d. Community Safety Officer (if required).
- e. Environmental Officer (if required).
- f. DPW Project Managers.
- g. Physical Security.
- h. Signal/Communications.
- i. Other interested parties (if required).

1-29. **DPW Support.** The DPW will:

- a. Publicize/schedule the design review meeting.
- b. Distribute design package information for review.
- c. Collect and evaluate written comments for review.
- d. Incorporate justified review comments and input received during design review meetings into pre-final design.

## Chapter 2 Engineering Support

### *Section I Air Conditioning*

2-1. **General.** Per DoD guidance contained in the Unified Facilities Criteria (UFC) for Heating, Ventilation, and Air Conditioning, most buildings on Army installations do not qualify for air conditioning. Instead, alternative cooling methods must be explored and maximized.

2-2. **How to Request.** To request installation of air conditioning, customers must submit a DA Form 4283 to the DPW.

2-3. **DPW Support.** DPW will review requests for air conditioning for validity and take appropriate action. All air conditioning approvals must be in accordance with the UFC and supported by the Garrison Commander.

### *Section II Carpeting*

2-4. **Reasons for Carpet Installation.** A carpet is normally installed for one of the following reasons:

a. As a primary wearing surface over an unfinished floor. This is normally done as part of new construction when carpeting is determined by the DPW to be more economical than traditional wood or tile.

b. As a replacement-wearing surface for wood, tile, or carpet that is failing or needs major repair. This is normally done when use of carpeting is determined by the DPW to be more economical than in-kind repair of the floor surface.

c. As a primary wearing surface over an existing wood or tile floor that is in a good state of repair. This is normally done as optional work and enhances the appearance or function of a facility. This type of work is classified as new work and may require reimbursement to the DPW.

NOTE: Rugs laid on the primary floor-wearing surface, moveable like other furnishings (tables, chairs, desks, etc.), are not a DPW responsibility.

2-5. **Request for Carpet.** Customers desiring to install or replace carpeting, regardless of the source of funding or method of installation (self-help, DPW, or contract) must request DPW approval. This request is made by submitting a facilities engineering work request (DA Form 4283). Customers have approval to lay rugs (not installed carpeting), except when placement of the rug would result in a change to custodial services provided by the DPW to the facility, or a structural change such as door alterations (doors will not be cut/shaved to accommodate carpet or rugs).

### *Section IV Community Activity Support*

2-6. **Types of Support.** The DPW provides electricity, water, refuse collection, and pest control services for special community activities, such as bazaars and fests.

2-7. **How to Request.** Activity organizers should submit a facilities engineering work request (DA Form 4283) prior to scheduled activity. Include a site plan, indicating location of required lighting, electrical outlets, refuse containers, water supply points, and sewage discharge points.

2-8. **Reimbursement.** Activities reimburse the DPW for services provided when required by a support agreement, AR 215-1, or USAREUR policy guidance.

## **Section V Custodial Services**

2-9. **How to Request Custodial Services.** Customers desiring to have their facilities cleaned through a DPW custodial services contract must submit a memorandum signed by the unit commander, with a floor plan attached. Requests for custodial services must reach the DPW NLT 90 calendar days prior to the first of the month when services are required (e.g., NLT 2 April for services to begin 1 July).

2-10. **Reimbursement.** Customers will reimburse the DPW for custodial services when required by support agreement and/or for services exceeding approved IMCOM-level support standards.

2-11. **DPW Support.** The DPW will:

- a. Review customer requests for custodial services.
- b. Identify areas authorized to receive DPW custodial services as established in the IMCOM approved standards.
- c. Post summaries of services provided and schedules for performance of these services in a conspicuous place in all male and female latrine areas of each serviced facility.
- d. Coordinate any special cleaning, where authorized, with the COR/building manager.
- e. Ensure contractor compliance with contract specifications through regular inspections.

2-12. **Customer Complaint Procedure.** Customers may contact the contractor in case of complaints concerning custodial service. The contractor is required to respond to customer complaints and perform corrective action. The custodial contractor can be reached by email to [army-contact@standard-jacobs.de](mailto:army-contact@standard-jacobs.de) or by telephone DSN 483-6206. Always send a courtesy copy to the DPW Quality Assurance Branch custodial service POC at [#DLWKL-Custodial-QAE@eur.army.mil](mailto:#DLWKL-Custodial-QAE@eur.army.mil), telephone DSN 483-8806/8727/7542/8243 or for Pirmasens DSN 495-7322.

## **Section V Digging Permits**

2-13. **General.** The DPW issues digging permits to minimize damage to underground utility lines. Customers or contractors must obtain a digging permit prior to the start of any excavation within the community.

2-14. **How to Request a Digging Permit.** Digging permits should be requested for all ground penetrations (digging, trenching, grounding rods, mission exercises, etc.) exceeding a depth of 30 cm (11.8 inches). At the Landstuhl Heliport/SATCOM, this depth is reduced to 15 cm (6.0 inches). Customers or contractors desiring to excavate within the community should request a digging permit by submitting a memorandum to the USAG Kaiserslautern DPW, Engineering Division, Unit 23152, APO AE 09227. Failure to procure a digging permit will obligate responsibility to the digging party/organization for all damages incurred.

2-15. **DPW Support.** The DPW will:

- a. Issue a digging permit.
- b. Provide maps identifying all known underground utility systems in the area of excavation.

## **Section VI Duplication of Keys**

2-16. **General.** The DPW duplicates keys for US Army facilities in the community. Types of keys normally used in the community include:

- a. Master Keys. Duplication of master keys may require up to 60 days. Master keys may only be duplicated when the Master Key Card is submitted with the request. Master Key Cards are filed in the DPW Real Property Section.

b. Standard Exterior and Interior Door Keys. The DPW stocks most key blanks and can duplicate keys through the Self-Help Issue Point or the Expanded Self-Help Center.

**2-17. Responsibilities.**

a. In general, the DPW is responsible for the installation and maintenance of locks and other locking devices except for vehicles, safes, lockers, cabinets, desks, and similar items which are not an integral part of a building.

b. Installation coordinators, heads of activities, and unit commanders are responsible for the control of locks and keys within their assigned areas or buildings. Between occupancy, the DPW Stationing Section is responsible for the control of vacant buildings.

**2-18. Lock/Key Replacement.**

a. A representative of the using agency/unit will be made responsible for each assigned building, to include the keys. Upon turnover of a building from one person to another, the former will be required to account for all keys. Missing keys will be replaced on a reimbursable basis. The individual, at his/her own expense, will replace missing keys for private rooms in troop billets.

b. Authorized duplicates can be obtained by submitting a memorandum with a copy of the unit's key control roster attached (see DA Form 5513-R at appendix F). Requests for key duplication will be submitted to the DPW Business Operation and Integration Division (BOID) for review and approval (see sample request at appendix G). All requests for key duplication will be reviewed for validity and the requester will be notified upon the approval/disapproval action within 5 workdays.

c. The customer will bear the cost of \$10.00, for each key duplication and \$40.00 for replacing each door lock cylinder when replacement is due to negligence or loss of keys. In this event, a report of survey (DA Form 4697) or statement of charges (DD Form 362) will have to be completed in accordance with AR 735-5 for reimbursement of costs.

d. After approval, the memorandum can be taken to the self-help stores.

e. Replacement of locks with new keys for common use areas will be accomplished based on a DA Form 4283, processed through the installation coordinator. Facilities engineer personnel will only respond to telephonic requests for lock repair if an emergency exists (when someone is locked in).

f. Certificates of authorization to replace keys which are part of a security lock system may be obtained from the installation coordinator or from the DPW Real Property Section.

**2-19. Reimbursement.** The DPW will pay the cost for key duplication, replacement of lock systems, or emergency services when required due to fair wear and tear. Customers will bear the cost of key services due to negligence or loss of keys.

***Section VII Energy Management***

**2-20. General.** Energy and water conservation is an Army-wide concern, requiring everybody's involvement and participation. Executive Order 13514 states that Federal agencies should lead by example in water and energy conservation and increase energy efficiency. It specifically requires installations to reduce building energy intensity by 3% and potable water consumption by 2% annually. With this goal in mind, members of the USAG Kaiserslautern should responsibly treat energy resources and be good stewards of taxpayers' money.

