

Management Assistance Visit (MAV), Facility Checklist

| GUIDANCE | INSPECTION CRITERIA | CRITERIA MET | NOTES |
|-------------------|--|--------------|-------|
| AFI 41-201 | If facilities management is responsible for quality assurance evaluation (QAE) of the housekeeping contract, is there documents evidence the inspections of contractor performance are being completed in accordance with the performance work statement (PWS)? (para 4. 19.4.6) | | |
| | If facilities management is responsible for quality assurance evaluation (QAE) of housekeeping contract, have local procedures been developed for use of AF Form 714, Customer Complaint Record? (para 4. 19.4.6.2) | | |
| | Has the MTF staff been trained on the use of AF Form 714? (para 4.19.4.6.2) | | |
| | Is the facilities manager a member of the control committee? (para 4.2.2.2.1) | | |
| | Is there documentation of security forces completing a resource protection survey every 4 years? Is there evidence the recommendations made in the resource protection survey have been acted on? (para 4.8.5.3) | | |
| | Is the resource protection officer appointed in writing? (para 4.8.5.5) | | |
| | Is there a key control program established? Are there procedures for identifying who is authorized to receive keys? Are these procedures to ensure all MTF keys are returned to facilities management prior to personnel PCSing, being released from the service, and/or being reassigned within the MTF? Is it documents which keys are not issued by facility management and who within the department is authorized to issue keys? (para 4.8.8) | | |
| | Does facilities management coordinate on all acquisition, installation, and repairs to communication systems? (para 4.10.1) | | |
| | If facilities management has established service contracts for the MTF, have the contracts been coordinated with the appropriate base agency, ensuring there is no duplication of services? (para 4.11.2) | | |

Management Assistance Visit (MAV), Facility Checklist

| GUIDANCE | INSPECTION CRITERIA | CRITERIA MET | NOTES |
|-------------------|---|--------------|-------|
| AFI 41-201 | Has the QAE received the required training from the base contracting office? (para 4.12.7) | | |
| | Are there procedures for coordinating requested renovations, repairs additions, and alternations to MTF buildings and grounds? (papa 4.13.5) | | |
| | Is the coordination documented? (para 4.13.5.6) | | |
| | Does facility management coordinate on proposed equipment purchases and installation plans to determine if facility and/or utility modifications are required? (para 4.2.2.17) | | |
| | Is the MTF represented by the facility manager at the Base Facility Utilization working group? (para 4.17.1.1) | | |
| | Are these procedures for requesting work from the organization responsible for maintenance or repair of the MTF's buildings? (para 4.13.3.1) | | |
| | Have logbooks or some other method been established for tracking work submitted to civil engineering or the maintenance contractor for completion? (para 4.13.5.5) | | |
| | Is a logbook or some other method established to document start and time of completion, name of person(s) performing the work, organization or company performing the work Job order number, work request, or purchase order number, and area where work is to be performed? Para 4.13.5.7) | | |
| | Are any billing/schedule of reimbursements discrepancies identified and documents? (para 4.4.3) | | |
| | Are there procedures established for reviewing the monthly billing or schedule of reimbursements against the documentation of work performed? (para 4.4.3.1) | | |
| | Has the annual review been documented and sent to the Director, Medical Logistics and administrator and findings reported in the MTF safety committee? (para 4.13.3.10) | | |

