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INSTALLATIONS
Operation, Care and Maintenance of Facilities

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** This directive supersedes DD 600.1, dated 1 April 2003, with all changes.*

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CHAPTER 1

GENERAL

1-1. PURPOSE. This directive establishes the policies for the operation and maintenance of National Guard Armories, Army Aviation Support Facilities, maintenance facilities, personnel centers, and training facilities of the New Jersey Department of Military and Veterans Affairs (NJDMAVA).

1-2. APPLICABILITY. This directive is applicable to New Jersey Army National Guard (NJARNG) station commanders, station supervisors, Regional Supervisors, Chief Armorers and Armorers.

1-3. REFERENCES. See Appendix A.

1-4. DEFINITIONS. See Appendix B.

1-5. OBJECTIVE. This directive establishes the procedures for the operation, care and maintenance of NJDMAVA's facilities and property utilized by the New Jersey Army National Guard (NJARNG).

1-6. RESPONSIBILITIES. See Appendix C.

1-7. APPOINTMENT OF STATION COMMANDERS. The highest ranking full time soldier (AGR or technician) of the senior military headquarters or organization at a facility or installation will be appointed as the Station Commander by NJARNG Chief of Staff on behalf of the Adjutant General (TAG).

1-8. APPOINTMENT AND REMOVAL OF STATE ARMORER PERSONNEL.

a. NJARNG Armories, facilities and installations under the management of NJDMAVA may be assigned an Armorer based on available resources for the proper operation and maintenance of the facility.

b. Appointments to Armorer positions are in the unclassified service of the State of New Jersey. Employees are considered to have State seniority effective on the first working day following the date of initial hire.

c. An Armorer may be removed for cause by the appointing authority.

d. An Armorer will be required to respond for emergency duty, if they are deemed mission essential, for the type of emergency existing. An Armorer failing to respond without reasonable justification shall be subject to disciplinary action. Overtime must be approved by the Chief, Facilities Management Bureau.

e. Absences without approval for five (5) consecutive work days or failure to return from any leave of absence within five (5) work days after the termination of such leave will be considered a resignation not in good standing.

f. Title 4A of the New Jersey Administrative Code (NJAC), and appropriate union handbooks discuss all administrative and disciplinary matters. Questions regarding these documents may be addressed to the Director of Human Resources Division (HRD) in NJDMAVA.

1-9. WORK SCHEDULE.

a. An Armorer will normally be scheduled to work a normal forty (40) hour work week.

b. The workweek will be scheduled to meet the facility's or installation's use requirements and may include Saturday and/or Sunday as a work day within the basic work week.

c. Where possible, the basic workweek will be scheduled as five (5) consecutive, eight (8) hour days within the period beginning at 0001 hours on Saturday to 2400 hours on Friday.

d. The workweek will begin on a Saturday and end on the following Friday. The normal workday begins at 0800 hours and ends at 1630 hours. In multi-Armorer facilities, two (2) shifts will be maintained. The second shift normal hours will be 1100-1930.

e. An Armorer is entitled to a thirty (30) minute lunch break and two 15 minute rest periods – one rest period for every four (4) hours worked.

f. Variations of starting and ending times are permitted to meet the needs of the facility, but Armorers must be made aware of shift changes at least two (2) weeks prior to scheduled changes.

g. An Armorer may not be assigned to work a permanent night shift without prior approval of the Chief of the Facility Management Bureau (ID-FMB).

1-10. OVERTIME.

a. All requests for overtime work, except in emergency situations, must be forwarded to NJDMAVA, Attn: ID-FMB for approval at least two (2) weeks prior to the requested date.

b. Approval for overtime shall only be granted when an Armorer is required to perform Armorer services during a time period which is not a regularly scheduled work period.

c. An Armorer will be required to respond for emergency duty, if they are deemed mission essential, for the type of emergency existing. An Armorer failing to respond without reasonable justification shall be subject to disciplinary action.

d. Overtime may be scheduled in support of holidays which are not common to both Federal and State personnel (Lincoln's Birthday, Good Friday and Election Day) which occur during the heating season. Two weeks notice for scheduling is required to complete coordination, approval and funding.

e. Overtime payment, if authorized, will normally be awarded at the rate of 1½ times the regular rate of pay for each hour worked. Compensation for emergency snow removal is based on a separate payment schedule which compensates employees for the specific type of work performed in support of emergency snow removal.

f. Emergency overtime may be authorized in situations where the disruption of critical service poses a danger to health and safety. The Station Commander or representative will request this authorization by contacting the Chief, ID-FMB at (609) 530-6907. Station Commanders are responsible to submit a follow up memorandum to this office, Attn: ID-FMB, stating the nature of the emergency, Armorer's name(s), duties performed, and date(s) and hours worked.

g. Overtime in support of facility rental will be compensated in accordance with current rental/lease agreement rates.

h. It must be understood that Armorer's schedules must be flexible to adjust to the varying Armory uses

1-11. VACATIONS (Annual Leave).

a. Schedules shall be arranged and submitted to the Station Commander for review and comment and forwarded to the appropriate Regional Supervisor (ID-FMB) for approval. Armorers may be requested to present a tentative vacation leave schedule at the beginning of the calendar year for planning purposes.

b. Vacations may be requested for any time of the year; however, proper support of Armory activities will be the controlling factor regarding approval. Employees are requested to provide at least one (1) week notice for every week of scheduled vacation.

c. Vacations in excess of one (1) continuous workweek must be approved by the Chief, FMB. Requests for this consideration are to be forwarded through NJDMAVA, Attn: ID-FMB. Requests must be accompanied by the Regional Supervisor's recommendation for approval or disapproval.

d. Vacation may not be requested for either the week prior to or following a tenant unit's annual training period or any other military training period in excess of five (5) working days.

1-12. SICK LEAVE, ADMINISTRATIVE LEAVE AND MILITARY LEAVE

a. All sick, administrative and military leave will be in accordance with applicable State and Departmental codes, rules, regulations, and directives.

b. Questions regarding these types of leave may be addressed to the Director of Human Resources Division (HRD) in NJDMAVA.

1-13. PERSONNEL ASSESSMENTS.

a. Each Armorer's performance shall be reviewed and assessed in accordance with the requirements of the Performance Evaluation System (PES) established by the New Jersey Department of Personnel. The PES Form is DPF-510. The PES shall not be considered a job description.

b. Station Commanders shall provide input to the Regional Supervisor for inclusion into an Armorer's PES.

c. An employee's PES will be in accordance with applicable State and Departmental codes, rules, regulations, and directives.

d. Questions regarding the PES may be addressed to the Director of Human Resources Division (HRD) in NJDMAVA.

1-14 ARMORER SAFETY PROGRAM. See Appendix D.

CHAPTER 2

MAINTENANCE OF BUILDINGS AND GROUNDS

2-1. PURPOSE. To establish the standard of use, care and maintenance for all NJDMAVA facilities.

2-2. RESPONSIBILITIES. The Station Commander has the overall responsibility for the proper use, care and maintenance of their facility. The Station Commander will ensure that non-military users, troops and maintenance employees of the facility meet their specific responsibilities.

a. Non-military personnel or civic groups and organizations using the facility are responsible for the performance of janitorial services as specified in the rental/lease agreement. Armorers providing such services during a lease or rental must do so in an overtime (lease) status. Substandard conditions are to be immediately corrected, if repairs are within the Armorer's capability. Repairs beyond the capabilities of the Armorer are to be reported to ID-FMB on a Project Work Order Request, NJDMAVA Form 104 (refer to Appendix E).

b. Military Commanders are responsible to ensure:

(1) All areas within the facility are policed after each use.

(2) Military members maintain kitchen areas, clean grease traps after each use, store food properly and clean up all litter and food.

(3) All trash is placed in proper receptacles furnished for that purpose. Departmental Directive concerning recycling will be followed.

(4) Return training aides to assigned storage areas.

(5) Use of ashtrays and sand urns in designated outside smoking areas.

(6) Store all unit equipment in a planned and orderly manner.

(7) During inactive duty training periods, unit commanders are responsible for maintenance and appearance of facilities.

c. Armorer(s) will clean the latrines and office area(s) in an FMS, CSMS and/or AASF.

(1) All other areas shall be the responsibility of the Shop Foreman and fulltime federal personnel.

(2) During inactive duty training periods, unit commanders are responsible for maintenance and appearance of facilities.

d. The Regional Supervisor has the delegated responsibility for the effective employment of Armorers and building service workers in maintaining the appearance and condition of the facility.

2-3. STANDARDS OF CARE AND MAINTENANCE: The facility shall be maintained in a hazard free condition, neat and clean, in a state of good repair, with all systems fully and safely operable. Compliance with the provisions of all applicable fire, safety and OSHA codes, ordinances and this directive are mandatory.

a. Grounds are continually in the public eye and must be maintained in first class condition. Extreme care is required to ensure elimination of a condition which may constitute a nuisance or hazard to the public.

(1) Grounds shall be kept filled and graded to provide water drainage away from the facility building and other structures. Grounds areas shall be fully seeded and grass kept neatly cut. At facilities with extensive acreage, which cannot be economically maintained as a lawn area, such areas shall be mowed at intervals, which minimize the hazard of fire. All areas shall be maintained free from brush, trash, and litter. Trees shall be kept trimmed of dead branches and shall be removed when their condition is such as to form a hazard. Trees will not be removed until ID-OEC is notified.

(2) Flag Poles shall present a neat plumb appearance, free from rust and defects, with all pulleys and ropes complete and fully operational. Poles shall be repainted before paint deterioration causes unsightly and damaging condition. The base shall be structurally sound and free from cracks and defects.

(3) Sidewalks shall be level with all sections joined. Top surfaces shall be complete and free from spalling. The sidewalks shall be kept free from plant growth, dirt and debris. Snow and ice shall be cleared expeditiously, and shall be maintained as a minimum in accordance with local ordinances. Rock salt used for snow and ice removal purposes shall be used sparingly. Attempts will be made to keep salt away from grassy areas.

(4) Driveways and Curbing shall be kept level, with all sections jointed, free from holes, spalling, or other defects. Driveways and curbing shall be kept free of plant growth, dirt, and debris. Snow and ice shall be cleared expeditiously, and shall be maintained as a minimum in accordance with local ordinances.

(5) Parking Areas shall be graded to provide water drainage, free from holes or other hazards, and obstructions shall be marked and protected from damage by collision when necessary. Paved and hard stand parking areas shall be kept free from plant growth and debris. Snow and ice shall be cleared expeditiously. Parking spaces for handicapped shall be properly designated and marked.

(6) Helipads shall be properly marked and free of obstructions and debris. Helipad markings on blacktop or concrete must be kept painted, and those that are lighted shall be kept operational. All new obstructions over ten (10) feet high and within one hundred (100) feet of the helipad shall be reported to ID-FMB and the State Army Aviation Officer (SAAO).

(7) Signs and Monuments shall be kept clean and neat, with all surfaces painted if designed to be painted. They shall be hung or set level and plumbed in a secure manner. No attempt will be made to polish bronze surfaces. All electrical devices involved shall be in full and safe operating condition.