**2-21. Customer Responsibilities.**

a. Responsibly use energy on a day-to-day basis and eliminate energy waste. For more information, please view the DPW Newcomer's Energy Briefing available at the garrison website (<http://www.kaiserslautern.army.mil>).

b. Appoint building energy monitors to ensure proper handling of the facilities in regard to energy and water conservation (see checklist at appendix H).

c. Submit service orders to request repairs to eliminate waste of energy and water.

2-22. **DPW Support.** The DPW provides training for building energy monitors and information material on energy conservation. Please contact the Operations and Maintenance Division at DSN 483-8607.

### ***Section VIII Environmental Support***

2-23. **General.** Environmental protection is everybody's mission, from the highest to the lowest levels of command. U.S. policy requires that all military departments comply with "environmental pollution control standards of general applicability in the host country." Failure to comply with environmental pollution control standards may subject the offender to host nation criminal and/or civil penalties.

2-24. **Appointment of Environmental Officers (EO) or Environmental Points of Contact (EPOC).** All units are required to appoint EOs or EPOCs based on whether they handle hazardous materials (HM) and generate hazardous wastes (HW) or not. That means, all units handling HM/HW are required to appoint EOs; administrative units may only need to appoint an EPOC to oversee conformance with the Garrison Environmental Management System (EMS).

2-25. **Unit Environmental Officer Handbook.** The Environmental Management Division publishes a unit environmental officer handbook that details the environmental duties and responsibilities of commanders and unit environmental coordinators and gives them a simplified guidance on how to do their job properly. The handbook can be obtained from the Environmental Management Division, bldg 3104, Daenner Kaserne, or by calling DSN 483-6059.

#### **2-26. Environmental Seminars and Training.**

a. The Environmental Management Division provides training for the community as follows:

(1) Newcomer Briefings. An environmental overview is provided during newcomer in-processing training every week.

(2) Unit Environmental Officer Training. Once per year and on as-required basis, unit environmental officers are trained on general environmental issues and their responsibilities.

(3) Training on hazardous material/waste handling and disposal and other environmental topics can be provided upon request. Contact the Environmental Management Division at DSN 483-6059 for special requirements.

b. The Environmental Management Division also coordinates training offered USAREUR wide. Units will be notified of schedules and slots by separate correspondence.

2-27. **Hazardous Material/Waste Spills.** Spills are divided into two categories: major and minor spills.

a. Definitions:

(1) Major spill is a discharge of 25 gallons or more of petroleum product which is not in a contained area or which poses a threat to public health or animal, plant, or marine life.

(2) Minor spill does not endanger public health and is within the cleanup capabilities of the causing unit or organization.

b. Unit responsibilities:

(1) In case of a major spill, contact the military fire department immediately for instructions (DSN 117).

(2) Stop the source by turning off valves, standing up containers, replacing plugs, etc. Do this only if it would not endanger you or anyone in the immediate area.

(3) If possible, attempt to contain the spill to one area and direct it away from streams, ditches, drains, etc.

(4) Notify the USAG Kaiserslautern environmental coordinator (see para 1-6). After duty hours, contact the fire department.

(5) Remain at the site until response personnel arrive and provide assistance.

(6) In case of a minor spill of a substance that can be identified, remove the substance with absorbent, collect the contaminated material, and place it in a container for disposal as hazardous waste.

c. Spill report. Spill reports are for both major and minor spills. Unit environmental officers or designated personnel are required to submit a spill report to the USAG Kaiserslautern DPW Environmental Management Office, room 122, bldg 3104, Daenner Kaserne, within 2 workdays of the spill. The spill report should include the following information:

- (1) Name, location, and type or function of location.
- (2) Commander of installation and phone number.
- (3) Name and phone number of person making report.
- (4) Type and estimate amount of substance spilled.
- (5) Location of spill and areas affected. Prepare sketch of location.
- (6) Time and date spill was discovered.
- (7) Impact on surrounding (water, wildlife, etc.).
- (8) Cause of incident and equipment/facility involved.
- (9) Injuries and/or property damage.
- (10) Duration of discharge.
- (11) Corrective actions taken.
- (12) Offices notified.
- (13) Extent of involvement by host nation civil offices.
- (14) Signature of POC preparing report and the supervising official.

d. In case of a spill that occurs outside of U.S. controlled area, it is important to inform the U.S. Forces police immediately (DSN 489-7070/6060, civilian 0631-536-7070/6060).

2-28. **Hazardous Waste Disposal.** Hazardous materials and wastes must be stored, handled, and disposed of in accordance with German and U.S. laws and regulations, defined by Final Governing Standards for Germany, also known as the FGS. Violators may be fined or imprisoned; therefore, it is important to follow proper disposal practices. Detailed procedures are contained in the Environmental Officer Handbook. Please see appendix I for hazardous waste storage areas and operating hours within the garrison.

### ***Section IX Equipment Installation and Repair***

2-29. **Equipment Categories.** Equipment is classified into one of two categories:

a. **Equipment-in-Place.** This is equipment required to accomplish a uniquely assigned mission, equipment appearing on a Common Table of Allowance (CTA), equipment appearing on a Table of Organization and Equipment (TOE), or equipment appearing on an organization's property book or hand receipt. Examples include air compressors, air-conditioning equipment, brake testers, floor mounted water fountains, electronic security systems, and paint spray booths.

b. **Installed Equipment.** This is equipment required to allow a facility to function and operate for its intended purpose, regardless of tenant. Examples include elevators, overhead cranes, fire alarm systems, and ventilation systems.

2-30. **Equipment Installation.** Customers requiring equipment installation will:

a. Consult the DPW prior to equipment purchase to ensure installation and maintenance requirements can be met. Contact DPW Utilities Branch at DSN 483-8612 (CIV 0631-411-8612) for more information.

b. Submit a facilities engineering work request at least 45 days prior to equipment delivery date. Copies of equipment specifications or utility requirements (electrical, compressed air, water, steam, etc.) should be provided.

2-31. **Reimbursement.** Customers will reimburse the DPW for installation or repair of equipment-in-place.

2-32. **Equipment Maintenance and Repair.** Customers requiring maintenance and repair of equipment-in-place or installed equipment should:

a. Notify the DPW Service Order Desk, DSN 483-7175 (exception: reimbursable customers serviced through individual purchase orders issued by the Regional Contracting Office). The following information must be provided:

- (1) Unit/organization and name of customer.
- (2) Telephone number where customer may be reached.
- (3) Building and room number or description of location.
- (4) Detailed description of problem, including U.S. property number.

b. Notify the DPW of all newly installed equipment so that it may be added to the appropriate contract. Failure to properly notify the DPW a minimum of 90 days in advance will result in a delay or nonsupport until the equipment is added to the contract. Added equipment must be operational prior to being supported by the contract.

2-33. **DPW Support.** The DPW will:

- a. Install all equipment in community facilities.
- b. Manage the installed equipment maintenance and repair programs, contracting for services if this is the most efficient method of work accomplishment.

NOTE: Installed equipment not included in the DPW real property inventory will not be supported.

### ***Section X Furniture Support Center***

2-34. **General.** The Furniture Support Center (FSC) provides assistance in the acquisition, accounting, turn-in, maintenance, and disposal of unaccompanied personnel housing (UPH) furnishings and equipment. The FSC is located in Bldg 3213, Kleber Kaserne, Kaiserslautern, DSN 483-7994. Operating hours are 0730-1530 hrs, Monday through Friday. The FSC is closed on all German and American holidays. The FSC Kaiserslautern is under the direct supervision of the USAG Baden-Wuerttemberg.

- a. All hand receipt holders are required to have a current signature card (DA Form 1687) on file at the FSC. Issues of furniture or appliances will only be made to persons officially designated on the signature card.
- b. An annual inventory must be performed for all furniture and appliances. The result of this inventory will be provided to the FSC.
- c. Transportation of billet and dayroom furnishings and equipment is the responsibility of the unit maintaining the property.
- d. If units cannot obtain transportation to pick up or deliver furnishings (excluding appliances), contractor transportation (local drayage) may be requested through the USAG Baden-Wuerttemberg FSC. In these cases, justification must be provided, explaining why unit cannot obtain support using military transportation.
- e. All requests for issue/turn-in, classification, local drayage, exception to policy, etc. should be sent to: Furniture Support Center (FSC) Kaiserslautern, DSN 483-7994/7995, or to the USAG Baden-Wuerttemberg, DPW, CFMO, Unit 29237, APO AE 09102-9237, telephone DSN 384-6854/6551, FAX 384-6684.