Management Assistance Visit (MAV), Facility Checklist

| GUIDANCE | INSPECTION CRITERIA | CRITERIA MET | NOTES |
|-------------------|--|--------------|-------|
| AFI 41-201 | Has facility management reviewed civil engineering/maintenance contractor O&M management annually including: Review of real property operation, maintenance, repair and projects. Evaluation of plans for extended outages of any and all utilities. Review of BCE/contractor contingency plans. Review of job training of BCE/contractor maintenance personnel. Review of any modifications to any facility's safety system(s) and whether or not the modifications have compromised the integrity and reliability of the safety system(s). Review of the recurring work program. Review the accuracy of the blueprints including all utility emergency shutoffs. (para 4.13.3.10 thru 4.13.3.14) | | |
| | Is there a facility master plan? (para 4.16.1) | | |
| | Has the facility master plan been coordinated with the MTF executive staff, the MTF resource manager, the MEMO, the MTF systems office, the BCE the base communications squadron and the regional HFO? (para 4.16.2.3, 4.16.2.4.4.16.2.5, 4.16.2.6, 4.16.2.7) | | |
| | Are updated master plan reviewed at least quarterly by the facilities manager and the administrator? (para 4.16.2.7) | | |
| | Is the master plan reviewed at least quarterly by the facilities manager and the administrator? (para 4.16.7) | | |
| | Is a copy of the Statement of Conditions included? One of each building requiring a Statement of Conditions? (para 4.16.3.2.2) | | |
| | Listing of all MTF buildings included? (para 4.16.3.2.3) | | |
| | Does the listing of all MTF buildings include: Gross square footage and condition code listed for each building? Dates of the last facility survey, next facility survey and a summary of any significant findings included? Comparison of facilities and applicable codes and standards included? (para 4.16.3.2.3) | | |
| | Is a listing of all building systems and real property installed equipment for each facility included in the master plan? (para 4.16.3.2.4) | | |

Management Assistance Visit (MAV), Facility Checklist

| GUIDANCE | INSPECTION CRITERIA | CRITERIA MET | NOTES |
|-------------------|---|--------------|-------|
| AFI 41-201 | Does the building system/RPIE inventory indicate: The age of the equipment and assessment of the condition. The source for repairs and preventive maintenance. The date of the last overhaul and/or the date it was rebuilt. The estimated fiscal year of replacement and the estimated cost? (para 4.16.3.2.4) | | |
| | Project listed included in the master plan? (para 4.16.3.2.5) | | |
| | Does the project listing include a brief description of each project and estimated cost? (para 4.16.3.2.5.2) | | |
| | Does the project listing include: identification of the project by type (MILCON, Minor Construction, etc). Project number or work order number, if assigned. A brief discussion of the impact on the facility if the project is not completed. (para 4.16.3.2.5.2) | | |
| | Has there been a facility assessment study done by the Health Facilities Office within the last five years? (para 4.17.1.4) | | |
| | Does the facility master plan include a plan for improving and maintaining the appearance of the facility including wall coverings, floor coverings, and painting? (para 4.18) | | |
| | Is the facility manager reviewing the utility bills on a monthly basis? (para 4.4.3.4) | | |
| | Is the safety officer appointed in writing by the commander? (para 4.6.3.4) | | |
| | Are safety surveys on all MTF buildings being conducted and documented at least twice a year? (para 4.6.5.6) | | |
| | Is the safety officer providing quarterly summaries of safety actions and safety committee activity to the executive staff? (para 4.6.5.8) | | |
| | Is the membership of the safety committee multi-disciplinary, including administration, medical staff, support services, and nursing representation? (para 4.5) | | |

Management Assistance Visit (MAV), Facility Checklist

| GUIDANCE | INSPECTION CRITERIA | CRITERIA MET | NOTES |
|----------------------|---|--------------|-------|
| AFI-41-201 | Is the safety committee chaired by the commander or administration Deputy Commander or medical support squadron commander? (para 4.5.1.1) | | |
| | Are members of the safety committee appointed in writing? (para 4.5.1) | | |
| | Is there documented evidence of an annual facility inspection by a qualified person for compliance with the Life Safety Code and other NFPA codes and standards? (para 4.6.5.6) | | |
| | Is facilities management reviewing purchases of interior design furnishings, linens, wall coverings, carpeting to ensure compliance with the Life Safety Code? (para 4.5.3) | | |
| | Is there documentation of all fire evacuation drills, date and time of drill, location, personnel participating, staff actions during drill, problems identified, corrective actions needed and/or taken and overall evaluation of drill? (para 4.7.9.1, 4.7.9.2, 4.7.9.3, and 4.7.9.4) | | |
| | Does facilities management have access to the publication listed in appendix 5 of AFI 41-201? (Attachment 3) | | |
| Miscellaneous | Does the manning in facilities management match what is on the Unit Manning Document (UMD)? Number of personnel Grade/rank structure? | | |
| | If military personnel are assigned, is their grade at least E-7? (para 4.2.1) | | |
| | Does facilities management have access to DMLSS-FM? (para 4.14.1) | | |
| | If facilities management has access to DMLSS-FM, is the system on-line? (para 4.14.1) | | |
| | Have all personnel assigned to facilities management attended the basic facilities management course at Sheppard AFB? | | |
| | Are the centrally procured publications (CHEM, NFPA codes and standards, NFPA 99 and 101 handbooks, and Healthcare Facilities Library on CD-ROM) available in facilities management? | | |