(8) Fences shall be set vertically true and in line, free from defects or missing parts. Gates shall swing easily to “full open” and gate hardware shall be complete. Gateways not in use shall be closed and locked. Surfaces designed to be painted shall be kept painted. All parts of the fence shall be free from rust, defacement, debris, and plant growth.

b. NJDMAVA installations shall be maintained in good appearance and repair. Exterior and interior walls, ceilings, and trim shall be maintained in a state of good repair, clean and free from defects. Where applicable, they shall also be maintained in weather tight condition.

(1) Roofs will be maintained in weather and watertight condition. Roofs will be inspected periodically by the armorer with special attention being given to inspection in the spring and fall of each year. Prompt repair of defects detected will be accomplished. (Contact ID-FMB-OM for assistance in materials to be used for repairs). A maintenance program will be conducted by each Chief Armorer to maintain the life of the roof.

(a) All wood, ferrous or galvanized metal components and protruding items shall be painted at intervals required to give maximum protection against deterioration.

(b) Roofs and components will be maintained free from accumulation of leaves, dirt and debris. Except for the purpose of inspections or maintenance, no personnel are to walk on roofs.

(c) Roof penetrations for antennas, cable, phone, satellite or similar work shall require the submittal of a Form 104.

(2) Gutters, Scuppers and Downpours shall be maintained free from defect and firmly secure in place. Gutters and scuppers to downpours will be equipped with screens. Regular inspection will be performed to ensure that joints are watertight and that the flow of water is unrestricted by dirt and debris. Ferrous and galvanized metal shall be painted.

(3) Ceilings, Walls and Trim will be maintained in weather tight conditions free from defects. Masonry work shall be complete, without broken units. All masonry joints shall be filled, complete, and tight without separation or loosening. Wall cap or copied systems shall be complete and secure. Painted or varnished surfaces shall be kept painted or varnished as appropriate. All surfaces shall be kept free of defacement, cracks, and other defects. Defective ceiling and wall tiles shall be replaced.

(4) Doors shall be maintained in full operating condition with all surfaces complete, properly fitted, free from defects, and painted, if designed to be painted. All hardware shall be complete, secure and fully operative. Exit doors shall be fitted with "panic" type exit hardware and illuminated exit signs. Exterior doors should be weatherstripped. Thresholds shall be full width of opening, complete and secured in place. Doors shall be equipped with stops, bumpers, or closers, as necessary to minimize risk or damage. All glazing shall be complete, tight and unbroken. Doors and hardware shall be kept free from soil, corrosion, oil and grease.

(5) Windows and Light Admitting Panels shall be maintained in full operating condition, free from defects and with all sash and similar construction, if wood or ferrous metal, painted. All hardware shall be weather-stripped. All glazing shall be complete, tight, and unbroken. Window assemblies and light admitting panels shall be kept clean, free from soil and corrosion.

(6) Exterior Stairs, Steps, and Platforms shall be maintained in a state of good repair and appearance, free from uneven, spalded, loose or tilted surfaces. Handrails and railing system shall be kept complete and secure. Surfaces shall be kept clean, from corrosion, dirt, debris, plant growths, snow and ice.

(7) Floors shall be maintained in a state of good repair and appearance, free from uneven surfaces, holes or similar defects. Rugs, runners and mats shall lay flat without presenting a hazard to safety. Floors shall be kept clean and maintained to include surface treatments and waxing, as appropriate. ***Concrete or masonry floors not previously painted shall not be painted, but they shall be sealed with a clear sealer. Defective tiles shall be replaced.***

(8) Cabinet Work, Shelving, and Bulletin Boards shall be maintained in a state of good repair, complete, free from defects, and clean. All hardware shall be complete, operable, and free from corrosion. All glazing shall be complete and unbroken.

Wood and ferrous metal surfaces shall be painted or varnished, as appropriate. Installation shall be secure without undue damaging defect to the structure.

(9) Interior Stairways and Ramps shall be maintained in a state of good repair, complete, free from defects, with all construction secured firmly and squarely in place. Stair treads shall be sound, firm and level. Tread surfaces and ramps shall not be treated with materials tending to make them slippery. Railing systems shall be complete and secure. Mats and runners used to protect surfaces shall be firmly secured and replaced before wear creates a safety hazard. All surfaces designed to be painted shall be painted or varnished, as appropriate. Stairways and ramps shall be kept clean, free from debris and obstructions. Illumination shall be adequate for safety. Stairways and ramps shall not be used as storage areas, nor shall access or egress be obstructed in any way.

(10) Devices installed on buildings, including signs, antennae, light fixtures, and flag poles shall be securely fastened to the building with appropriate mounting hardware and not to roofs. These items shall be maintained in a good state of repair. Items of wood, ferrous, or galvanized metal will be painted, obsolete items will be removed.

(11) Memorials or Trophies mounted on exterior or interior walls shall be secure and maintained in clean condition, free of defacement. No attempt shall be made to polish bronze surfaces. Removal or alteration is prohibited.

(12) Plumbing Fixtures shall be maintained with leak free faucets, flushometers, etc.

(13) Latrines shall be cleaned and disinfected on a regular basis.

2-4. PLANNING AND SCHEDULING: A carefully planned program of maintenance and custodial services is essential to insure efficient use of resources to enable the Regional Supervisor to effect an equitable distribution of the workload among the employees available to perform the mission(s). Coordination must be made with the Station Commander to ensure inclusion of the Commander's input.

a. Planning must begin with a survey to obtain a complete listing of all space components of the facility, the amount and type of use each area is subjected to, and a determination of the cleaning operations necessary to meet minimum acceptable standards of cleanliness and appearance.

(1) The initial step in planning is the listing of each room, compartment, corridor, stairwell or other wise defined area in each building of the facility and each area of the grounds subdivided as necessary for maintenance considerations. This information is posted to the Custodial Services Frequency Schedule, NJDMAVA Form 106 (See Appendix E). Classification of each of the listed areas based on frequency and degree of use or public exposure from Table of Classification (Figure 1) is used to determine the level of maintenance required and this information is posted on NJDMAVA Form 106.

TABLE OF CLASSIFICATIONS			
FREQUENCY AND DEGREE OF USE	A	B	C
	HEAVY	MODERATE	LIGHT
1. DAILY	A-1	B-1	C-1
2. FREQUENT	A-2	B-2	C-2
3. RARE			C-3
NOTE: Heavy is defined as continuous or frequent exposure to the public; i.e. main entrance, front lawn.			

(Figure 1)

(2) Individual rooms, offices and locations are entered on Line 1 of NJDMAVA Form 106. Additional Forms may be used.

(3) Enter the floor type and square footage on Lines 2 and 3, respectively, on NJDMAVA 106.

(4) Enter on Lines 4 through 40 of NJDMAVA Form 106, the required frequency of cleaning or the maintenance operations indicated. For minimum requirements, refer to the Custodial Service Frequency Guide (Figure 2).

(5) Frequency of painting requirements must be determined for each room and area based on climatic conditions, type, age, and general condition of construction, and frequency of washing and removing fingerprints, scuff marks, smudges, and other marks on walls. This can be best accomplished locally by the Chief Armorer applying his personal knowledge and judgment, and giving consideration to the reasonable desires of using personnel to the development of the program. Minimum intervals of painting will be entered on lines 41 through 45 of NJDMAVA Form 106.

EXPLANATION: This guide is designed to aid supervisory maintenance personnel in planning and scheduling efficient custodial services. Unit times indicated are average; adjustments should be made for such variables as degree of soil and obstruction, amount of traffic and proficiency of works.

(Figure 2)

RECOMMENDED TIME GUIDE FOR CUSTODIAL SERVICES			
EXPLANATION: This guide is designed to aid supervisory maintenance personnel in planning and scheduling efficient custodial services. Unit times indicated are average; adjustments should be made for such variables as degree of soil and obstruction, amount of traffic and proficiency of works.			
Item & Cleaning Operation	Sub-Item	Unit Time	
		Minutes	Seconds
Floors – Unobstructed			
Sweep		7	
Dust Mop		5	
Vacuum		12	
Damp Mop		25	
Buff		19	
Strip & Rewax		74	
Machine Scrub & Pick-up		24	
Vacuum and Buff		11	
Vacuum, wax touch up and buff		13	
Floors – Slightly Obstructed			
Sweep		7	
Dust Mop		5	
Vacuum		19	
Damp Mop		33	
Buff		25	
Strip & Rewax		76	
Machine scrub & pick-up		25	
Vacuum and Buff		19	
Vacuum, wax touch up and buff		21	
Floors – Obstructed			
Sweep		9	
Dust Mop		9	
Vacuum		24	
Damp Mop		37	
Buff		27	
Strip & Rewax		80	
Floors – Heavily Obstructed			
Sweep		12	
Dust Mop		12	
Vacuum		27	
Damp Mop		41	
Buff		30	
Strip & Rewax		90	

Figure 2 Cont'd

Item & Cleaning Operation	Sub-Item	Unit Time	
		Minutes	Seconds
Cleaning Toilets & Fixtures			
Water Closets, each		2	
Urinals, each		2	
Wash basins, sinks, etc.		2	
Walls, partitions, woodwork		TS	
Floors (See Floors-Finished)			
Dispensers, fill and clean, each		1	
Drinking Fountains, each		2	
Shower Walls		TS	
Glass Cleaning			
Windows, each		TS	
Mirrors, damp wash, dry		30	
Dusting, Averages			
Desks, each		2	
Chairs, Office, each			30
Bookcases, per section			30
Files, Four Drawer Single, each			10
Venetian Blinds		TS	
Light Fixtures	Incandescent, each		TS
	Florescent, each		TS
Walls, Ceilings, Pipes, Screens			TS
Wall, Partitions with ladder		22	
Tile without ladder		18	
Wash door (2 side and frames)		8	
Miscellaneous			
Venetian Blinds, wash time, each		15	
Light Fixtures, damp wipe	Incandescent, each	TS	
	Incandescent enclosed, each	TS	
	Florescent, each	TS	
Radiators with Heaters		TS	
Air Conditioning Grills		TS	
Vacuums Carpets, 1,000 sq ft		87	
Walls, Partitions, Woodwork:	Hand, Wash-Rinse, Ave 1,000 sq ft	148	
	Spot Clean	TS	
Furniture, Clean Wax, Polish		TS	
Stairways, Seep or Mop		TS	
Entrances, Sweep or Mop			15
Sand Urns, Clean, each			8
Ashtrays, Empty, Clean, each			25

Wastebaskets, Empty, each		TS	
Blackboards, Classroom 100 sq ft		10	
Carpet, Shampooing, 1,000 sq ft		120	

NOTE: TS – Local time study required due to many possible variations.

Figure 2 (continued)

b. Based on new data now contained on NJDMAVA Form 106, the total workload will be equitably distributed among the facility maintenance personnel. The routine daily and weekly cleaning and maintenance assignments will be posted to the Routine Detail Assignment, NJDMAVA Form 107 (See Appendix E). Cleaning requirements to be accomplished at monthly or longer intervals, and painting schedules, will be recorded on the Cleaning and Painting Schedule, NJDMAVA Form 109 (See Appendix E).

(1) For each individual required to perform routine daily, weekly, and monthly maintenance, individual NJDMAVA Forms 107 and 109 will be prepared. The individual's name and period of work will be entered in spaces provided at the top of the sheet. Each room and area in which the individual has a cleaning, painting, and maintenance responsibility will be listed in the left column. Heavy use areas will be preceded an asterisk (*). On each line in the columns indicated enter the following:

(a) D – Daily

(b) W – Weekly Work-Abbreviation for day of week that work will be done by (M-Monday; TU-Tuesday; W-Wednesday; TH-Thursday; F-Friday, SA-Saturday; or SU-Sunday).