**2-35. Hand Receipts.**

- a. All property classified as nonexpendable, durable, or sensitive must be accounted for on a hand receipt. Therefore, hand receipt accountability must also be maintained for items such as sheets, pillow cases, drapes, etc. Under no circumstances will any items be thrown away or otherwise disposed of except through proper channels.
- b. As the responsible officer, all unit commanders must personally sign a hand receipt for billet and dayroom furniture assigned to their unit. Property should then be sub-hand receipted to the end user.
- c. Updated copies of automated hand receipts will only be printed at the time the incoming hand receipt holder signs for the property. Interim copies between incoming and outgoing hand receipt holders cannot be provided. Therefore, unit supply personnel must ensure that change documents are properly maintained and hand receipt balances kept updated.
- d. Unit commanders and primary hand receipt holders must ensure transfer of property responsibility to another authorized person prior to their departure or when he or she is absent due to leave or temporary duty which exceeds 30 days.
- e. Hand receipts will be updated every 6 months based on the date of the oldest change document (issue or turn-in). An appointment should be made by the hand receipt holder for the updating of their primary hand receipt to avoid unnecessary delay. Hand receipt holders failing to update their accounts when required or notified by FSC will be denied further support until the deficiency is corrected.

**2-36. Issues.**

- a. Issue requests must be made in memorandum format with the commander's signature and forwarded to FSC for approval. Requests should include the stock or line item number, nomenclature, and the required quantity. Issues will be made based on Common Table of Allowance (CTA) entitlements and subject to availability of the item.
- b. Request for component parts for recreational equipment such as game super soccer, pool table, as well as expendable supplies for floor polishers, vacuum cleaners, etc. are made through the morale support activity, or purchased locally using unit funds.
- c. Requests for draperies will be forwarded to the FSC on a memorandum. Items will be issued from on-hand assets or manufactured subject to availability of appropriated funding. Requests should include the following information:
  - Number of windows.
  - Length and width of each window.

d. Issue or transfer of furniture between units or primary hand receipt holders is not authorized. Units and activities wishing to transfer property must first coordinate these actions with their supporting FSC to obtain the necessary approval.

e. Units requesting additional furniture or appliances must provide the necessary justification. If additional items are to support personnel increases, provide details and forward updated local form Accounting for Soldiers. All requests will be screened against current CTA entitlements to ensure they are authorized.

**2-37. Turn-In.**

a. Prior to turn-in, all furniture must be inspected by a FSC inspector/classifier to determine serviceability. Unit supply personnel should prepare work order requests for the excess property to be ready for the inspector to enter quantities, stamp, and sign. Items in condition code A (new in original boxes) do not require inspection prior to turn-in. Requests for inspection/classification should be made in memorandum format and forwarded to FSC.

b. After inspection, the unit or activity should contact the FSC to obtain an appointment for turn-in.

c. Items classified as condition code B (serviceable) should be brought directly to the FSC warehouse, together with the blue copy of the maintenance request.

d. For items in condition code H (unserviceable or uneconomically repairable), the blue copy of the maintenance request must be forwarded to the FSC. Documentation (DD Form 1348-1A) will then be prepared for turn in to DRMO. Units should allow 2 workdays for preparation of these documents, after which time items can be turned in to DRMO. Units must return the signed copy of the DD Form 1348-1A to FSC in order to receive credit for the items turned in.

e. Furniture in condition code F (unserviceable/repairable) will normally be turned in to the FSC warehouse for repair or other disposition as directed by FSC.

f. All items for turn-in to DRMO must be processed through the FSC to obtain a document number. Units turning in items directly to the DRMO using their own unit-generated document number cannot be credited for the items by the FSC and a report of survey will be necessary to account for these items. Also, additional credit cannot be given for items turned in to DRMO that exceed the quantities shown on the original work order request and DD Form 1348-1A.

**2-38. Relief from Accountability.**

a. Procedures for accounting for lost, damaged, or destroyed property are contained in AR 735-5. Statements for reports of survey should answer the 5 W questions (Who?, What?, Where?, Why?, When?) as well as How?, and furnish a sound basis for a review. All individuals directly concerned should be indicated by name, organization, and social security number.

b. Property discovered lost, damaged, or destroyed should be reported to the FSC immediately. Discrepancies found upon completion of a joint inventory prior to change of command are the responsibility of the outgoing hand receipt holder. Any required documentation to account for these discrepancies must be initiated by that person. Assistance concerning item identification or the type of document needed to account for any discrepancies/losses may be obtained by calling the FSC.

**Section XI Grounds Maintenance**

**2-39. General.** The DPW is responsible for grounds maintenance in all community areas. The DPW shares grounds maintenance responsibilities with the installation coordinators.

**2-40. Assignment of Grounds Maintenance Responsibilities.** The DPW is responsible for the care and maintenance of the grounds in and around community areas. Only those grounds maintenance operations supporting mission, health, safety and/or security requirements and those necessary to avoid significant deterioration of facilities will be performed. Examples of these areas include clear zones around installations, maintaining sports

fields at the proper height for competition, control of vegetation on bunkers in ammunition storage areas, clearing of certain public-use areas (e.g. child development centers, community chapels, etc.). The installation coordinators will designate specific areas on each installation that are to be cared for on a self-help basis by individual units. An example of this type of area, although not limited to these areas, is grass cutting around unit-occupied buildings. The designation of "DPW responsible" and "self-help" areas within each installation is coordinated between the DPW and installation coordinators. Contact your installation coordinator for clarification of each unit's responsibility on the installation.

2-41. **Snow and Ice Removal.** Units are responsible for snow and ice removal from the entranceways into all facilities and all sidewalks, as assigned by the IC. Snow and ice must be removed prior to 0700 hrs daily. Salt is available through the IC offices and all other snow and ice removal equipment is available from the self-help stores. Snow and ice removal of roads and areas not addressed above is the responsibility of and prioritized by the DPW, O&M Div in coordination with the IC. Maps of these areas and their corresponding priorities are available for review at the IC offices.

2-42. **Request for Equipment and Supplies.** Units should contact the installation coordinators for loan of grounds maintenance equipment and supplies. In addition, the self-help store can provide equipment and supplies for grounds maintenance support.

### ***Section XII Heating Support***

2-43. **General.** Generally, heat will be provided when the average daily outside temperature drops below 60°F for 5 consecutive days; the long-range weather forecast is also considered. Areas considered for exception to the garrison policy are medical treatment and childcare facilities. Only the DPW may grant heating policy exceptions.

2-44. **Reporting Heating Problems.** Customers with heating problems in their quarters or buildings should call the service desk number applicable to their geographic location in para 1-7, Service Desk, or, if outside of normal duty hours, the following emergency numbers:

DSN 483-7175 or CIV 0631-411-7175 (all Army installations)  
DSN 489-6621/6622 or CIV 0631-536-6621/6622 (Air Force installations, excluding family housing)  
CIV 0631-534-830 (family housing)

2-45. **Electric/Space Heaters.** The use of electric space heaters to supplement primary heating systems is not authorized without written approval of the USAG Kaiserslautern DPW. Requests must be submitted to Commander, USAG Kaiserslautern, ATTN: DPW, Unit 23152, APO AE 09227, or call DSN 483-8612 for additional information. Where such heaters serve as the sole means of heating, DPW approval is not required. However, in all cases where electric heaters are used, the user is responsible for their safe and efficient operation.

### ***Section XIII Housing Services***

2-46. **General.** All family housing within the USAG Kaiserslautern area of responsibility is managed by the Air Force. The USAG Kaiserslautern (Army) Housing Office is tasked with the following:

a. Allocation and reallocation of barracks spaces at Miesau, Landstuhl, Pulaski and Rhine Ordnance Barracks, as well as Daenner, Kleber, and Sembach Kasernes.

b. Transient billeting, overseas duty training (ODT), and temporary change of station (TCS) housing.

c. Liaison for all Army personnel at Air Force Housing Office.

d. Family travel processing of Army personnel for Air Force Housing Office.

e. Issue of statements of nonavailability of barracks space.

f. Administration of barracks electronic door locks and issue of key cards.