Management Assistance Visit (MAV), Facility Checklist

| GUIDANCE | INSPECTION CRITERIA | CRITERIA MET | NOTES |
|--------------|---|--------------|-------|
| JCAHO | Are there JCAHO Environment of Care management plans written for all areas facilities management is responsible for (Safety, Security, Hazardous Materials and Waste, Emergency Preparedness, Life Safety, Utility Systems)? | | |
| | If required by occupancy, is the Statement of Conditions (SOC) completed? | | |
| | Does the safety management plan address how the organization plans to provide a hazard free environment and how to reduce potential hazards to patients, staff and visitors? Establish an on-going safety education and training program? Establish performance standards? Establish how the safety program will be evaluated annually, including objectives, scope, performance and program effectiveness? | | |
| | Does the security management plan: Address how the organization plans to provide and maintain a program to protect patients, staff and visitors. Establish an on-going security education and training program. Establish performance standards. Establish emergency security procedures. Establish how the security program will be evaluated annually, including objectives, scope, performance and program effectiveness. | | |
| | Does the hazardous materials management plan: Address how the organization plans to review procurement procedures, handling, storage, usage, and disposal of hazardous materials. Establish an on-going hazardous materials and waste education and training program. Establish performance standards. Identify emergency procedures in the event of a hazardous waste spill or exposure. Establish an evaluation of the hazardous materials and waste program, including objectives, scope, performance and program effectiveness. | | |
| JCAHO | Does the emergency preparedness management plan: Address how the organization plans to continue to operate in the event of a disaster or other emergency. Establish an on-going emergency preparedness education and training program. Establish performance standards. Establish how the emergency preparedness program will be evaluated annually, including objectives, scope, performance and program effectiveness. | | |

Management Assistance Visit (MAV), Facility Checklist

| GUIDANCE | INSPECTION CRITERIA | CRITERIA MET | NOTES |
|----------|---|--------------|-------|
| | Does the utility management plan: Address how the organization plans to maintain utility system including identification of critical utility systems, inspection, maintenance, and testing of utility systems. Establish an on-going utility education and training program. Establish performance standards. Establish emergency procedures in the event of utility system failure or disruption. Establish how the utility management of program will be evaluated annually, including objectives, scope, performance and program effectiveness. | | |
| | Does the life safety management plan address how the organization plans to establish and maintain an environment to protect patients, staff, and visitors from the dangers of fire, smoke and other products of combustion? To include maintaining the facility in compliance with the Life Safety Code, the inspection, testing and maintenance of fire, detection systems, fire alarm systems, fire suppression systems, and portable fire extinguishers. Establish an on-going life safety education and training program. Establish performance standards. Establish procedures in case of fire emergency, including facility wide response to the fire emergency, response in the area of fire origin, response in the areas away from the point of fire origin, evacuation routes, and specific roles in preparation for building evacuation. Establish how the life safety program will be evaluated annually, including objectives, scope, performance and program effectiveness. | | |
| | Is documentation maintained for: Monthly testing of the emergency generators. Performance standards for all Environment of Care programs. | | |
| | Is documentation maintained for: Inspection, testing, and maintenance of fire detection, fire alarm, fire suppression systems, and portable fire extinguishers. Inspection, testing, and maintenance of utility systems and hazard surveillance inspections. Education and training programs for all Environment of Care programs. Annual review of all Environment of Care programs. | | |