(c) M – Monthly Work-List specific date that this work will be accomplished.

(d) **NOTE:** Use the Reverse side of NJDMAVA Forms 107 and 109 to detail appropriate precautions, special instructions, and appropriate security and fire protective measures, as appropriate.

(2) In assigning weekly cleaning duties, instead of “D” to indicate cleaning operations required, the abbreviation for the day of the week on which the operation is to be performed will be entered on NJDMAVA Form 107.

(3) The copies of NJDMAVA Form 109 will be given to the individual(s) concerned with appropriate explanation to insure complete understanding.

(4) Routine maintenance details, including painting, which are normally performed at longer intervals will also be scheduled on NJDMAVA Form 109 and submitted with the monthly work schedule during the month they are to be accomplished. All rooms and areas, including accessible roof areas, will be listed. In the appropriate columns the scheduled date for maintenance or painting will be entered. Due to the inability to predict months in advance as to the exact days on which the required manpower will be available to perform painting and infrequent tasks, tentative dates or periods should be entered in pencil. The schedule will be reviewed at intervals necessary to make firm dates at least thirty (30) days in advance.

(5) Prior to the first day of each month a schedule will be prepared listing the operations to be performed during the month, the days, the dates, and shifts on which they are to be accomplished, and the individuals assigned to the task. Details which are not completed during the period scheduled will be given priority in the schedule for the following month.

c. Preventive Maintenance: NJDMAVA has instituted a preventive maintenance program for each facility. ID-FMB-P will submit regular work orders for the Chief Armorer to execute. These work orders will be scheduled in with other work and once completed, returned to ID-FMB-P.

d. Security:

(1) In the event of a security breach or violation (i.e.: overhead door unsecured, window or doors broken open, etc), it is the Armorer's responsibility to do as much as possible to immediately repair the problem. If this cannot be accomplished during a normal workday, then it is the Station Commander's responsibility to assign Federal employees to guard and secure the facility until such repairs are completed.

(2) When problems arise due to malfunctions of JSIDS and IDS systems, designated Federal technicians or military personnel will take action to shut off the alarms. If weapons are in the arms vault, those personnel must provide security coverage until either the system is repaired, or weapons and bolts have been relocated to another approved vault. Under no circumstances will Armorers be given the keys to IDS and combinations to vaults and/or be responsible to secure and/or guard arms vaults/rooms or similar sensitive security areas.

(3) Security of NJARNG facilities is the responsibility of the Station Commander. Under no circumstance will an Armorer be responsible for and/or be delegated to perform security of the building.

2-5. MAINTENANCE OPERATIONS:

a. Normal Maintenance: Those maintenance tasks which are within the capability of the Armorer force to complete. These tasks will include such things as "ordinary repairs," interior and exterior painting, pruning trees and shrubs, clearing growth, fence painting (including fences around state and federal compounds, etc.

b. Preventive Maintenance: Based on maintenance items unique to each facility, ID will provide each installation with a list of tasks to be completed based on manufacturer's recommendations for frequency of maintenance. These shall include, but not be limited to, boiling motors, changing belts, changing filters, checking roofs, gutters and flashings, painting of walls, etc. Tasks maybe accomplished in some instances by the Armorer force or in other cases by skilled tradesmen. Those indicated as Armorer tasks will be scheduled by the Chief Armorer based on frequency of maintenance denoted on the NJDMAVA Task List.

c. Facility maintenance personnel must check and comply (where applicable) with procedures contained in NJDMAVA Asbestos Operation and Maintenance Plan if questionable conditions apply.

2-6. EMERGENCY OPERATIONS: Those operations which threaten health and life are given top priority as emergencies. Security and less hazardous safety conditions, while considered emergencies, are a lower priority.

a. Snow Emergencies: Snow emergencies exist when conditions are such that unless snow removal takes place outside of normal duty hours and employees, National Guard personnel, and the public desiring to use NJDMAVA facilities would be denied access or subjected to under hazards. Common sense needs to be applied in deciding when snow removal is necessary.

(1) Local snow removal ordinances must be observed and are grounds for emergency snow removal.

(2) Other hazardous conditions such as extremely icy conditions are also grounds for emergency overtime to alleviate hazards on roadways, sidewalks, and other necessary areas.

(3) Rock salt will be used sparingly.

(4) Snow fall(s) less than four (4) inches in depth without wind drifting or four (4) inches in depth, wind driven, which may occur during inactive Saturday or Sunday of installations will be removed commencing 0600 hours during the normal workday following. Overtime will be authorized to remove snow/ice from main entrance driveways in order to accommodate access by emergency vehicles.

(5) Station Commanders/Armorsers of facilities housing interdepartmental operations/use (i.e.: Division of Motor Vehicles activities) shall schedule the timely removal of snow on regular work day basis only. No overtime will be authorized for snow removal simply to accommodate interdepartmental operations) unless such an operation incurs the cost of overtime.

b. Heating System:

(1) As per the New Jersey Office of Pressure Vessel Compliance, a licensed boiler operator must check the boilers, as a minimum, once every two (2) hours while the building is occupied in the facilities with a rated capacity of 4MBTV/H2 or higher. Armorsers will schedule their workweek to allow for this time on weekends.

(2) Emergency overtime is permitted in the event that the boiler requires additional attention during hours when the operator is not normally scheduled to work.

c. Other Emergencies: As a rule, Armorsers are not required to be present when Federal technicians have been activated in support of emergency situations such as snow storms, flooding conditions, fires, riots, etc. They may, however, be required to check the facilities' heating system or to provide emergency snow removal of a nature to allow other personnel access to the installation. These services do not require that an Armorer remain on site for the duration of the emergency.

2-7. EMERGENCY REPAIRS:

a. In the event of an emergency involving physical security or the safety and/or health of employees, the Station Commander, or his representative, will notify NJDMAVA, Attn: ID-FMB at (609) 530-6990 during duty hours, or the NJDMAVA Staff Duty Officer during non-duty hours at (800) 241-5727 or when activated, the Homeland Security Joint Operations Center at (609) 530-7199 or 7110.

b. When installations are authorized to get local vendors to make emergency repairs, the vendor invoice(s) will be sent to NJDMAVA Attn: ID-FMB within 48 hours, with the vendor's complete name, phone number, address, Federal Identification Number, description of work and cost. ID-FMB will notify FD of the emergency immediately. Each invoice will be initiated by the armorer in attendance validating work is completed.

c. When the emergency involves safety or health of troops to the degree that cancellation of all or part of the mission and/or training assembly is considered advisable, the local Commander will notify ID-FMB and the appropriate higher headquarters.

d. In the event that as a result of an emergency repair (i.e.: flooding, electrical power loss, structural damage) occurs, ID-FMB will determine the need for Armorer personnel to remain until repairs are completed. The necessary overtime will be authorized.

e. If the nature of the emergency has degraded the physical security of a facility (e.g.: an overhead door which cannot be closed or locked down) during a MUTA, Annual Training, Administrative Night, etc., whether the cause is due to a negligent act or equipment failure, and attempts to properly secure the building fail, then the Station Commander will:

(1) Secure the facility with military personnel in duty status until the beginning of the next normal workday.

(2) Through the NJDMAVA Staff Duty Officer or Homeland Security Joint Operations Center, (HS-JOC), notify ID-FMB of action being taken.

(3) Notify immediate Commanding Officer of all above items.

(4) Notify local law enforcement officials.

f. Refer to the NJDMAVA Asbestos Operations and Maintenance Plan, Chapter 6 (Emergency Response Actions) for situations that involve or may involve, asbestos containing building materials.

2-8. MAINTENANCE SUPPLY REQUESTS: (NJARNG Facilities Only)

a. Requests for facility maintenance supplies shall be submitted on NJDMAVA Form 104-1, Requisition of Facility Maintenance Supplies (See Appendix E) to NJDMAVA Attn: ID-FMB-OM.

b. Requests for equipment indicated shall be submitted on NJDMAVA Form 446, Property Transaction Document (See Appendix E) to NJDMAVA, Attn: ID-ORP for State equipment. This equipment includes, but not limited to, the following:

- | | |
|-----------------------------|-------------------------|
| (1) Furniture | (7) Shelving |
| (2) Ladders | (8) Bulletin Boards |
| (3) Stoves | (9) Metal Shelving |
| (4) Refrigeration | (10) Metal Lockers |
| (5) Window Air Conditioners | (11) Fire Extinguishers |
| (6) Lawn Equipment | (12) Vacuum Cleaners |

c. State equipment and furniture may not be removed from a facility without the permission of the State Property Officer (ID-ORP).

d. Requests for any project shall be submitted on NJDMAVA Form 104, Project Request. The request is restricted to a single project. All requests are to be forwarded to NJDMAVA, Attn: ID-FMB-P, and after processing the yellow copy of the request will be returned to the requester. Project Requests are normally submitted for the following:

(1) Ordinary maintenance services beyond the Armorers capabilities requiring:

(a) Facilities maintenance personnel (i.e.: electricians, carpenters or plumbers).

(b) Contracting Vendors (i.e.: tree trimming, burner repairs, major boiler repairs, etc.)

(2) Requests for construction, renovations, additions, and alterations to NJDMAVA facilities, rifle ranges or training areas. As a minimum these requests shall include:

(a) A sketch of the proposed change(s) and a cost estimate, if available.

(b) What and how the present space is utilized and where will the present function be accommodated.

(3) All requests will be specific and provide detailed information thereby enabling ID-FMB to establish priorities.

(4) Armorers are encouraged to submit along with the NJDMAVA Form 104 a PB-119 with the applicable W-2 for projects under \$17,500 See Appendix E for these forms).

e. Those requests requiring construction, renovations, additions and alterations shall be forwarded to NJDMAVA, Attn: ID-FMB-P. They will be reviewed, estimates compiled and prioritized based on need/available resources. If a project is scheduled, it will be sent to the Construction Management Bureau (ID-CMB).

f. All work performed, whether by contractor, self-help, or ID-FMB maintenance force, shall be inspected by ID-CMB-OCS and is subject to the applicable NJ Codes for Building and Construction and must comply with Historic Preservation standards, to include architectural and archeological requirements where applicable and identified by OEC.

g. The Chief Armorer will insure that no construction, alterations, repairs, etc. are undertaken unless a construction permit has been issued by the Department of Community Affairs (DCA) or ID-CMB-OCS has indicated in writing a permit is not required. If such conditions are discovered, notification will be made immediately to ID-FMB.

h. When project requests are received, they are prioritized due to the number of facilities supported and the limited resources available. Prioritization is based on:

- (1) Emergencies (life threatening)
- (2) Safety and Security
- (3) Heating (boiler operation during season)
- (4) Environmental Compliance
- (5) Supporting Reorganization/Relocation Requirements
- (6) All others

NOTE: The requests that do not fall under these categories will be scheduled according to date received or availability of funds.

i. Requests for replacement parts will be submitted on NJDMAVA Form 104-1, Request for Replacement Parts (See Appendix E) in accordance with instructions contained therein. This request shall be submitted to NJDMAVA, Attn: ID-FMB. The form will include the following as a minimum:

(1) Detailed description of items with the manufacturer's name, model number, voltages, sizes, etc.