2-47. **Permanent and Transient Billeting, ODT, and TCS Housing.** Policies and procedures for obtaining permanent and transient billeting, ODT, and TCS housing support are as follows:

a. All permanent party barracks are centrally administered by the USAG Kaiserslautern DPW Housing Division. Newly arriving unaccompanied Soldiers (E1-E6) will report to the Housing Division for barracks space assignment and clear through the Housing Division upon departure, as directed by the First Sergeant Barracks Program (FSBP).

b. Transient Billeting:

(1) The key organizations in the assignment and clearance process of transient billets are the sponsoring units and the USAG Kaiserslautern DPW Housing Division.

(2) Sponsoring units will provide written requests for transient billeting requirements to the USAG Kaiserslautern DPW, Housing Division, Unit 23152, APO AE 09227, telephone: DSN 483-8202, FAX DSN 483-8643.

(3) Sponsoring units will receive keys for the required spaces at least 1 duty day prior to the arrival day of soldiers during a joint inventory walk-through of the assigned area. During the inventory walk-through, room condition will be documented and all keys and Government property issued will be accounted for by using a hand receipt (DA Form 2062), signed by the sponsoring unit and the Housing Division representative. Sponsoring unit will receive a copy of the house rules, clearing procedures, and instructions for trash removal.

(4) Sponsoring units will return keys and spaces assigned by a joint inspection with a Housing Division representative during office hours the next duty day following the departure of the transient Soldiers. Purpose of the inspection is the return of all Government property and verification of compliance with clearing procedures.

#### ***Section XIV Painting***

2-48. **General.** Painting is accomplished through DPW managed contracts, DPW shops, or DPW supervised self-help projects. Customers may obtain paint and related materials from the self-help issue points on an as-available basis. Painting must be approved/supervised by the DPW.

2-49 **DPW Support.** The DPW will:

a. Monitor and program for the cyclic interior and exterior repair and painting of all facilities in the community.

b. Provide materials to customers for self-help painting.

2-50. **Request for Painting.** Customers desiring to paint USAG Kaiserslautern facilities should:

a. Request painting support using a facilities engineering work request (DA Form 4283).

b. Perform minor painting through the Self-Help or Expanded Self-Help Programs with DPW approval only.

2-51. **Restrictions.**

a. Customers will not paint the following surfaces:

- Brick
- Metal or vinyl siding
- Glass or fiberglass
- Wall paneling
- Aluminum doors
- Steps
- Concrete floors

- Curbing
- Aluminum frames
- Aluminum window frames
- Ceiling panels
- Ceramic tiles
- Floor coverings
- Galvanized Steel

b. All exterior painting must comply with the installation design guide for colors, and building numbers may not be over painted.

### ***Section XV Pest Control Services***

2-52. **General.** The DPW provides licensed pest control services to all facilities. USAREUR and local environmental laws prohibit the application of pesticides and chemicals other than by trained, licensed pest control personnel with the exception of a limited list of supplies approved for self-help issue.

2-53. **Customer Responsibilities.** Customers should:

a. Treat minor pest problems using self-help supplies obtained from the self-help issue points (see para 1-10). Contact the DPW Building and Grounds Branch, DSN 483-8949, for a list of authorized self-help pest control items with recommended minimum unit of issue (U/I). U/Is for the insecticides should be adhered to as much as possible.

b. Initiate a service order (see para 1-19) if the pest control problem is large or becomes a health hazard.

2-54. **DPW Support.**

a. Advise customers on proper application of approved self-help pest control supplies.

b. Provide pest control services to all Army facilities.

### ***Section XVI Roof Access***

2-55. **General.** Access to building roofs is restricted to personnel authorized by the DPW. Personnel requiring roof access should submit a facilities engineering work request (DA Form 4283) to the DPW for approval.

### ***Section XVII Satellite Dishes***

2-56. **General.** In 1990, 37 satellite dishes were purchased through a USAREUR-wide contract. They were procured for the single Soldier quarters only and hand-receipted by Furniture Support Center (FSC) to unit commanders. Currently, there are no additional satellite dishes available through this USAREUR program; however, units should contact the FSC, DSN 483-7994, for availability of dishes. Units transferring or inactivating will turn dishes back to FSC.

2-57. **Requests for Satellite Dishes.** Requests for satellite dishes for single Soldier quarters will be submitted to the FSC, DSN 483-7994. Upon availability, satellite dishes will be issued and hand-receipted to the unit commander. By submitting a facilities engineering work request (DA Form 4283), the USAG Kaiserslautern DPW will provide support in installing the satellite dish on the building. If no satellite dishes are available, the unit can purchase dishes with unit funds, however, the unit has to pay for installation, repair, and maintenance. Approval for installation must be obtained from the DPW prior to purchase of unit-funded dishes.

2-58. **Repair and Maintenance.** For maintenance and repair of satellite dishes purchased under the USAREUR contract, customers should place calls to the facilities engineering contractor, DSN 483-7175 (CIV 0631-411-7175). Units can verify if satellite dish was purchased under the USAREUR contract by contacting the DPW Contract Support Branch, DSN 483-8978/8223, and identifying the serial number and US property number on the dish. Unit-

purchased satellite dishes are not covered under this contract; therefore, maintenance and repair of these dishes is the responsibility of the unit. This also applies to installation and movement of the satellite dishes.

### **Section XVIII Self-Help**

2-59. **General.** Customers are encouraged to supplement DPW support by volunteering to accomplish small construction and repair projects. Where the capability exists, customers are afforded the opportunity to complete their own quality projects.

2-60. **Definition.** Self-help consists of two levels of customer participation:

a. Self-help to accomplish minor maintenance and repair. Examples are shown in appendix D. The type of work approved for self-help is similar to work performed by the DPW by service order.

b. Expanded self-help to accomplish any maintenance, repair, or minor construction work normally requested on a facilities engineering work request (DA Form 4283).

2-61. **Self-Help Supplies.**

a. Self-help customers must be certified to perform the type of work they wish to accomplish. Successful attendance at the self-help training is required for certification and to obtain a self-help card.

b. Supplies can be picked up directly from the Self-Help Issue Point (SHIP) store located in Bldg 1353, Miesau Depot, and the Expanded Self-Help Center located in Bldg 2425, Daenner Kaserne, Kaiserslautern.

2-62. **Expanded Self-Help Supplies.**

a. The same guidance as for the issue of self-help applies for the issue of expanded self-help supplies. In addition, a facilities engineering work request (DA Form 4283) must be submitted and approved prior to starting a project.

b. Provide sufficient information to explain what work is required, where the work will be done, and what technical assistance or training the customer needs.

c. Provide funds for non facility-related work such as:

(1) Unit mission projects (construction of vehicle enclosures, shelving, interior signs, etc.).

(2) Minor construction (construction of walls, picnic pavilions, etc.).

2-63. **Hours of Operation.** See para 1-10.

2-64. **DPW Support.** The DPW will:

a. Establish, maintain, and control self-help and expanded self-help programs.

b. Verify customer capability to accomplish requested self-help work and provide additional training when required.

c. Arrange for reimbursement by customer as required.

d. Obtain and issue self-help materials to customers.

e. Schedule any required technical assistance or training.

f. Inspect completed work and ensure facility records are updated.

## **Section XIX Signage**

### **2-65. General.**

a. The DPW is responsible for providing, erecting, and maintaining permanent identification and directional signs and markings essential for the functional requirements of the installation. Signs and markings for advertising or display, special functions, motivation, or operational purposes such as those used in connection with training exercises or recruitment, are not the DPW's responsibility.

b. In addition to those discussed below, the DPW also provides boundary, building number, room number, safety, and directional signs for federal highways and autobahns. Signs to be posted on federal highways and autobahns consist only of installation names, not organizations, and may be installed only by the DPW in coordination with the appropriate host nation authorities.

c. Customers request signs by sending a memorandum through their respective IC to the Commander, USAG Kaiserslautern, ATTN: IMEU-KAI-PWO, Unit 23152, APO AE 09227 (building 3104, Daenner Kaserne). The requestor fills out the appropriate organizational or directional sign request (see appendix E, which also contains examples of authorized signs) or other suitable diagram provided for other signs as needed along with an accurate diagram showing where the sign is to be installed and attaches these to the memo. The IC will validate the requirement before sending to the DPW. Normally, it takes 2-3 weeks to prepare and install a sign, depending on the workload.

d. Permanent signage installed without approval from the DPW will be removed by the DPW at cost – including any resulting damages - to the originating organization. Organizations will not modify signs installed by the DPW.

e. Generally, signs with commercial advertising will not be attached to US property, such as facilities or fences, due to the potential for damage to the property and the potential legal ramifications of implying endorsement of a commercial entity/product by the US Government. Signage promoting seasonal campaigns/activities may be temporarily installed on fences; however, signs must be removed no later than 2 weeks after the completion of the campaign or activity.

f. Signs are used to control traffic or to provide information. Signage will be kept to the minimum size and quantity required in order to prevent confusion and eliminate visual clutter within the installations. The DPW will verify the need for signage and may modify or disapprove customer requests as necessary.

