

ENGINEERING, FACILITIES AND EQUIPMENT

Facilities Management

What's Happening at AFMLO/FOM-F?

This is the first in a series of articles designed to provide updates on current facilities management related topics and issues.

New Members of the Facilities Management Support Team

We are pleased to announce that Capt (Major select) Dick Hart and Capt Bob Zak have joined the Facilities Management Support Team at AFMLO. (See related articles on pages MM-1 and MM-2 of this AFMLL.)

Capt Hart brings a wealth of facilities management experience from his assignments at Misawa, where he was the facilities manager and project officer for the \$55 million MILCON project, and Fairchild, where he was Director, Clinical Engineering and project officer for the comprehensive life safety code and utility upgrade project. In addition to his military experience, he brings with him a masters degree in Medical Planning and Administration from Penn State University, and over three year's worth of experience as a medical equipment and medical construction consultant for Medequip, Inc. Capt Hart will be taking the lead on the revision of AFI 41-201 and AFOSH Standard 127-8, O&M project issues, and training issues (including the facilities management course and DMLSS training). Capt Hart's e-mail is hartr@ftdetrck-ccmail.army.mil. His telephone number is DSN 343-4081.

Capt Zak also brings solid experience to the facilities team. After spending seven years as a BMET, he received his commission and was subsequently assigned to Maxwell AFB as the Medical Facilities Manager. While at Maxwell, he managed over \$5 million in projects that covered life safety, infrastructure upgrades, and modernization. While at Maxwell, he was also selected to pursue a masters degree at Penn State through the Air Force Institute of Technology (AFIT) program. Capt Zak will have an opportunity to apply his industrial engineering/human factors degree as he takes the lead on the Facilities Management staffing issues. Capt Zak will also be working energy management and environmental compliance issues. Capt Zak's e-mail is zakr@ftdetrck-ccmail.army.mil. His telephone number is DSN 343-4120.

Medical Facilities Management Course J3AZR4A271-012

The calendar dates have been set for the FY 1997 Medical Facilities Management Courses. All courses will be held at Sheppard AFB on the following dates: 16 Oct - 1 Nov 96, 22 Jan - 7 Feb 97, 10-26 Mar 97, 7-23 May 97, and 13-29 Aug 97. If you are interested in attending any of the FY 97 classes, contact your MAJCOM Facilities Management Representative immediately to volunteer. This is important even if you are not sure you will be able to attend on a certain date. Furthermore, if you know of others who would be interested in attending, please ensure they receive this information.

***1997 Joint Services Medical Facilities
Management Symposium/American Society for
Healthcare Engineering Annual Conference***

Once again, the Air Force Medical Facilities Management Symposium will be held in conjunction with the ASHE annual conference and technical exhibition, and the Army and Navy Medical Facilities Management symposia. The '97 Joint Services Symposium/ASHE conference will be held at the Convention Center in San Antonio, Texas, 14-18 July 1997. For planning purposes, you should mark your calendars now. (Travel days will be on Sunday and Saturday; the conference/symposium will be five full days.)

Once again, AFMLO's plan is to centrally fund the registration fee for Air Force participants. While a limited number of funded training quotas (which will fully cover travel and per diem) will be available through AETC, the majority of attendees will be required to obtain local funding to pay for all travel and per diem costs. For this reason, you should immediately submit a "TDY request" to the appropriate MTF office. Waiting until May or June to submit your "TDY request" may result in disapproval due to lack of funds.

***Development of Standardized Performance Work
Statement (PWS) for Medical Facilities
Maintenance***

As discussed during the 1996 Medical Facilities Management symposium in Orlando, AFMLO/FOM-F is coordinating the development of a standardized PWS for medical facilities maintenance. On 28 Sep 96, the Air Force Civil Engineer Support Agency (AFCESA), Tyndall AFB, FL, awarded a delivery order to BDM, Inc., to begin work on this project. We expect the project will take approximately nine months. We will soon be establishing a working group of functional experts who will be responsible for providing input to the contractor. If you are interested in being a part of this working group,

please contact your MAJCOM Facilities Management Representative. By 15 Nov 96, we will be asking the MAJCOMs to nominate individuals to participate.