(2) NJDMAVA Parts Catalogue Stock Number. This form is specifically designed for issuance of repair and replacement parts which can be installed by the Armorers, but is not limited to:

- (a) Plumbing parts.

(b) Electrical parts (i.e. light switches, wall outlets and their covers, ballast, wire nuts, electrical tape, and bulbs).

(c) Heating parts.

(d) Construction materials (i.e. mollies, nails, screws, roof materials, masonry items, etc).

(3) No request for replacement/repair material will be accepted for other than repair work of existing construction, unless accompanied by a copy of the yearly permit issued by ID-FMB-OM.

(4) Armorer requests for materials to construct bookcases, bulletin boards, counters, etc. will be approved on a case-by-case basis. These pieces of property, which require State Property Tags, are placed on the facility's State Property Book, and are required to be constructed to NJDMAVA standards. OMS facilities requesting the same are to submit requests to their supporting Combined Support Maintenance Shops (CSMS).

j. Since the intended use for apartments is to house Armorer personnel, no alterations or additions other than normal maintenance and repair are authorized.

k. Association Space:

(1) Areas designated by the Station Commander as association space may be altered or enhanced to provide a more comfortable and appealing area. However, these changes must be submitted to the ID-FMB-OM for approval. Submission will include:

(a) Proposed use of the area.

(b) Plans, material lists, and if required by ID-CMB, samples of material to determine code compliance.

(c) License numbers of tradespersons who will be doing to the work, i.e. electricians, plumbers, etc.

(d) Prior approval by ID-FMB for sole utilization of space.

(e) No work will be undertaken until a permit has been issued by DCA.

(2) Integrity of the building structure and utility systems is the responsibility of NJDMAVA. However, any costs for alterations or enhancements of Association space is the sole responsibility of the Association. Contractors hired to do this work will be required to produce evidence of Public Liability insurance to protect the interest of the State of New Jersey.

(3) Ordinary repairs to Association space will be accomplished by ID-FMB, provided that this area is primarily used in support of military operations and training, i.e., an existing classroom. If the sole purpose is to serve as an Association space, then the Association will be responsible for repairs such as:

- (a) Stoppages in sinks.
- (b) Repairs to ceilings, walls, and floor installed by Association.
- (c) Repair to equipment installed by the Association.
- (d) Installation and repair of telephone and/or cable equipment.
- (e) All other furnishings.

2-9. SELF HELP:

a. Installations requiring and requesting construction, alterations or additions are authorized to do so under self help if within the following conditions:

(1) Request must be submitted to NJDMAVA, Attn: ID-FMB-OM on a Project Request Form (NJDMAVA Form 104) accompanied by a Replacement Parts Request (NJDMAVA Form 104-1) required for the project and a detailed scaled drawing identifying the proposed work to be done. See Appendix E for these forms.

(2) Separate drawings are required for any electrical or plumbing work to be one within the total project.

(3) Names and State license numbers must be submitted with requests if electrical or plumbing work is provided by other than ID-FMB maintenance repair force. If necessary, approved plans will be provided by ID-CMB.

b. If the self help project is approved and authorized by ID-FMB-OM, then ID-CMB-OCS will determine if it is in compliance with NJAC 23:5, and then issue a permit.

c. Materials for projects, other than Association space, will be provided (excluding painting and carpeting), if submitted for the same. All projects are submitted to and will be inspected by ID-FMB-OM.

2-10. ENERGY CONSERVATION:

a. Heating:

(1) System thermostats in all buildings and rooms will be set in accordance with Figure 3 - Thermostat Settings below:

THERMOSTAT SETTINGS		
TYPE OF FACILITY	DUTY HOURS	NON-DUTY HOURS
Administrative Areas	65	55
Maintenance Shops	60	50
Motor Vehicle Storage Buildings w/water	55	55
Motor Vehicle Storage Buildings	No Heat	No Heat
Physical Exam Rooms	72	55

(Figure 3)

(2) **SEPARATE ELECTRIC SPACE HEATERS WILL NOT BE USED TO AUGMENT CENTRAL HEAT.**

(3) **KEROSENE HEATERS WILL NOT BE USED IN NJDMAVA FACILITIES.**

(4) Facilities with electrical heating systems will have individual thermostats controlling such systems set at comparable settings as those above.

(5) Thermostat settings will be reduced to the non-duty hour settings on the hour prior to employee dismissal time. They will not be increased to duty hour settings earlier than one hour prior to employee reporting time.

(6) Systems controlled by ‘time clock’ thermostatic zone control valves will be reset to conform to times cited above.

(7) Extended holiday periods should be considered and changes to ‘time clock’ settings should be implemented to ensure that when the installation will not be occupied, the lowest thermostatic setting will prevail during those periods.

(8) Installations that have a mercury sensor type thermostat (such as “Accustat” by Public Service Electric and Gas company [PSE&G]) will not remove the sensors in order to jump or bypass the thermostat. They will have sensors that are of a degree setting that corresponds to the settings in paragraph 2-10a (1).

(9) Boilers:

(a) The heating season runs from 15 October to 15 April, unless otherwise modified by ID-FMB-OM. Boilers will be shut down and undergo the normal post season maintenance in preparation for the next season and the necessary inspection. All boilers will be cleaned not later than 30 May of each year.

(b) Off season hot water for MUTAS, apartments, and latrines should be generated by auxiliary heaters where possible.

(c) Armories and NJARNG facilities that do not have auxiliary hot water heaters are authorized to operate the boilers in accordance with the following:

1. Centers with occupied apartments may exercise the boiler(s) daily.
2. Other centers shall exercise the boiler(s) during training assemblies only.
3. The boiler(s) will be operated by a licensed armorer ONLY.
4. All boiler room doors are to remain locked.

(10) Motor Vehicle Storage Buildings (MVSb).

(a) MVSbS normally may not be heated. Prior to the heating season buildings, which have water systems, will have their systems drained. At installations where there is no drill floor, units are authorized to heat MVSbS in accordance with temperature guidelines.

(b) Requests for exception to policy on heating MVSbS may be submitted based on changes to unit density, or missions, which cause the need for additional space to accomplish maintenance requirements. These requests with justification shall be forwarded to NJDMAVA, Attn: ID.

c. Other Measures.

- (1) General.

(a) Consolidate work areas to the maximum extent practical, specifically when air conditioning is being utilized in the summer months.

(b) Develop a Station Standard Operating Plan (SOP) for energy conservation.

(c) Appoint an energy conservation specialist.

(d) Establish a checklist for the winterization of the Station in the Fall and de-winterization in the Spring.

(e) Conduct regular inspections to check compliance with energy conservation policies.

(f) Read and record electric and gas meter readings each month. Compare recorded usage with utility bills, where practical, and with previous month's usage. Report abnormal or suspect consumption rates to the Station Supervisor immediately for investigation of the cause. If necessary, contact ID-FMB to report utility usage discrepancies.

(g) Make energy conservation a part of integrated training for tenant unit members.

(2) Electrical:

(a) Turn off exterior lights during daylight hours.

(b) Disconnect decorative lighting.

(c) Leave interior lights off except when actually needed.

(d) Reduce illumination in rooms to a minimum amount required.

(e) Shut down fixtures excess to normal needs (i.e.: use of desk lamps in lieu of ceiling lights in offices with good natural lighting).

(f) Shut down electric water heaters unless hot water is really needed. (Except for preparing meals, and apartments, most installations do not need hot water).

(g) Turn off refrigerators when not needed. Consolidate refrigeration requirements as much as possible. Maintain 44 degrees F (+/- 2 degrees) in refrigerators with perishables. (Keep a small thermometer on shelf in the unit. Adjust control to proper setting).

(h) Use air conditioner fan only to provide air circulation in season until temperature or humidity makes air conditioning necessary. Window units are to be turned off at the end of the workday.

(3) Natural Gas/Bottle Gas/Oil:

- (a) Turn pilot lights out when furnaces and heaters are not in use.
- (b) Be sure ovens and burners are off at the end of each day.
- (c) Maintain minimum heating temperatures in unoccupied rooms.
- (d) Turn heating units off on drill floors where practical between drills.
- (e) Turn off water heaters when not required.

(4) Air Handling System:

- (a) Keep filters in forced air heating systems and air conditioners clean.
- (b) Change filters every 30 days.
- (c) Keep blades on fan clean.
- (d) Adjust dampers for most efficient air distribution.
- (e) Service fan motors according to manufacturer's instructions.
- (f) Check air ducts for leaks, dents and blockage. Correct deficiencies where possible.
- (g) Check diffusers, louvers, and cold air returns for damage or blockage. Keep them clean.

(5) Water/Stream Lines;

- (a) Inspect valves, fittings, and radiators for damage, leaks, corrosion, etc. Clean as necessary and repair defective units.
- (b) Check steam traps for proper function.
- (c) Clean radiator surfaces.

2-11. SIGNS AND BILLBOARDS:

a. Permit Required. No sign of any size on the interior or exterior of a structure, on any NJDMAVA property, or on any road sign shall be erected unless a permit has been issued by ID-CMB-OCS. Any person and/or artisan, mechanic or contractor who performs any work for such work which such a permit has not been issued, shall be deemed in violation of this chapter and shall be subject to the penalties set forth in the Uniform Construction Code.

b. Application Requirements: A permit shall be issued only upon a written application for the same directed to NJDMAVA, Attn: ID-CMB-OCS. Such application shall contain the following:

- (1) The name, address, and telephone number of the applicant.
- (2) The location of the property upon which the sign shall be situated.
- (3) The position of the sign in relation to nearby buildings or structures, and to any road, street or avenue.
- (4) The name of the person who will erect, maintain, remove, alter or repair such sign.
- (5) Such other information as shall be necessary, in the opinion of the ID-CMB-OCS to assure, under the circumstances, full compliance with this chapter/ Local ordinances, and all other applicable State and NJDMAVA rules or regulations.

c. Nonconforming Signs: Any presently existing sign which was illegally erected and illegally maintained under the term of any ordinance regulating the same in effect at the time of its erection, but which does not conform to the provisions of this chapter, may continue to exist at its present location. Such signs shall not be altered, rebuilt, enlarged or extended unless such action is directed and does, in fact, effect the creation of a conforming use. The failure to keep a nonconforming sign in good repair for a period of one year shall constitute abandonment of the same, and such sign shall then be subject to removal by order of the ID-CMB-OCS directed to the owner or occupant of the premises upon which such sign is located.

d. Construction Regulation: All signs, except non-permanent signs shall be constructed of substantial and durable materials. Portable signs and moveable free standing signs shall be in a permanent location, and maintained in a clean and sanitary condition, free from peeling of paint, rusting or corroding of metal, or other deterioration by reason of age, weather, vandalism, accident or other cause. Structural requirements shall be in accordance with the building code, and the area of the base, foundation, and

immediate location every sign shall be maintained free of tall grass, weeds and similar vegetation, and for papers, debris, litter and similar refuse.

e. Removal of signs: ID-CMB-OCS shall be authorized to effect the removal of any sign by his written order giving ten (10) days notice that such sign shall be removed by the owner, occupant, tenant, lessee, or agent of any of the foregoing, in any one of the following circumstances, situations, or instances relative to such sign:

(1) It is a violation of any term, condition or provision of this chapter or any other ordinance of the State or local township.

(2) It is an abandoned and/or nonconforming sign.