### **2-66. Organizational Signs.**

a. Organizational signs identify the different organizations within a facility. Thus, there will likely be more than one organization listed on a single sign. Organizational signs are not building directories identifying subordinate organizations, staff, or sections in a facility – if such is required, organizations should purchase building directories for installation inside the building. However, where an organization's primary staff is split between buildings, those staff located away from the facility containing the headquarters, may have a separate sign indicating what primary staff is located in that building.

b. It is not necessary to identify every facility or organization on an installation: preparing and installing an organizational sign costs approximately \$300. Organizational signs will generally not be made for organizations below detachment level for military organizations unless warranted by customer volume. They will not be made for other organizations unless warranted by customer volume.

c. The standard organizational sign used in the USAG Kaiserslautern area of responsibility is brown laminated aluminum sheet, 2.5 ft high x 5 ft wide, with white lettering, with/without brown steel frame. If available at the DPW, official unit insignia will be put on the sign. If not available at the DPW, the organization may provide their insignia as a self-adhesive label (6 inches in diameter) to the DPW for application. If not available as such, the organization may provide a graphic copy in electronic format using Corel Draw or compatible software, in the best quality possible. The DPW may then have the insignia made.

d. Name signs are authorized only for unit commanders, 1SG, and CSM.

e. Mottos will not be put on signs.

f. In general, signs indicating hours of operation will not be made or installed by the DPW. While providing a measure of convenience, this is outweighed by the resources required to keep up with the frequent changes on numerous such signs throughout the community. If a facility's hours of operation are other than normal duty hours, the organization, in coordination with the building coordinator, may consider posting them at or near the facility entrance by means of printed matter, label, etc. As an exception, in those cases where a fence or other object prevents the customer from directly accessing the facility to determine the hours of operation, the DPW will provide and install a sign indicating the facility's hours of operation if needed.

#### 2-67. **Reserved Parking Signs.**

a. The authority for designating reserved parking spaces is delegated from the Garrison Commander to the Installation Coordinator for their respective installation. Reserved parking spaces should be held to the absolute minimum. Details are outlined in the garrison policy letter #16, USAG-K Reserved Parking Policy, available at the garrison website (<http://www.kaiserslautern.army.mil>).

b. A parking plan shall be established and maintained by each IC to track reserved parking spaces. While reserved parking spaces for non-specific military vehicles will be marked by the DPW, POV or military vehicle spaces reserved for personnel by name or by position are not permitted due to force protection considerations (AE Reg 190-1). In these cases, the space will be assigned a number by the IC and the DPW will put that number on the reserved parking sign. It is essential that the IC keep track of reserved parking spaces.

c. Commanders and directors of assigned and tenant units or activities may request authorized designated and reserved parking signs by submitting the requests through the IC to the DPW for validation and approval. A copy of the unit's MTOE/TDA must be attached to the request. A sample request is at appendix E.

d. Reserving parking spaces for customers should only be done when there is no parking within reasonable distance of the facilities or there is insufficient parking space available in the vicinity of a facility servicing a high volume of customers. This is also extremely difficult to enforce and is therefore viewed as a waste of resources in preparing and installing reserved customer-parking signs.

#### 2-68. **Directional, Security, and Traffic Signs.**

a. Directional signs will be installed only on larger installations where key service facilities or major unit headquarters (brigade/group and higher) are difficult to locate by visitors/customers unfamiliar with the installation. They will be kept to the minimum necessary to guide customers/personnel to the general vicinity of the building, at which point they can locate the facility by the building number. Not all organizations on a large installation require directional signs. If a service is not provided, there is no need for a directional sign.

b. Standard security signs (ARs 190-11, 190-13, 190-51) are required at each motor pool entrance, installation entrance, arms storage room/area and other restricted areas. A sample of these is shown at appendix E.

c. Requests for traffic signs and/or related new road markings must first be coordinated and approved by the US Forces Police Office located at Vogelweh. The request will then be submitted with a copy of the approval to the DPW. The address and phone for the US Forces Police is:

USAG Kaiserslautern Provost Marshal, Unit 23152, APO AE 09227, phone DSN 489-7331/7444  
Specify that you are on an Army installation.

d. AE Reg 190-1 establishes a standard speed limit of 30 kph throughout all Army installations unless otherwise determined and posted by the garrison commander. Signs establishing an installation-wide speed limit of 30 kph, unless otherwise posted, should be posted at or near each installation entrance. Higher speed limits are not permitted although the IC may direct a lower speed limit at locations within an installation where warranted. Given the establishment of an installation-wide speed limit, there is no further need for additional speed limit signs (unless a lower limit is desired at certain locations) within the installations and they should be removed. The maximum speed for passing troops in formation or when performing physical training is 15 kph.

## **Section XX Spring and Fall Cleanup**

2-69. **General.** Each spring and fall, a cleanup program will be sponsored by the DPW to improve the community's overall appearance.

2-70. **DPW Support.** The DPW will:

- a. Coordinate cleanup program and designate and publish community cleanup dates.
- b. Provide equipment, tools, and supplies.
- c. Coordinate special bulk trash, grass, and leaf collection services.

2-71. **Installation Coordinator Responsibilities.** The installation coordinator will:

- a. Establish an installation cleanup program, assigning areas of responsibility to installation tenants.
- b. Coordinate installation cleanup program with the DPW.
- c. Submit a list to the DPW at least 10 days prior to cleanup for the equipment, tools, and supply requirements.
- d. Contact the DPW Utilities Branch at DSN 483-8612, 3 weeks prior to order disposal containers.

2-72. **Customer Responsibilities.** Customers should:

- a. Support spring and fall cleanup programs and accomplish cleanup on designated dates.
- b. Provide installation coordinator with a list of all required equipment, tools, and supplies to support individual cleanup programs.

## **Section XXI Utility Rooms**

2-73. **General.** Most facilities in the community contain one or more utility rooms. Access to these rooms is restricted to personnel authorized by the DPW. Customers should not store any materials in these mechanical rooms. Storage of any materials in the mechanical rooms creates fire and life safety hazards.

## **Section XXI Waste Disposal**

2-74. **Refuse Collection and Disposal.** Contact the DPW Utilities Branch at DSN 483-8612 to report any problems with refuse collection or obtain information on proper disposal of trash on Army installations. Air Force is responsible for the Government family housing in KMC, and personnel living in off-post quarters must contact their landlord or the municipality responsible for their area.

2-75. **Recycling.** Recycling is mandatory in the Kaiserslautern Community, both for Army and Air Force. In Germany, recycling is the law. Mixing of trash and recyclables in either the recycling or the trash containers will result in the containers being rejected by the city. If you have questions regarding recycling, please contact the USAG Kaiserslautern DPW recycling program manager at DSN 483-8394/7791.

- a. All Army installations in the Kaiserslautern Community must recycle. Bulk containers are the only means used to collect recyclables.
- b. Paper, "light fractions", wood, electronic scrap, construction debris, and glass are required to be recycled. Containers for each type of material are located on each installation:
  - Paper containers are identified by blue stickers.

- Fractions containers are identified by yellow stickers.
  - Non-recyclable material containers are identified by black stickers.
  - Glass must be separated by color - green, brown and clear, and placed in the igloo type containers. Blue and colors other than brown and clear are placed in the green containers.
- c. Operating hours for the recycling yards within the USAG Kaiserslautern are at appendix J.

