

**PARTICLE PHYSICS DIVISION OPERATING MANUAL
REVIEW AND APPROVAL RECORD
BUILDING MANAGEMENT PROGRAM**

Revised by _____ Date _____
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Approved by _____ Date _____
PPD Head

BUILDING MANAGEMENT PROGRAM

INTRODUCTION

The Director has assigned each space at Fermilab to a landlord division or section. According to FESHM 1030, the Division/Section Head is responsible for ensuring the safe working environment of the assigned spaces. This document describes the delegation of this responsibility in PPD.

RESPONSIBILITIES

The appropriate Department Head is responsible for:

- 1) Maintenance and safe operation within the space,
- 2) Assigning a Building Manager (from the department or the PPD BMS Group) for each space,
- 3) Ensuring that the Building Manager receives proper training,
- 4) Ensuring that the Building Manager has a functional electronic mail account,
- 5) Arranging documented periodic ES&H inspections of each space, and
- 6) Assuring access to these spaces by emergency response personnel in the event of an emergency.

Building Manager responsibilities are outlined in FESHM 1030 and also in FESHM 2050. Building Managers are authorized to temporarily stop any work practices, which they deem unsafe within their assigned building. Upon issuance of a temporary stop work order, the Building Manager must immediately contact the PPD Senior Safety Officer who is authorized to issue a formal stop work order or to rescind the temporary stop work order.

The PPD Environment, Safety, and Health (ES&H) Group is responsible to arrange and/or provide required safety training for all PPD Building Managers.

PROGRAM DESCRIPTION

Building assignments to responsible departments are made by the PPD Head. This assignment is usually to the department, which is the prime user of the space. In the case of experimental halls and associated offices, the prime users are not Fermilab personnel but experimenters. These spaces are assigned to the PPD ES&H/BMS Department. Other assignments are made on the basis of manpower. A list of current building manager assignments is located on the PPD ES&H/BMS Web Page or the PPD Office Server » Admin.PPD on Ppdserver » Projects » General Administration » Space » Personnel Assignments).

Department Heads must approve a Building Manager assignment or reassignment affecting spaces under their control. The Department Head should inform PPD ES&H/BMG of the assignment, supplying the Building Manager's mail stop, telephone number, pager number and E-mail address. All PPD Building Managers should be informed that the PPD Building Management Services organization is available to provide assistance if additional resources are required for specific tasks.

The function of the Building Manager is to coordinate, organize and, on occasion, supervise operations in the building in accordance with ES&H requirements and Fermilab policies and practices. Scheduling the corrections of ES&H items with appropriate support groups and documentation of building operations are

top priorities. The building manager must establish a close working relationship with the users of the building in order to recognize and address problems that occur regarding ES&H or project issues.

Specifically, the Building Manager shall:

1. Maintain records of:
 - a. Monthly and annual inspections of emergency lighting systems.
 - b. Monthly inspections of sprinkler systems
 - c. Periodic inspections of eyewash stations
 - d. Periodic inspections of the areas, documentation of problems, and corrections of code violations via ESHTRK
 - e. Annual inspections of rigging equipment
 - f. Maintenance (i.e. Crane, HVAC, Structural, etc.) performed by FESS or outside contractors
 - g. Building prints for structures, utilities, and experiments (as necessary)
2. Formalize procedures where necessary. For example:
 - a. Evacuation of building in a fire or other emergency
 - b. Safe welding, brazing, and burning procedures (burning permits, fire watch personnel, disablement of smoke detection systems, etc.)
3. Ensure correct control of hazardous materials. For example:
 - a. Documentation of chemical inventories
 - b. Storage and labeling of chemicals
 - c. Storage and disposal of waste materials
4. General
 - a. Identify problems with plant systems and initiate corrections with the appropriate support groups. (Heating, air conditioning, water systems and strainers, lighting, electrical distribution, etc.)
 - b. Maintain safe operation of machine areas
 - c. Maintain an inventory of cabinets, posting of contents, and person responsible for contents
 - d. Where applicable, become familiar with experiment related systems
 - e. Coordinate building user requests with support personnel
 - f. Be the primary contact person for the area and post signs with manager's phone and page numbers along with emergency numbers for the building
 - g. Conduct operations within the building such that the area is free from recognized hazards likely to cause physical harm to occupants or equipment
 - h. Task manage construction work in buildings as their experience and qualifications permit

Formal audits of ES&H compliance will be conducted annually by a team consisting of representatives from the responsible department, the PPD ES&H Group, and PPD management. These audits and inspections will be performed as part of the PPD Tri-partite Program, which is currently administered by the Fermilab ES&H Section. Representatives from the Department of Energy Fermilab Area Office are invited to participate in these inspection tours as well.