(3) It presents a possible danger to the health, safety or welfare of the residents, person or persons, by reason of lack of maintenance, repair, damage, deterioration, design, construction, or other similar matters.

(4) No permit was obtained to erect same.

(5) Non-payment of the annual licensing fee to local authorities.

f. Exemptions (signs excepted): The provisions of this chapter do not apply to any of the following:

(1) Federal, State, County, and Municipal historical markers and political subdivision limit or boundary signs or markers.

(2) Traffic, directional, danger, cautionary, warning, street, highway, or road designation or name signs erected by Federal, State, County, and Municipal government agencies, or departments, railroad crossing or danger, warning or cautionary signs as may be required or erected permanently or temporarily by any government entity or public utility employees, while performing construction, repair, maintenance or other official duties/services.

(3) Any sign or billboard, poster, placard or banner of any public, quasipublic, nonprofit, civic, charitable group, Federal, State, County, and Municipal government or agency announcing any social event, celebration, gathering, dinner, picnic, contest or similar activity open to the participation of the general public; which sign or billboard, poster, placard or banner shall not be erected more than thirty (30) days prior to the date of the event so announcing and which shall be removed within ten (10) days following the occurrence of such announced date or event.

(4) Signs used on public or private property prohibiting or warning the public concerning parking, hunting, trespassing, loitering, littering or dumping thereon, or giving warning of some danger thereon.

(5) Names and addresses upon individually owned mailboxes used for delivery of mail to person(s) by the United States Postal Service.

g. Prohibited Signs: The following are hereby expressly prohibited:

(1) Billboard, other than as permitted by ID.

(2) Signs attached or fastened to, placed in, or painted upon any car, motorcycle, truck, fire engine, tractor-trailer, wagon or other similar vehicle which has been temporarily or permanently parked at the location for the purpose of bearing such sign in view of the general public.

(3) The use, as a sign, or any vehicle or any goods, wares, merchandise and chattels either in their usual form, size, shape or color, or in a reproduced, enlarged or re-scaled version.

(4) All signs expressly prohibited by any statute of the State of New Jersey, any resolution or ordinance of a County or Municipality, any Federal statute, or any rule or regulation of this or any department, bureau, division or agency of the foregoing shall have any sign or location in the NJDMAVA.

(5) All signs not expressly permitted by the terms of this chapter or any other resolution of the Uniform Construction Code Act.

2-12. LOCAL PURCHASES:

a. As directed by the Chief, ID-FMB, at times it will be more cost effective for Armorers to locally purchase items of repair. If the Armorer does not have a State-issued credit card, expenditures of personal funds may be required with approval of ID-FMB-OM.

b. To obtain reimbursement for the use of personal funds, an Armorer will submit a State of New Jersey Payment Voucher, a State of New Jersey Vendor Control Form W-9 (see Appendix E for these forms) and the vendor invoice received at time of purchase to NJDMAVA, Attn: (see below for applicable office symbol)

(1) ID-FMB for locks. (This requires coordination with NJNG EOC/JOC).

- (2) ID-FMB for construction or repair materials and/or services.
- (3) ID-FMB for janitorial supplies.
- (4) ID-FMB for repairs to kitchen equipment and window box air conditioners.

c. If it is necessary to purchase items locally, the preferred procedure is with the State Purchase Order (PB-119). The Chief Armorer will submit all applicable forms to ID-FMBAM with the appropriate information to prepare a purchase order. This order may be issued within 24 hours, which allows the material to be picked up within a reasonable time.

2-13. TRASH SERVICES:

a. Where adequate municipal trash services are not available to NJDMAVA installations, vendors are contracted to supply basic service. Additional trash service may be requested for extraordinary needs. For any trash service, contact NJDMAVA, Attn: ID-FMBOM.

b. All NJNG Armories and installations are to comply with state and local municipal mandated recycling programs, and department recycling guidelines unless otherwise directed and authorized by the Chief, ID-OEC.

- c. Hazardous waste materials will not be disposed of in trash receptacles.

2-14. CODE COMPLIANCE:

a. The Chief Armorer shall maintain a maintenance log in accordance with NJSA 5A: 23-6.

b. The Chief Armorer shall notify ID-FMB and ID-CMB-OCS of any and all construction (other than ordinary repair) prior to the start of any work and obtain permits when requested and verify with ID-OEC that work does not impact Cultural Resources/historic structures, to include architectural and archeological resources.

c. The Uniform Construction Code provides that ordinary repairs to a building may be accomplished without an application for a construction permit being filed and without any notice to the enforcing agency (ID-FMB-OM) that work will take place.

- (1) Ordinary building repairs include:

- (a) Exterior and interior painting.
- (b) Installation, repair, or replacement of any interior finish, such as vinyl wall covering, plastering or drywall on an existing wall. Paneling is not to be included as ordinary repairs.
- (c) Wall papering at any location (Provided it meets the minimum requirements of the code).
- (d) The replacement of any glass in any window or door. However, the replacement glass shall be of the type and quality so as to comply with minimum requirements of the code. Glass in or next to doors must be safety glass.
- (e) The installation and replacement of any window or door, including garage doors, in the same opening without altering the dimensions or framing of the original opening. This shall include storm windows or doors. Any new door or window shall be of the same type and operation, as the existing, and shall not reduce the minimum requirements of the code for means of egress and emergency escape.
- (f) The repair of any structural member such as a railing.
- (g) The repair or replacement of any interior or exterior trim, decoration, or moldings.
- (h) The replacement or installation of any flooring material, except carpeting, with new material.
- (i) The repair of existing roofing material with like material not exceeding 25% of the total roof area within any twelve (12) month period.
- (j) The repair of existing siding with like material not exceeding 25% of the total building exterior wall area within any twelve (12) month period.
- (k) The repair of any part of a porch or stoop which does not structurally support a roof above.
- (l) The replacement of installation of screens.
- (m) The installation of any roll or batt insulation when installed adjacent to or not more than one and one half inches from an interior finish.
- (n) Replacement of exterior rain water gutters and leaders.

- (2) Ordinary plumbing repairs include:
 - (a) Repairs involving only working parts of a faucet valve or plumbing fixture.
 - (b) The clearance of stoppages or the repair of leaks provided such repairs do not require any change in the piping management.
 - (c) Replacement of any faucet or valve provided no rearrangement of the connecting pipe system is required.
- (3) Ordinary electrical repairs shall include;
 - (a) The replacement of any receptacle, switch or lighting fixture rated at 20 amps or less and operating at less than 150 volts to ground with a like or similar item.
 - (b) Repairs to any installed electrically operated equipment such as doorbells, communication system, and any motor operated device with which does not alter the present function or configuration. NOTE: Section 17003 of the New Jersey Uniform Construction Code requires notification of the Fire Protection Sub-code official when fire protection systems are interrupted for repairs.
- (4) Ordinary Fire Protection repairs shall be made and include:
 - (a) The replacement of any sprinkler or smoke detector or heat detector head with a like device.
 - (b) The repair or replacement (with a like device) of a component of a fire alarm or heat detection equipment.
- (5) Ordinary heating, ventilation and air conditioning repairs shall include:
 - (a) Replacement of motors, pumps, and fans of the same capacity.
 - (b) Repair and replacement of heating supply and return piping and radiation elements, which does not require rearrangement of the piping system.
 - (c) Repair and replacement of duct work, which does not require rearrangement of duct system.
 - (d) Repair any replacement of packaged air conditioning equipment and systems with a like capacity that are listed by a nationally recognized testing agency.

(e) Repairs or replacement of control devices for heating and air conditioning equipment with a like kind.

2-15. ENVIRONMENTAL COMPLIANCE:

a. Armorers are required to keep on hand all records of underground storage tanks (UST) for installations which include permits, testing, removal, and remediation. The USTs for diesel, and waste oil are federally owned and are the responsibility of the Shop Foreman, or if none, then the Station Commander.

b. Armorers will keep on hand all records of asbestos surveys and clean up operations.

c. The facilities that utilize wells for their potable water are required to have their water tested on a regular basis. The Installations Division, Office of Environmental Compliance (ID-OEC) will issue applicable forms and sample bottles to the Regional Supervisors when necessary. Samples must be taken in the morning and returned to the ID-OEC by 2:00 p.m. that same day for submission to the New Jersey Department of Health.

d. All personnel will follow the guidance listed in NJDMAVA Commander's Desktop guidebook for all environmental questions or concerns.

2-16. ARMORY RENTALS:

a. The Armories are available for use by the community, New Jersey National Guard members and private concerns.

b. Scheduling will be done on a first come first serve basis and coordinated with the Station Commander.

c. Requests for rentals will be initiated in writing to the Chief Armorer and forwarded to NJDMAVA, Attn: ID-ORP.

d. Questions and/or concerns Station Commanders may have with a rental or lease shall be addressed to the Installations Division, Office of Real Property (ID-ORP).

CHAPTER 3

ARMORY DEACTIVATION / MOBILIZATION

3-1. PURPOSE: To provide guidance relating to NJDMAVA and NJARNG Facilities during unit mobilization requiring the Armory deactivation.

3-2. NJDMAVA/NJARNG INSTALLATIONS:

a. Armories: The State Adjutant General and/or Headquarters representatives will assume responsibility for the Armory and all State and Federal property in it and elsewhere before the unit departs from home station on mobilization.

b. Facilities:

(1) Under License.

(a) United States Army facilities licensed to the States for Army National Guard (ARNG) use may be recalled at the direction of the Secretary of the Army.

(b) The Office, Chief of Engineers (OCE) in accordance with the Chief, National Guard Bureau (CNGB) and Major Army Commands (MACOM), will determine requirements for facilities and initiate action to cancel the license. The CNGB will coordinate with State officials.

(c) The State officials will not transfer accountability for facilities to the new accountable officer until formal notification that the license has been cancelled and an effect date of transfer has been established.

(2) Leases.

(a) On mobilization of the ARNG, the State Adjutant General, will promptly report to Headquarters, Department of the Army, Attn: NGB-ZA, Washington, D.C. 20310 all Federally leased facilities that are no longer required.

(b) The CNGB will coordinate with the OCE to terminate such leases.

(c) Leases will not be terminated for rifle ranges on which Federal funds have been expended for construction of target butts, firing points, or access roads unless coordinated with the CNGB.

(3) Services and Training Site Contracts.

(4) NEPA request for an initial environmental checklist for actions involving expenditure of federal dollars, ID-OEC will provide guidance on completion of NEPA documents.

(a) Training site and service contracts covering facilities that are owned or leased by the State or are licensed from other than the Federal government will be reviewed.

(b) When mobilization affects a reduction or termination of the use of these facilities, adjustments will be made in the Federal funds required for operation and maintenance.

(c) Contract modifications will be made and reported to Headquarters, Department of the Army, Attn: NGB-ARI, Washington, D.C. 20310.

(4) Identification of Contracts and Leases. In all reports heretofore mentioned in this paragraph on contracts, licensure, and leases will be identified by the contract number or other indemnifying number, date, name of contractor, licensor, or lessor, and the site location. Area commanders will be included as information addressees to receive all reports.

(5) Engineering Directives. The CNGB will confer with the OCE in canceling all current engineering directives issued to local district engineers of the Corps of Engineers, except those requiring inspections of contracts proposed for continuation of licensed facilities.