**APPENDIX A - ENGINEER REFERENCES**

AR 200-1	Environmental Protection and Enhancement
AR 210-20	Master Planning for Army Installations
AR 405-70	Utilization of Real Property
AR 420-1	Army Facilities Management
AR 420-41	Acquisition and Sales of Utilities Services
DA Pam 210-8	Housing Utilization Management
DA Pam 420-10	Space Management Guide
AE Sup 1 AR 420-1	Army Facilities Management
AE Reg 200-1	Army in Europe Environmental Quality Program
AFI 32-6001	Family Housing Management

The above publications can be reviewed or downloaded at the following websites:

Army publications: <http://www.apd.army.mil>

USAREUR/AE publications: <https://aepubs.army.mil>

Air Force publications: <http://www.e-publishing.af.mil>

## **APPENDIX B - ENGINEER WORK CLASSIFICATION**

1. **Maintenance.** Maintenance is the work required to preserve and maintain a facility in such condition that it may be used for its purpose. Maintenance includes work done to prevent damage that would be more costly to repair than to prevent. Examples include painting, caulking, renewal of disposable filters, and sealing bituminous pavements.
2. **Military Construction, Army (MCA).** MCA is defined as construction exceeding \$750,000, which is funded by Congressional appropriation. Funds are appropriated for specific undertakings that provide a complete and usable facility.
3. **Minor Construction.** Minor construction is defined as construction projects meeting criteria outlined in AR 420-1, with a funded cost of \$750,000 or less. Construction is the erection, installation, or assembly of a new facility; in addition, expansion, extension, alteration, conversion, or replacement of an existing facility; the relocation of a facility from one installation to another. Construction includes equipment installed and made a part of such facilities, related site preparation, excavation, filling, and other land improvement.
4. **Repair.** Repair is defined as the restoration of a facility to such condition that it may be used for its purpose. Repair may be overhaul, reprocessing, or replacement of deteriorated component parts or materials. This includes repair or replacement of failed or failing components to meet current Army standards and codes where such work should be done concurrently with restoration. Replacement parts or materials that are more durable and provide longer life may be substituted for original parts and materials. The intent is to provide the most durable, energy efficient, low maintenance, and cost effective items.

## APPENDIX C - FACILITIES ENGINEERING WORK REQUEST

1. The originator will prepare a facilities engineering work request (FEWR) on DA Form 4283 (electronic form is available at publications/forms websites <https://aepubs.army.mil> or <http://www.apd.army.mil>). He/she will completely describe and justify the required work and attach required sketches, plans, and diagrams in duplicate.
2. The originator will forward the DA Form 4283 to the appropriate company/staff director or higher commander for review and signature of the requester.
3. The customer is responsible for obtaining all required coordination before submitting the work request to the installation coordinator. For example, work requests pertaining to physical security, safety, and health will be coordinated with the appropriate activity director prior to submission to the installation coordinator.
4. Customers planning to purchase new equipment requiring facilities engineering support to install, operate, provide utilities, and/or maintain will coordinate requirements with the DPW and submit a DA Form 4283 prior to submitting equipment requisitions. Failure to do so could delay or preclude the installation of equipment. Work request requiring an increase of energy consumption shall be thoroughly analyzed by the requester and justified in detail in accordance with AR 420-1.
5. Detailed instructions for filling out the DA Form 4283 are as follows (sample is attached as annex A to this appendix):
  - a. In the BUILDING/FACILITY NUMBERS field, enter the number of the facility for which the work is requested. If the request involves more than one facility, enter the additional facility numbers in the top line, and if required, in the appropriate blocks of the second and third lines. If the facility number is not known, contact the USAG Kaiserslautern DPW MES Branch at DSN 483-6281 to determine the facility number. If work is between buildings, appropriate numbers should be identified in the description of work. Computerized list of facilities at each installation are available from the DPW MES Branch.
  - b. Enter the year, month, and day of the request in the DATE field on the top line.
  - c. Provide the information required in the INSTALLATION NAME, CUSTOMER NAME, POC NAME, and POC PHONE NUMBER fields. Add POC email address and an alternate POC info in the REMARKS block. The POC should be the person in the organization that is directly interested in and familiar with the work to be accomplished.
  - d. In the block WORK DESCRIPTION, describe the work in sufficient detail that its scope and nature can be fully understood by someone who has not seen the building or problems. Specify the exact location of the work using building number, room number, or whatever is available to exactly identify the location (attach a sketch in duplicate as necessary). Define the total scope of work, including the overall task objective. Further, break it down into individual line items of work. Specify quantities desired, if known, or other basis of scope requirements. (Example: Do you want five 4-tube, 4-foot fluorescent fixtures, or are you really after 110 foot candles of illumination at desk level, or do you want standard lighting for an office space?). If any of the individual line items of work depend on another work request, contract, etc., identify it. If at all possible, provide photographs, drawings, or sketches with measurements and other information needed to clearly describe requirements. Define the requirement; let the design define the actual project. Sometimes the simplest sketch will save two pages of words. If the customer is to furnish material or equipment, identify the material or equipment, including description, quantities, present location, and any other pertinent information. The description of materials is especially important in requests for self-help. Customers should call attention to any unusual conditions or requirements, such as specified completion date or requested accomplishment when the occupant is on leave or TDY. The work requested must be fully justified to include authority, regulation, mission, etc. to assist in the approval process. For safety projects, identify the OSHA safety classification given by the Safety Office and attach a letter from the Safety Office. Inform the DPW if the project will be accomplished by self-help, is reimbursable or urgent.
  - e. Include dates that must be met and what will happen if the dates are not met. All urgent requests require a certificate of urgency signed by a colonel or above, commander, or a staff director.

f. In the block AUTHORIZED REQUESTOR, enter the name, rank, organization, telephone number, and signature of the official authorized to request work. Commanders/staff directors of tenant units/activities must sign in the requester information block prior to submission to the installation coordinator (IC).

g. All items not specified above will be left blank. If you require additional information, contact the MES Branch at DSN 483-6281 or 483-7315.

ANNEX A TO APPENDIX C - SAMPLE DA FORM 4283

Assigned by Installation Coordinator		FACILITIES ENGINEERING WORK REQUEST	
For use of this form, see DA Pam 420-6; the proponent agency is OACSIM.			
PART A <i>(See requestor instructions)</i>	CUSTOMER ID	DOCUMENT SERIAL NUMBER	TYPE
	ABC	00090	6
INSTALLATION ABBREVIATION OF FACILITIES		SHORT JOB DESCRIPTION	
1 KL		Repair Roof	
2			
3			
REMARKS		BUILDING/FACILITY NUMBERS	
POC email first.last@us.army.mil; alternate POC name, phone number, email address		1 2 3 4 5 6 7 8 9 10	
INSTALLATION NAME		CUSTOMER NAME	
Daenner Kaserne		999th Maint Bn	
POC PHONE NUMBER		POC NAME	
DSN 483-1234		Jim Worker	
WORK DESCRIPTION <i>(Description and justification of work request)</i>			
Repair leaking roof of bldg 3104. There are numerous cracks in the outer skin of the roof. Patchwork under service orders has not solved the problems. If roof repair is not accomplished, leaking rain water will cause damages to the building and high dollar value equipment.			
AUTHORIZED REQUESTOR <i>(Type or print)</i>			
John Manager, Commander, 999th Maint Bn, 483-9876			
AUTHORIZED REQUESTOR SIGNATURE			
			
PART B <i>(Approving Official Only)</i>		DATE	
APPROVAL ACTION CODE:		DA MON YR	
WORK REQUEST PRIORITY:			
PROGRAM INDICATOR CODE:			
ENVIRONMENTAL IMPACT		WORKCLASS	
YES <input type="checkbox"/>	NO <input type="checkbox"/>	ENVIRONMENTAL CONSIDERATION	IN-HOUSE <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	EIS / EIA INITIATED	SELF-HELP <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	EIS / EIA COMPLETED	CONTRACT <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		TROOP <input type="checkbox"/>
DESIGN APPROVAL <i>(Please type or print name)</i>		APPROVAL AUTHORITY <i>(Please type or print name)</i>	
DESIGN APPROVAL SIGNATURE		APPROVAL ACTION	
		APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/>	
DATE		DATE	
DA MON YR	DA MON YR	DA MON YR	DA MON YR

DA FORM 4283, AUG 1978, IS OBSOLETE.

ANNEX A TO APPENDIX C – continued - REVERSE SIDE OF DA FORM 4283

COMPLETION INSTRUCTION FOR DA Form 4283 - FACILITIES ENGINEERING WORK REQUEST

(Part "A" completed by requestor per instructions below)  
 (Part "B" completed by the DPW in accordance with local procedures)

PART "A"

**CUSTOMER ID:** One to three alpha numeric characters per local DPW policy. A code used to identify the user, occupant, owner of a facility, or the organizational activity submitting a work request.