3-3. CONSTRUCTION CONTRACTS: When the units involved in the use of a facility are being mobilized, the following will apply:

a. All contracts approved for construction, on which actual construction has not been started, will be reported to Headquarters, Department of the Army, Attn: NGB-ZA, Washington, D.C. 20310 for action to terminate the contract or to justify proceeding with the construction.

b. A report will be made to the CNGB on the status of all contracts in progress. The report will show the percentage of work accomplished and the expected date of completion. Also included will be a recommendation supported by adequate justification to complete or terminate each contract.

c. Architect/engineer contracts that are in effect and require service from sources other than OCE will be reviewed by TAG. A report on actions necessary to complete or terminate the contract will be submitted to Headquarters, Department of the

d. Army, Attn: NGBZA, Washington, D.C. 20310 for action. If completion is recommended, an adequate justification must be provided.

3-4. ENVIRONMENTAL CLOSE OUT INSPECTION:

a. The ID-OEC will:

(1) Perform an environmental close out inspection of all NJDMAVA facilities at least sixty (6) days prior to the last unit leaving the facility.

(2) Provide the FTSS, a report within five (5) working days of the inspection outlining the corrective measures needed to be taken prior to closing the facility.

a. All environmental records (i.e.: reports, hazardous waste manifest, permits, etc.) will be transferred to ID-OEC upon closing the facility.

b. The name of a point of contact who has access to the facility will be provided to the ID-OEC within ten (10) days of the last unit's departure from the facility, that the ID-OEC may conduct a final environmental close out inspection.

CHAPTER 4

USE OF PHYSICAL FITNESS CENTERS

4-1. PURPOSE: To establish the policies and procedures for the utilization of the physical fitness centers located in the Armories.

4-2. APPLICABILITY: These policies and procedures are applicable to all active members of the NJARNG/NJANG and all full time Federal and State employees of NJDMAVA.

4-3. OBJECTIVES: The physical fitness center is part of the overall ARNG Program designed to enhance the individual physical fitness.

4-4. RESPONSIBILITIES:

a. Use of the fitness centers is authorized after the following prerequisites are met:

(1) All personnel must attend and successfully complete the training orientation conducted by the assigned facilities' Physical Fitness Center Trainer, Master Fitness Trainer or their designee(s). The trainers will be designated by the Installation Station Commander. Information concerning this orientation and names of trainers are to be posted on the physical fitness room bulletin board.

(2) All individuals using the center must read and abide by all policies and procedures of this chapter and follow the instructions of the trainers. Failure to adhere to this requirement will result in the denial of privileges and use of the Physical Fitness Center.

(3) Using the auxiliary equipment for anything but its designed purpose is expressly prohibited.

b. Use of Equipment:

(1) Personnel using the physical fitness equipment are required to work out with a partner. A minimum of two (2) individuals will occupy the room. **NO ONE WILL EXERCISE ALONE.** One person will perform his/her training while the other person of the team ensures correct performance, proper form, correct machine setting, and compliance with safety requirements.

(2) All exercise machines will be operated in accordance with the directions posted by each. Variations not authorized by the manufacturer and the trainers will not be performed.

(3) Modification of machines will not be tolerated. Adding additional weight, or removing machine parts or safety devices can cause both equipment damage and personal injury. Any one observing violations of these prohibitions should report it immediately to the trainers.

4-5. ADMINISTRATIVE PROCEDURES:

a. All personnel are required to sign the in/out while using the physical fitness room. The form will be located at the trainer's desk and maintained on a daily basis.

b. The operating hours will be posted on the entrance door of the physical fitness room.

c. The physical fitness room will be kept locked when not in use and will only be opened during the scheduled hours of operation.

d. The Rules of Operation will be posted on the entrance door and inside the physical fitness room.

e. Smoking and eating is not permitted in the room.

f. Clothing and equipment requirements.

(1) All personnel using the room must wear tennis, running or appropriate athletic shoes, and appropriate upper and lower body clothing designed for sport workouts.

(2) All personnel are required to bring a towel whenever they intend to use the machines, to wipe the equipment off after use as a courtesy for the next person using it.

g. Maintenance of Premises:

(1) Maintenance of physical fitness center is the responsibility of the trainer, to include machines and weight benches (cleaning and lubricating, as appropriate) and the general condition of the premise, including dusting furniture, vacuuming floors, and cleaning walls, ceiling, and lights.

(2) Personnel using the showers will discard soap wrappers and grooming product containers in the appropriate trash receptacle.

(3) Personnel entering the fitness center from outside the building will ensure that footwear is clean.

(4) Physical fitness equipment must be inspected daily and will be maintained per instructions for each apparatus. Personnel must report breakage of equipment to the trainer or station supervisor.

4-6. SAFETY: The following safety guidelines are provided for personnel using the fitness center:

a. Use good common sense at all times. Do not exceed the limitations of your personal physical abilities or the equipment.

b. Do not eat immediately prior to working out.

c. Follow the instructions provided for use of such machine.

d. Do not modify any machines.

e. Do not work out alone.

f. Let your partner/trainer know if you experience severe or unusual pain.

g. Report violations to trainers.

h. Return all equipment to its appropriate place.

4-7. EMERGENCY PROCEDURES:

a. The Station Commander will provide the emergency procedures which will be posted inside the physical fitness room.

b. All incidents will be reported to the State Staff Officer during non-duty hours or the station commander's representative during duty hours.

c. If an injury occurs, or an individual complains of chest or severe incapacitating pains. **IMMEDIATELY** contact the trainer and call for medical aid. Execute the emergency procedures provided.

The proponent of this Directive is the Installations Division. Users are invited to submit comments and suggested improvements directly to NJDMAVA, ATTN: ID, PO Box 340, Trenton, NJ 08625-0340.

OFFICIAL:

GLENN K. RIETH
Major General, NJARNG
The Adjutant General



DAVID S. SNEDEKER
Chief Information Officer
Acting Director, Information and
Administrative Services Division

DISTRIBUTION: A, A1, A2, B, C, D, E, F

Encl

APPENDIX A**REFERENCES**

AR 5-9	Interservice Support Installations Area Coordination
AR 200-1	Environmental Protection and Enhancement
AR 200-2	Environmental Protection and Enhancement
AR 200-3	Environmental Protection and Enhancement
AR 415-28	Department of the Army Facility classes and Construction Categories
AR 415-35	Minor construction
AR 420-70	Building and Structures
AR 500-10	Non-industrial Facilities for Mobilization
AR 515-10	Conterminous vs. Base Facilities and Space Allowances for Construction At Installations in the Event of Emergency
AR 710-2	Material Management for Using Units, Support Units and Installations DOD Directive 4270 IM
NGB 5-8A-XX	Cooperative Agreements
NGB 420-10	Facilities Engineer – General Provisions, Organization, Function and Resources
TB ENG 405	Repairs and Utility Standards for Reactivation of Inactive Facilities For Mobilization
NJSA, Title 5	
NJDMAVA DD 210-2	Army Leasing
NJDMAVA	Environmental Desktop Guide Book

APPENDIX B**DEFINITIONS**

Alterations. The work required to adjust interior arrangements or other physical characteristics of an existing facility so that it maybe more effectively adapted to or utilized for its presently designated functional purpose.

AR. United States Army Regulation.

Armorer. A New Jersey State employee that performs custodial care of buildings and grounds.

Armory The real properties, buildings and grounds owned/leased to provide administration, training, operations and storage space for New Jersey Army National Guard units.

Army Aviation Support Facility (AASF). A facility established for centralized control, proper utilization, operation and maintenance of the aviation assets of the New Jersey Army National Guard.

Army National Guard (ARNG). Federally organized military units under the joint management of the Federal and State governments.

Building Service Worker. A New Jersey State employee that performs cleaning services primarily in office areas.

Chief Architect. The department official having overall jurisdiction of planning for contracting for construction projects.

Combined Support Maintenance Shop (CSMS). A Federally supported facility used for the direct support maintenance of Federal U.S. Army equipment.

Construction. It is the erection, reconstruction, alteration, conversion, demolition, removal, repair, replacement of equipping of a building or structure.

Construction Official. The State official having authority to administer and enforce the State Uniform Construction Code for the department in accordance with New Jersey Statutes Annotated (NJSA) 5:23.

Construction Management Bureau (ID-CMB). The department's state office responsible for construction design, contract administration, and construction supervision.

Contracting Officer. The department official responsible for construction related contracts.

Office of Construction Supervision (ID-OCS). The department's state office responsible for insuring all construction is in compliance with existing building codes and DCA.

Director, Installation Division (ID). The Department official designated by The Adjutant General to manage ARNG facilities and the central operations facilities for the department and the capital improvement program.

Installation. New Jersey Department of Military and Veterans Affairs locations containing any combination of facilities on the premises such as; but not limited to, any Armory, Combined Support Maintenance Shop (CSMS), Field Maintenance Shops (FMS), Department office building, United States Property and Fiscal Office (USP&FO), Army Aviation Support Facilities (AASF), veterans homes or cemetery.

Facility Management Bureau (ID-FMB). The department's state bureau responsible for the operations, maintenance, funding and planning of construction and maintenance projects at State-supported facilities.

FD. Fiscal Division

Janitorial Request Form (NJDMAVA Form 106). A form used to request cleaning and other janitorial or ground maintenance supplies from the Facility Supply Section.

Maintenance. The replacement mending of existing work with the equivalent materials (See Ordinary Repairs) or the provision of additional work or materials for the purpose of the safety, healthfulness and upkeep of the structure and the adherence to such other standard of upkeep as required in the interest of public safety, health and welfare.

Major Work. Any work for which prior approvals are required, and construction of a new structure not previously occupied and any construction work other than ordinary repairs, otherwise not qualified as minor work or small job. Work of this nature requires a permit.

Minor Work. Work of a single trade only undertaken in existing structures, requiring no plan to review, not altering in anyway the structural members of the building.

FMS Foreman. A federal technician who is appointed to operate an organizational maintenance shop.

Office of Environmental Compliance (ID-OEC). The Department's state office responsible for assisting with compliance to all Federal State and local environmental rules, laws, regulations and implementation of all DOD NGB, VA and NJDMAVA Environmental Policies and Guidance.

Ordinary Repair. Repair and replacement which does not require a construction permit be placed on file, nor does it require oral notice to the enforcement agency before the work begins.

Field Maintenance Shop (FMS). A federally supported facility used for the maintenance of federal equipment. Normally located at an installation with an Armory.

Parts Request Form (NJDMAVA Form 104-1). A Department form used to request spare parts for minor maintenance/repair within facilities.

Petty Cash Reimbursement (State Form WD-9). A preprinted State of New Jersey form required to be submitted or reimbursement.

Project Request (NJDMAVA Form 104). A form used by station commanders, station representatives, OMS Foreman and Chief Armorers to request facility projects beyond local capability or authority.

Property Transaction Document (NDMAVA Form 466). A Department form used to request station property such as office equipment, refrigerators, fans, air conditioners, grounds maintenance equipment and other non-expendable items. Form is submitted to NJDMAVA State Property Book Officer.

Regional Supervisors. State employees responsible to the Chief, Facilities Management Bureau for supervising the Armorer force to ensure that maintenance operations for NJDMAVA, National Guard, and central office operation are accomplished in accordance with state and federal regulations, Departmental policies and guidelines.

State Property Officer. This officer is responsible for the management, required maintenance purpose and repair of state owned property of the NJDMAVA. The State Property officer is supervised by the Chief, Office of Real Property, and provides long-range planning and management of state furniture and property as it affects new construction. Relocations, alterations and rehabilitation to state owned/leased and existing facilities. This person is also responsible for operating the department distribution warehouse.

Stations. See Armory. The official address of a military unit.

Station Commander's Representative. The station commander's full-time federal employee (Technician or AGR) charged with supervising daily activities at an Armory.

Unit Training Equipment Site (UTES). A federally supported facility used to store and maintain NJARNG and other contributors equipment for issued to units on an Inactive Duty Training Assembly (IADT) and Annual Training (AT) Periods.

APPENDIX C
RESPONSIBLE PERSONNEL
(Area Code 609)

INSTALLATIONS DIVISION (ID)	530-6993/6992
CONSTRUCTION & FACILITIES MANAGEMENT OFFICE (ID-CFMO)	530-6998
CONSTRUCTION MANAGEMENT BUREAU (ID-CMB)	530-7122/7123
DESIGN SECTION (ID-CMB-D)	530-7130/7127
CONTRACT ADMINISTRATION SECTION (ID-CMB-CA)	530-7120
FACILITIES MANAGEMENT BUREAU (ID-FMB)	530-6907
OPERATIONAL MAINTENANCE SECTION (ID-FMB-OM)	530-6976
ACCOUNT MANAGEMENT SECTION (ID-FMB-AM)	530-6973
OFFICE OF REAL PROPERTY (ID-ORP)	530-6856
OFFICE ENVIRONMENTAL COMPLIANCE (ID-OEC)	530-7133/7135

APPENDIX D**SAFETY PROGRAM****1. PURPOSE.**

a. The program is provided to enhance the safety of the Armorer work force while performing assigned tasks.

b. Assigned personnel, as a condition of employment, shall be responsible for adherence to all instructions and shall use the personal protective devices provided.

2. TASK: Mowing Lawns

a. Safety glasses, goggles, hard hat and hearing protection are to be worn when mowing or weeding thick grass or weeds.

b. Long pants are required to be worn to prevent leg injuries.

c. Hard leather like shoes are to be worn when any grass cutting occurs.

3. TASK: Oil Burner Cleaning

a. An approved respirator mask is to be worn when cleaning the soot from inside the confined space of an oil burner.

b. Cleaning the oil burner requires one person inside and one person outside for safety.

c. The use of protective throw away suits with gloves are to be worn.

d. If asbestos is present, the appropriate filters in the mask are to be worn.

4. TASK: Stripping or Waxing Floor

a. When using a power buffing machine ensure that the power cord is away from the buffer.

b. Have wet floor signs at site of area being cleaned.

c. When using soap solutions to strip and wash floor, use the minimum soap needed to prevent slips.

- d. When pouring liquids, use splash goggles to prevent eye injuries.
- 5. TASK: Cleaning Lavatories.**
- a. When using cleaning agents which emit fumes or vapors avoid breathing the vapors and use proper ventilation, i.e. open windows or turn on exhaust.
- 6. TASK: Oil Changing/Lawn Equipment**
- a. When handling used oil, wear proper protective gloves so not to expose the skin to the hazards of the used oil.
 - b. Use proper gloves when working with gasoline or solvents which might irritate the skin.
- 7. TASK: Heavy Lifting.**
- a. When lifting any heavy item seek help and lift properly to avoid back sprain.
 - b. Use a back brace whenever when necessary.
- 8. TASK: General Safety**
- a. Ladders, use “UL” rated ladders when doing electrical repairs.
 - b. Use approved properly rated extension cords.
 - (3) ID-FMB-OM for janitorial supplies.
 - (4) ID-ORP-PM for repairs to kitchen equipment and window box air conditioners.
 - c. When sanding/grinding wear proper protection face shield.
 - d. When using insecticides use proper face protection in case of splashing and a proper respirator.

APPENDIX E

NJDMAVA FORMS

NJDMAVA FORM 98 - REQUISITION-FACILITY MAINTENANCE SUPPLIES

NJDMAVA FORM 104 - PROJECT REQUEST

NJDMAVA FORM 104-1 - REPLACEMENT PARTS REQUEST

NJDMAVA FORM 106 - CUSTODIAL SERVICES FREQUENCY SCHEDULE

NJDMAVA FORM 107 - ROUTINE DETAIL ASSIGNMENT

NJDMAVA FORM 109 - CLEANING AND PAINTING SCHEDULE

NJDMAVA FORM 466 - STATE PROPERTY TRANSACTION DOCUMENT

PB-119 - SUMMARY OF TELEPHONE CONVERSATIONS

**The NJDMAVA Forms are also located on the NJDMAVA Website
at: <http://www.state.nj.us/military/publications/forms.html>.**

30 August 2006

DD 600.1

REQUISITION - FACILITY MAINTENANCE SUPPLIES

TO: ID-FMB-OM

REF: NJDMAVA Departmental Directive 600.1

ARMORY	DATE
POINT OF CONTACT	PHONE NUMBER

QUANTITY				DESCRIPTION	UNIT PRICE	AMOUNT
REQUESTED	ORDERED	SHIPPED	BACK ORDERED			
				AJAX		
				ALL-PURPOSE CLEANER & DISINFECTANT		
				BOWL BRUSH		
				BOWL CLEANER		
				BROOM HANDLE (Screw End)		
				BROOM, HIGHWAY		
				BROOM, PUSH 14"		
				BROOM, PUSH 16"		
				BROOM, PUSH 24"		
				BROOM, PUSH 36"		
				DRAIN OPENER		
				DUST BRUSH		
				DUST MOP TREATMENT		
				DUST PAN		
				FERTILIZER 20-5-10 (<i>Pesticide License Required</i>)		
				FLAG ROPE (Amount in Linear Feet -)		
				FLAG SNAP		
				FLAG, POW/MIA		
				FLAG, STATE - Outdoor 5' x 8'		
				FLAG, U.S. - Outdoor 5' x 8'		
				FLOOR FINISH (1 Gallon)		
				FLOOR FINISH (5 Gallons)		
				FLOOR NEUTRAL CLEANER		
				FLOOR SEALER		
				FLOOR SPRAY BUFF		
				FLOOR STRIPPER (5 Gallons)		
				GRASS SEED (Amount in Pounds -)		
				HAND SOAP, BARS		
				HAND SOAP, LIQUID		
				HAND SOAP, POWDERED		
				HI DRY - OIL ABSORBENT		
				INSECTICIDE (<i>Pesticide License Required</i>) (Amt in Gals)		
				LAMPS, 15W		
				LAMPS, 15W		
				LAMPS, 25W		
				LAMPS, 40W		
				LAMPS, 40W, RED EXIT		
				LAMPS, 60W		
				LAMPS, 100W		
				LAMPS, 150W		
				LAMPS, 150W/PAR		
				LAMPS, 200W		
				LAMPS, 300W MED		
				LAMPS, 300W MOG		
				LAMPS, 500W		
QUANTITY						

NJDMAVA FORM 98
1 APR 03

(TYPE OR PRINT WITH BALL POINT PEN)
Previous editions may be used until exhausted

REQUISITION - FACILITY MAINTENANCE SUPPLIES

REQUESTED	ORDERED	SHIPPED	BACK ORDERED	DESCRIPTION	UNIT PRICE	AMOUNT
				LAMPS, 750W		
				LAMPS, F40CW		
				LAMPS, F96T12/CW		
				LAMPS, F96T12/CWHO		
				LAMPS, 20T12		
				MOP HANDLE, WET		
				MOP FRAME, DUST 18"		
				MOP FRAME, DUST 24"		
				PAPER CUPS, DIXIE		
				PAPER TOWEL, ROLL		
				PAPER TOWEL, SHEETS		
				POLISHING PAD, COARSE		
				POLISHING PAD, FINE		
				POLISH, METAL		
				POISON, ANT (<i>Pesticide License Required</i>)		
				POISON, RAT/MICE (<i>Pesticide License Required</i>)		
				RAKE, GRASS		
				RAKE, METAL		
				ROCK SALT (80 Pound)		
				SHEARS, GRASS		
				SHEARS, LOPING		
				SHEARS, PRUNING		
				SHOVEL, ROUND POINT - LONG HANDLE		
				SHOVEL, ROUND POINT - SHORT HANDLE		
				SHOVEL, SQUARE POINT - LONG HANDLE		
				SHOVEL, SQUARE POINT - SHORT HANDLE		
				SHOVEL, SNOW		
				SPONGE		
				SPRAY BOTTLE		
				SQUEEGEE 8"		
				SQUEEGEE 12"		
				SQUEEGEE 24"		
				SQUEEGEE, RUBBER		
				STEEL WOOL #2		
				STEEL WOOL #3		
				SWEEPING COMPOUND		
				WASTE PAPER BASKET		
				WATER HOSE (50 Feet)		
				WATER HOSE NOZZLE		
				WATER SOFTENER - SALT		
				WEED KILLER (5 Gal) (<i>Pesticide License Required</i>)		
				WEED & FEED 28-5-11 (<i>Pesticide License Required</i>)		
				WINDOW CLEANER		
				WIPING RAGS		

_____			APPROVED <input type="checkbox"/>	_____		
REGIONAL SUPERVISOR			DISAPPROVED <input type="checkbox"/>	GRAND TOTAL		
_____				_____		
RECEIVED BY				DATE		

PROJECT REQUEST

TO: FMB

REF: DD 600-1

SECTION 1 REQUESTER'S USE				Facility Code		Control Number (FMB Only)			
Location				Facility		Requested By			
Attachment(s)		Self-Help <input type="checkbox"/> Other <input type="checkbox"/>		Date		Telephone			
Drawing(s) <input type="checkbox"/>	PROJECT TO			OPERATING		REVENUE/YEAR			
Letter <input type="checkbox"/>	Land <input type="checkbox"/>			Utilities	\$	Federal		\$	
List <input type="checkbox"/>	Right of Way <input type="checkbox"/>			Supplies	\$	State		\$	
Memo <input type="checkbox"/>	Site Utilities <input type="checkbox"/>			Maintenance	\$	Rental		\$	
None <input type="checkbox"/>	Furniture <input type="checkbox"/>			Personnel-	\$	Other -		\$	
Other <input type="checkbox"/>	Equipment- <input type="checkbox"/>			Quantity and	\$	List			
Quote <input type="checkbox"/>	IMPACT IF NOT FUNDED								
Report-List <input type="checkbox"/>									
DETAILED DESCRIPTION									
JUSTIFICATION									
SECTION 2 REGIONAL SUPERVISOR				Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>		DATE		Initials	
Remarks									
SECTION 3 FACILITY COMMITTEE				Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>		DATE		Priority	
Remarks									
SECTION 4 OPERATIONS/PLANNING				Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>		DATE		Initials	
Routing	Symbol	Date	Initials	Remarks					
Return	FPB-P			Capital <input type="checkbox"/>	Non <input type="checkbox"/>	420 <input type="checkbox"/>	1390 <input type="checkbox"/>		
FMO (Account)		Permit Number		Work Order Number		Work Plan FY		Budget FY	
State \$		Bond \$		FED \$		Other \$ (List)			

Instructions For Completing NJDMAVA Form 104

Note: This Form is found shared on DMVA HQ File Server 2 - Groups and Print Server (\\Dhqf12\shared\Public\104WorkOrder)

1. Type in Location (Example: Bordentown)
2. Type in Facility (Example: CSMS)
3. Type in Facility Code (Example: N204)
4. Select Self Help or Other (If Self Help or Other)
5. Select Attachment(s) (If There is any Attachment(s))
6. Type in IMPACT IF NOT FUNDED (Example: Office will be damaged if the leak is not taken care of)
7. Type in DETAILED DESCRIPTION (Example: The roof is leaking over admin office)
8. Type in JUSTIFICATION (Example: This Office is used for administration our file's are being damaged)
9. Type in Date
10. Type in Requested By (Example: Your name)
11. Send to the REGIONAL SUPERVISOR for processing or call if this is a emergency.