**DOCUMENT SERIAL NO:** Must be five alpha numeric characters. Based on local procedures, this number may be generated and entered by the requestor or computer generated and assigned by DPW. It is a number which indicates a place in a series and when used in conjunction with installation number, customer identification, document type, and fiscal year, it uniquely identifies one document of a particular type.

**FISCAL YEAR:** The last digit of the fiscal year; i.e., '3' for Fiscal Year 2003.

**TYPE:** Leave blank; DPW Work Reception will complete

**SHORT JOB DESCRIPTION:** Up to 30 alpha numeric characters that provide a description with a concise summary statement of the work to be performed.

**DATE:** The date Work Request was completed (Format - 15 JUL 03).

**INSTALLATION ABBREVIATION:** Up to eight alpha numeric characters for the locally assigned abbreviation of the installation's officially designated name; e.g., Fort Benjamin Harrison abbreviated as Fort Ben.

**FACILITY NUMBER:** A code of five alpha numeric characters which represent the unique serial number assigned to a real property facility within an installation for identification through its life cycle, e.g. P0001.

**REMARKS:** At a minimum, include email address of the Primary POC and an Alternate POC for requested work.

**INSTALLATION NAME:** The official name of an Army real estate holding and the principal function as defined in the real property inventory, e.g., Fort Lee.

**CUSTOMER NAME:** The name or description of the user, occupant, owner of a facility, or the organizational activity authorized to submit a request for work consisting of up to 15 alpha numeric characters.

**POC NAME:** Name of the person responsible for specific work information about requested work consisting of up to 15 alpha numeric characters (Format - Last Name, First Name)

**POC PHONE NUMBER:** Phone number for POC of this particular work request consisting of up to 12 alpha numeric characters.

**WORK DESCRIPTION:** Description of work to include impact and justification.

**AUTHORIZED REQUESTOR:** The name of the individual who is authorized to request work.

**SIGNATURE:** Signature of Authorized Requestor.

**APPENDIX D – SELF-HELP TASK LIST**

The following is a list of self-help tasks, which should reasonably be expected to be performed by occupants of community facilities. Each task is followed by letter codes as follows:

**E = Encouraged; R = Mandatory; G = Government Supplied Material; O = Occupant Supplied Material**

<u>Carpentry</u>	<u>Code</u>
Minor repair of wood fences and exterior storage (repair damaged rails, lift sagging gates)	EG
Reset finishing nails	EG
Refasten coat hooks, clothes poles, closet shelves	EG
Tighten/replace hinges, knobs, latches, handles	EG
Lubricate locks and hardware	EG
Replace doorstops	EG
Replace caulking around doors and windows	EG
Repair/replace door and window screens	EG
Repair/replace curtain rods and accessories	EG
Hang pictures and mirrors	RO
Replace/adjust kitchen and bathroom hardware (install/tighten paper holder, soap dishes, etc.)	EG
Adjust drawers (sand/lubricate sticking edges)	EG
Patch holes/fill cracks in wallboard or plaster	EG
Repair kitchen cabinets	EG
<u>Painting</u>	
Paint building interior	EG
<u>Electrical</u>	
Replace broken globes	EG
Replace starters	EG
Reset tripped circuit breakers	EG
Replace ceiling fixture (bulb)	RG
<u>Plumbing</u>	
Unclog drains and toilets	EG
Repair leaky faucets, replace faucet handles	EG
Repair/replace shower heads	EG
Tighten/replace toilet seat	EG
Correct running toilet (flush ball, float ball)	EG
Adjust water level in toilet tank	EG
Replace stopper and strainer	EG
Replace and clean faucet aerator	EG
Caulk around tub and tile	EG
Perform first aid for leaky pipes	RG
Dismantle trap under sink to unclog	EG
<u>Gas</u>	
Report suspected gas leaks	RO
<u>Appliances</u>	
Clean filters in kitchen exhaust	RG
Replace light bulbs in appliances	RG
<u>Grounds Maintenance</u>	
Mow, rake, edge lawns	RG
Water planters and flower beds	RG
Clean and maintain yard	RG
Fill ruts and eroded areas	EG

Paved and Stabilized Areas

Clean walks, patios, steps, and platforms	RG
Clean oil and grease from pavement	RO
Remove snow and ice from walks and drives	RG

**APPENDIX E – REQUESTS FOR SIGNS**

**REQUEST FOR ORGANIZATIONAL SIGN**

Installation: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Bldg #: \_\_\_\_\_ Req. No.: \_\_\_\_\_  
(if required)

Sign size: \_\_\_\_\_

Background Color: \_\_\_\_\_

Letter Color: \_\_\_\_\_

Crest?	Yes	No	(circle one)
Both Sides?	Yes	No	
Frame Required?	Yes	No	
Name Signs Required?	Yes*	No	

\*(name signs authorized for Commanders/1SG/CSM only)

Fill in requested sign text

CDR:

1SG or CSM:

Fill in requested name(s) text (if authorized /required)  
Use 3 letter abbreviation for rank (CPT, MAJ, LTC, COL, CSM, 1SG, etc.)  
For example: CPT John Smith



APPENDIX E - continued

SAMPLE REQUEST FOR RESERVED PARKING SIGN

UNIT LETTERHEAD		
OFFICE SYMBOL	DATE	
MEMORANDUM THRU INSTALLATION COORDINATOR		
FOR DIRECTORATE OF PUBLIC WORKS, USAG KAISERSLAUTERN, UNIT 23152, APO AE 09227		
1. Request the below-listed reserved parking signs be provided for:		
UNIT NAME: _____		
POC NAME: _____ PHONE # _____		
INSTALLATION AND BLDG # _____		
EMAIL ADDRESS: _____		
POSITION/RANK/GOV LICENSE NUMBER	INSTALLATION	SPACE #/DESCRIPTION ON SIGN
2. Description of current reserved parking signs:		
POSITION/RANK/GOV LICENSE NUMBER	INSTALLATION	SPACE #/DESCRIPTION ON SIGN
3. The unit's current MTOE/TDA is attached.		
Encl	SIGNATURE OF UNIT COMMANDER/ DIRECTOR	

APPENDIX E – continued

EXAMPLES OF AUTHORIZED SIGNS



Organizational sign



Directional sign



Restricted area sign



Hazardous material sign



Reserved parking sign



Controlled area sign



Alarm system sign



No smoking sign



APPENDIX G

SAMPLE KEY DUPLICATION REQUEST

LETTERHEAD

OFFICE SYMBOL

MEMORANDUM FOR USAG Kaiserslautern DPW, ATTN: IMEU-KAI-PWB, Unit 23152, APO AE 09227-3152

SUBJECT: Key Duplication Request

1. Request the following key(s) be duplicated:

Bldg#	Room#	Other lock location (e.g. main entrance)	# of keys requested

2. Name of unit/organization:

3. Installation/Kaserne:

4. Justification: (state why keys are required)

5. A copy of the DA Form 5513-R, Key Control Register and Inventory, is attached.

6. The POC is the undersigned or \_\_\_\_\_ at DSN \_\_\_\_\_.

SIGNATURE  
NAME OF KEY CUSTODIAN

APPROVED/DISAPPROVED:

\_\_\_\_\_  
(DPW APPROVAL AUTHORITY)

\_\_\_\_\_  
(DATE)

APPENDIX H

ENERGY MONITOR'S CHECKLIST (ENGLISH)