COST CENTER CODES FOR STATE INSTALLATIONS

001	ATLANTIC CITY Armory	043	SEA GIRT Armory
002	BORDENTOWN Armory	044	SOMERSET
005	BURLINGTON Armory	047	TEANECK Armory
006	BORDENTOWN BLDG #3/CSMS	048	TOMS RIVER Armory
007	CAPE MAY Armory	049	TRENTON ARTY Armory
008	CHERRY HILL Armory	053	VINELAND Armory
009	DOVER Armory	054	WASHINGTON Armory
015	FLEMINGTON Armory	055	WESTFIELD Armory
017	FREEHOLD Armory	056	WEST ORANGE ICR
018	HACKETTSTOWN Armory	057	WOODBURGE Armory
019	HAMMONTON Armory	058	WOODBURY Armory
020	JERSEY CITY Armory	059	WOODSTOWN Armory
024	MERCER Armory	070	NJDMAVA HQ
026	MORRISTOWN Armory	073	BLDG #3 BORDENTOWN
027	MOUNT HOLLY Armory	074	NJDMAVA HOUSEHOLD 12
028	NEWARK Armory	075	NJDMAVA CARPENTERS 13
029	NEWTON Armory	080	SEA GIRT TRAINING CENTER
033	PICATINNY ARSENAL	083	SEA GIRT BLDG 18
034	PHILLIPSBURG Armory	084	SEA GIRT BLDG 59/60
037	PRINCETON Armory	090	NEW EGYPT Armory
042	RIVERDALE Armory	091	FT DIX Armory

COST CENTER CODES FOR LOGISTICAL FACILITIES

201	UTES – FT DIX	224	OMS – TEANECK
202	MATES – FT DRUM	225	OMS – LAWRENCEVILLE
203	USP&FO – LAWRENCEVILLE	226	OMS – VINELAND
204	CSMS 1 – BORDENTOWN	227	OMS – WESTFIELD
205	CSMS 2 – WEST ORANGE	228	OMS – WEST ORANGE
207	OMS – BORDENTOWN	229	OMS – WOODBURY
208	OMS – CAPE MAY	231	SEA GIRT BLDG #26
209	OMS – CHERRY HILL	232	DLOGS – LAWRENCEVILLE
210	OMS – DOVER	233	SEA GIRT FEDERAL BLDGS
213	OMS – JERSEY CITY	235	WARREN GROVE TRNG SITE
216	OMS – MERCER	236	OMS – TOMS RIVER
217	OMS – NEWARK	250	AASF – MERCER
221	OMS – RIVERDALE	251	AASF – PICATINNY
222	OMS – SEA GIRT	275	HHT – FT DIX
223	OMS – SOMERSET		

(Figure 4)

CUSTODIAL SERVICES FREQUENCY SCHEDULE

(USE ADDITIONAL SHEETS IF NECESSARY)

LOCATION		PREPARED BY						DATE PREPARED	
APPROVED <input type="checkbox"/>		REGIONAL SUPERVISOR						DATE APPROVED	
DISAPPROVED <input type="checkbox"/>									
CODE		Enter room, office, area and/or location in these blocks.							LINE
D - Daily W - Weekly M - Monthly Y - Annually + - Additionally as Required AU - After Each Use AR - As Required LD - Local Determination 2W - Twice Each Week M3 - Every Three Months									1
CLASSIFICATION									
FLOOR CLEANING	Floor Type								2
	Floor Area (sq ft)								3
	Sweep								4
	Dust Mop								5
	Vacuum								6
	Damp Mop								7
	Buff								8
	Strip & Wax								9
									10
GLASS CLEANING	Windows In & Out								11
	Mirrors								12
	Interior Glass								13
									14
DUSTING	Furniture								15
	Light Fixtures								16
	Walls								17
	Ceiling								18
	Pipes								19
	Screens								20
	Venetian Blinds								21
								22	
MISCELLANEOUS	Light Fixtures								23
	Venetian Blinds								24
	Radiators & Grills								25
	Walls, Partitions & Woodwork								26
	Furniture								27
	Urns & Ashtrays								28
								29	
								30	
RESTROOMS	Closets & Urinals								31
	Sinks & Basins								32
	Drinking Fountains								33
	Soap Dispensers								34
								35	
OUTDOOR AREA	Policing								36
	Sweeping								37
	Mow Grass								38
	Snow Removal								39
								40	
PAINT or REFINISH	Woodwork, Trim, Ferrous Metal								41
	Walls								42
	Ceilings								43
	Floors								44
								45	

NJDMAVA FORM NO. 106
1-Apr-03

(TYPE OR PRINT WITH BALL POINT PEN)
Previous editions may be used until exhausted.

CLEANING AND PAINTING SCHEDULE

REF: NJDMAVA Departmental Directive 600.1, dated 1 APR 03

LOCATION		PERIOD BEGINNING					
PREPARED BY		DATE PREPARED					
REGIONAL SUPERVISOR		APPROVED <input type="checkbox"/>				DISAPPROVED <input type="checkbox"/>	
Enter room, office, area and/or location in these blocks. Use additional sheets if necessary.							
FLOOR CLEANING	Sweep						
	Dust Mop						
	Vacuum						
	Damp Mop						
	Buff						
	Strip & Wax						
GLASS CLEANING	Windows In & Out						
	Mirrors						
	Interior Glass						
DUSTING	Furniture						
	Light Fixtures						
	Walls						
	Ceiling						
	Pipes						
	Screens						
	Venetian Blinds						
MISCELLANEOUS	Light Fixtures						
	Venetian Blinds						
	Radiators & Grills						
	Walls, Partitions &						
	Woodwork						
	Furniture						
	Policing						
PAINT or REFINISH	Woodwork, Trim,						
	Ferrous Metal						
	Walls						
	Ceilings						
	Floors						

NJDMAVA FORM NO. 109
1-Apr-03

(TYPE OR PRINT WITH BALL POINT PEN)
Previous editions may be used until exhausted.

STATE PROPERTY TRANSACTION DOCUMENT

(Type or Print Legibly)

Date Prepared _____

From		ID Code	Issue	Request			
To		ID Code	Turn In	Transfer			
Item No.	Stock No.	Description	Serial No.	Tag No.	Condit	Qty.	Price

Property Condition Legend

New = N

Used = U

Damaged = D

Salvaged = S

Date _____ Issued By: _____

Date _____ Received By: _____

NJDMAVA Form 446
1 Aug 89

In compliance with (A) P.L. 1983, Chapter 482 Small Business Set-Aside Contracts; (B) Governor Executive Order #46 regarding bid quotations from among Small Businesses, Minority-Owned Businesses, and Women-Owned Businesses; using agencies shall record requested information.

INSTRUCTIONS: Provide information as requested for Item 1. Mark the appropriate block(s) for Items 2 and 3

	<u>VENDOR #1</u> Telephone # Contact name	<u>VENDOR #2</u> Telephone # Contact name	<u>VENDOR #3</u> Telephone # Contact name	<u>VENDOR #4</u> Telephone # Contact name
1. Vendor telephone number and representative's name giving price quotation	Yes <input type="checkbox"/> No <input type="checkbox"/> Not qualified <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Not qualified <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Not qualified <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Not qualified <input type="checkbox"/>
2. Is firm registered as a small business with N.J. Department of Commerce and Economic Development?	Yes <input type="checkbox"/> No <input type="checkbox"/> W-O <input type="checkbox"/> M-O <input type="checkbox"/> Not qualified <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> W-O <input type="checkbox"/> M-O <input type="checkbox"/> Not qualified <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> W-O <input type="checkbox"/> M-O <input type="checkbox"/> Not qualified <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> W-O <input type="checkbox"/> M-O <input type="checkbox"/> Not qualified <input type="checkbox"/>
3. Is firm registered as a woman-owned (W-O) or minority-owned (M-O) business with N.J. Department of Commerce and Economic Development?	Yes <input type="checkbox"/> No <input type="checkbox"/> W-O <input type="checkbox"/> M-O <input type="checkbox"/> Not qualified <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> W-O <input type="checkbox"/> M-O <input type="checkbox"/> Not qualified <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> W-O <input type="checkbox"/> M-O <input type="checkbox"/> Not qualified <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> W-O <input type="checkbox"/> M-O <input type="checkbox"/> Not qualified <input type="checkbox"/>

4. I have reviewed and hereby approve this PB Form 119 for processing

ACCOUNT MANAGER _____

(Signature)

(Print Name)

(Date)

**FIGURE 5
RISK ASSESSMENT CODES**

HAZARD SEVERITY	ACCIDENT PROBABILITY
CATEGORY I	Description: Frequent
<i>DESCRIPTION: CATASTROPHIC</i>	<i>LEVEL: A</i>
<i>Definition: Death or permanent total disability system loss, major property damage.</i>	<i>Individual Item: Likely to occur frequently in life system item, facility, etc.</i> <i>Fleet inventory: Continuously</i>
CATEGORY II	Description: Probable
<i>DESCRIPTION: CRITICAL</i>	<i>LEVEL: B</i>
<i>Definition: Permanent disability or temporary in excess of 3 months; major system damage, significant property damage.</i>	<i>Individual Item: Will occur partially several times in life of item.</i> <i>Fleet inventory: Will occur frequently.</i>
CATEGORY III	Description: Occasional
<i>DESCRIPTION: MARGINAL</i>	<i>LEVEL: C</i>
<i>Definition: Minor injury, lost workday accident, or comparable injury or minor system damage; minor property damage.</i>	<i>Individual Item: Likely to occur sometimes in the life of item.</i> <i>Fleet inventory: Will occur several times.</i>
CATEGORY IV	Description: Remote
<i>DESCRIPTION: NEGLIGIBLE</i>	<i>LEVEL: D</i>
<i>Definition: First aid or supportive medical treatment, minor system impairment.</i>	<i>Individual Item: Unlikely, but possible to occur in life of item.</i> <i>Fleet inventory: Unlikely, but can reasonably be expected to occur.</i>
CATEGORY V	Description: Improbable
<i>DESCRIPTION: NEGLIGIBLE</i>	<i>LEVEL: E</i>
<i>Definition: First aid or supportive medical treatment, minor system impairment.</i>	<i>Individual Item: So unlikely it can be assumed occurrence may not be experienced.</i> <i>Fleet inventory: Unlikely to occur, but possible.</i>

RISK ASSESSMENT CODE MATRIX

HAZARD SEVERITY	ACCIDENT PROBABILITY				
	A	B	C	D	E
I	1	1	2	3	5
II	1	2	3	4	5
III	2	3	4	5	5
IV	3	4	5	5	5

Codes: 1 – Critical 2 – Serious 3 – Moderate 4 – Minor 5 – Negligible