USAG Kaiserslautern

ENERGY MONITOR'S CHECKLIST



Installation: \_\_\_\_\_  
Building Monitor: \_\_\_\_\_

Building #: \_\_\_\_\_  
Date: \_\_\_\_\_

Possible Energy Violations		Yes	No	NA	Corrective Action
<b>Lighting</b>					
1	Lights left on in unoccupied areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM
2	Lights in use when daylight sufficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM
3	Exterior lights on during daytime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
4	Lamp covers are dirty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM
5	Light levels in corridors, stairwells too high	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO + DPW
6	Lighting in work areas exceeds requirements for task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
7	Light bulbs with excessive wattage in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
8	"Turn it off" - sticker not on light switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM
9	Lights over partitions, stacks, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
10	Excessive exterior illumination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
<b>Electrical Equipment</b>					
1	Devices left running when not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
2	Vending machine lights on after work hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
<b>Water</b>					
1	Faucets leaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
2	Flow rates excessive (gallons per minute)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
3	Pipe insulation missing or damaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
4	Temperatures exceeding 110°F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO + DPW
5	Water leaks in pipes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
6	Hot water is not insulated or insulation is damaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
<b>Heating and Cooling</b>					
1	Unconditioned areas not closed off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM
2	Air Conditioners running after work hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM
3	Air vents obstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM / SO
4	Windows and exterior doors left open (including vestibule doors)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM
5	Room temperatures higher than 72°F during winter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM / SO
6	Temperatures in air conditioned rooms lower than 78°F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM / SO
7	Thermostats damaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
8	Radiators dirty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
9	Air filters dirty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
10	Pipe insulation missing or damaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
11	Electrical space heater in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DPW
12	Unauthorized personal air conditioner in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DPW
<b>Refrigeration</b>					
1	Seals on refrigerator doors damaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
2	Refrigerator / freezer needs defrosting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM
3	More refrigerators in use than necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
<b>Building</b>					
1	Broken windows and doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
2	Caulking around windows, doors and exterior joints cracked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
3	Weather-stripping around windows and/or doors defective or missing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
4	Exterior doors misaligned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
5	Unoccupied buildings consume excessive amount of energy and water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DPW

Abbreviations for Corrective Measures:

BM: Building Monitor

SO: Service Order

DPW: Directorate of Public Works

Use back of page for additional comments->

APPENDIX H - continued

ENERGY MONITOR'S CHECKLIST (GERMAN)



USAG Kaiserslautern  
ENERGY MONITOR'S CHECKLIST



Installation: \_\_\_\_\_  
Building Monitor: \_\_\_\_\_

Gebäude-Nr.: \_\_\_\_\_  
Datum: \_\_\_\_\_

Mögliche Energie-Verschwendungen		Ja	Nein	NA	Korrektur-Maßnahmen
<b>Beleuchtung</b>					
1	Beleuchtung in unbenutzten Bereichen eingeschaltet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM
2	Beleuchtung eingeschaltet obwohl Tageslicht ausreichend wäre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM
3	Außenbeleuchtung während des Tages eingeschaltet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
4	Lampengehäuse verschmutzt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM
5	Beleuchtungsstärke in Treppenhäusern und Fluren zu hoch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO + DPW
6	Beleuchtung in Arbeitsbereichen übertrifft Erfordernisse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
7	Leuchtmittel mit zu hoher Wattzahl im Gebrauch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
8	"Turn it off" Sticker nicht am Lichtschalter angebracht	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM
9	Licht über Abtrennungen, Stapeln etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
10	Übermäßige Außenbeleuchtung	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
<b>Elektrische Geräte</b>					
1	Geräte eingeschaltet auch wenn nicht im Gebrauch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
2	Beleuchtung in Warenautomaten nach der Arbeitszeit noch eingeschaltet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
<b>Wasser</b>					
1	Wasserhähne undicht	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
2	Wasserdurchfluss zu hoch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
3	Rohrisolierung beschädigt oder nicht vorhanden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
4	Wassertemperaturen über 43°C (109.4°F)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO + DPW
5	Rohre undicht	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
6	Warmwasserrohre nicht oder ungenügend isoliert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
<b>Heizung und Klimatisierung</b>					
1	Klimatisierte und nicht klimatisierte Bereiche nicht abgetrennt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM
2	Klimaanlage nach Arbeitszeit noch eingeschaltet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM
3	Lüftungsgitter blockiert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM / SO
4	Fenster und Außentüren offen (einschließlich Windfang-Türen)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM
5	Raum-Temperaturen über 22°C (72°F) während der Heizperiode	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM / SO
6	Temperaturen in klimatisierten Räumen unter 26°C (78°F)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM / SO
7	Thermostat beschädigt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
8	Radiatoren verschmutzt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
9	Luftfilter verschmutzt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
10	Rohrisolierung beschädigt oder nicht vorhanden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
11	Elektro-Heizgeräte im Einsatz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DPW
12	Klimagerät ohne Genehmigung im Einsatz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DPW
<b>Kühl- und Gefriergeräte</b>					
1	Dichtungen am Kühlschrank beschädigt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
2	Gefrierschrank / Kühlschrank muss enteist werden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BM
3	Mehr Kühlschränke als notwendig im Einsatz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
<b>Gebäude</b>					
1	Beschädigte Fenster oder Türen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
2	Dichtungen an Fenstern, Türen oder externen Verbindungen defekt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
4	Außentüren nicht richtig ausgerichtet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO
5	Leere Gebäude benötigen zu viel Energie und Wasser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DPW

Abkürzungen für Korrektur-Maßnahmen:

BM: Building Monitor

SO: Service Order

DPW: Directorate of Public Works

Bitte Rückseite für zusätzliche Anmerkungen benutzen->

APPENDIX I - continued

HAZARDOUS WASTE STORAGE AREAS AND OPERATING HOURS

**Hazardous Waste Storage Area (HWSA) Locations and Operating Hours**

<b>Panzer Kaserne, bldg 93047</b>		<b>Rhine Ord Barracks, bldg 364</b>	
Monday	10:45-11:45	Monday	08:00-11:30
Tuesday	closed	Tuesday	closed
Wednesday	closed	Wednesday	12:30-14:30
Thursday	closed	Thursday	closed
Friday	closed	Friday	13:00-14:30
<b>Daenner Kaserne, bldg 3123</b>		<b>Landstuhl Heliport, bldg 3375</b>	
Monday	08:00-10:30	Monday	closed
Tuesday	closed	Tuesday	10:15-12:00
Wednesday	13:00-14:00	Wednesday	closed
Thursday	closed	Thursday	closed
Friday	closed	Friday	closed
<b>Kaiserslautern Army Depot, bldg 2323</b>		<b>Landstuhl Hospital, bldg 93703</b>	
Monday	closed	Monday	closed
Tuesday	07:30-11:30 + 12:30-16:00	Tuesday	08:00-10:00
Wednesday	closed	Wednesday	closed
Thursday	07:30-11:30 + 12:30-16:00	Thursday	08:00-10:30
Friday	07:45-11:30 + 12:30-13:00	Friday	closed
<b>Kleber Kaserne, bldg 3261</b>		<b>Husterhoeh Kaserne, bldg 4132</b>	
Monday	12:45-15:30	Monday	closed
Tuesday	closed	Tuesday	closed
Wednesday	08:00-11:30	Wednesday	08:00-11:30
Thursday	closed	Thursday	closed
Friday	13:00-14:30	Friday	closed
<b>Pulaski Barracks, bldg 2904</b>		<b>Miesau Army Depot, bldg 1261</b>	
Monday	13:00-14:30	Monday	closed
Tuesday	closed	Tuesday	13:30-16:00
Wednesday	closed	Wednesday	closed
Thursday	closed	Thursday	11:00-14:00
Friday	closed	Friday	closed
<b>Sembach Kaserne, bldg 132</b>			
Monday	closed		
Tuesday	closed		
Wednesday	14:30-15:30		
Thursday	closed		
Friday	closed		

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APPENDIX I

RECYCLING YARDS OPERATING HOURS

OPERATION OF RECYCLING YARDS								
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Holidays (HN & US)
<b>Panzer</b>	16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	16:00 - 17:00	closed	closed	closed
<b>Daenner</b>	8:00 - 11:30 12:30 - 15:50	13:00 - 14:00	13:00 - 14:00	13:00 - 14:00				
<b>Kleber</b>	7:00 - 10:00 12:00 - 17:00	10:30 - 12:15	10:30 - 12:15	10:30 - 12:15				
<b>ROB</b>	7:30 - 11:30 13:00 - 17:00	9:00 - 11:30 13:00 - 18:30	7:30 - 11:30 13:00 - 17:00	9:00 - 11:30 13:00 - 18:30	7:30 - 11:30 13:00 - 17:00	14:30 - 16:30	14:30 - 16:30	14:30 - 16:30
<b>Miesau</b>	9:00 - 11:30 13:00 - 18:30	10:30 - 13:00	10:30 - 13:00	10:30 - 13:00				
<b>Landstuhl</b>	9:00 - 12:00 13:00 - 18:00	14:30 - 16:30	14:30 - 16:30	14:30 - 16:30				
<b>Sembach</b>	10:00 - 18:00	closed	10:00 - 18:00	closed	10:00 - 18:00	closed	closed	closed