Central Procurement of ASHE Memberships

We are pleased to announce that you will all soon be members of the American Society for Healthcare Engineering (ASHE)! Yes, after much discussion, this is really going to happen! Even better, the membership will include a subscription to ASHEnet, ASHE's home page on the World Wide Web. Who will be getting the ASHE/ASHEnet memberships? Every MTF Facilities Manager, (medical centers will receive two memberships--one for the Facilities Manager and one for the Director, Clinical Engineering), every MAJCOM Facilities Management Representative, and selected Facilities Management support organizations (including AFMLO/FOM-F; Health Facilities Division offices at Brooks AFB, Bolling AFB, and the Pentagon; and the three regional Health Facilities Offices).

As a reminder, the ASHE/ASHEnet membership will belong to the "position," not to the person sitting in the position. All materials that come as part of the centrally-funded ASHE membership are the property of the government and must be permanently maintained in the office of the "position" indicated on the membership. If you wish to develop and maintain your own personal library of materials that you can take with you when you change jobs, you will need to begin or continue purchasing your own ASHE membership. ASHE memberships cost only \$95.00 per year and can be obtained over the phone by calling 312-422-2765. Personal ASHEnet subscriptions can be purchased for an additional \$49.00.

Within several weeks, you should begin seeing mailings from ASHE. One of the most important mailings to look for is a letter from ASHE which will contain your username and password for ASHEnet. This username and password can be

used on any computer which has internet access. This means that you can log onto ASHE net from your home or from your friend's home. Or, if only selected computers in your MTF have internet access, you can log on from one of those. While the username and password will belong to the person holding the "position" indicated on the membership, this person may allow others in the facilities management or support organization office to log onto ASHENet using this username and password.

We understand that not every MTF facilities management office has internet access and, therefore, not every facilities manager will be able to log onto ASHE net directly from his/her MTF office. However, we did not want to delay making this technology available, especially since many facilities managers routinely use the internet from their homes, via on-line services such as Compuserve, America Online, and local internet service providers. As stated above, ASHENet can be accessed from any computer. We encourage you to explore ASHENet from your home or office and begin using it to communicate with your colleagues, both military and civilian.

Central Procurement of Additional Reference Materials

In addition to the ASHE/ASHENet memberships, we have centrally purchased three additional reference books and subscriptions for each facilities management office, MAJCOM, and selected FM support organizations. The first is ECRI's Center for Healthcare Environmental Management (CHEM) membership. This includes the *Healthcare Environmental Management System*, a set of three binders, and *Healthcare Hazardous Materials Management* newsletter, a monthly publication containing the latest information on environmental compliance, safety, and occupational health issues. The second is the *National Fire Codes Subscription Service, Electronic Edition (CD-ROM)*, published by the National Fire

Protection Association (NFPA). This CD-ROM contains every code published by the NFPA and is a user-friendly alternative to the printed code subscription service which has traditionally been offered by NFPA. The third is the 1996 edition of the NFPA 99, *Healthcare Facilities Handbook*. In addition to purchasing one copy of the handbook for each facilities management office, MAJCOM, and FM support organization, one copy was purchased for each MTF Biomedical Equipment Maintenance Shop.

Ms. Heidi Slater, AFMLO/FOMP, will be acting as the Contracting Officer's Representative (COR) for all of the above subscriptions including ASHE/ASHENet. As such, she will handle all issues related to contractor performance/non-performance, address changes, etc. Ms Slater can be reached at DSN 343-4176 or e-mail: slaterh@ftdetrck-ccmail.army.mil.

Our bulk purchase of the Electronic (CD-ROM) edition of the National Fire Codes Subscription Service was shipped the first week in October. If you have not received your copy by 31 October, please contact Ms Slater. Contracts for the other items, including ASHE/ASHENet, were awarded late in FY 96; therefore mailings may take anywhere from 4-12 weeks to appear. We will notify you of the shipping date for these items so you will know approximately when to expect them.

If you already have subscriptions to one or more of these publications/services, you will receive duplicate mailings for a while until your local subscription expires. Upon expiration, you will not need to renew your local subscription. AFMLO will renew the subscriptions on behalf of all MTFs and support organizations, continuing to take advantage of the quantity discounts that are available when publications are purchased in bulk.

What about the future? First, our goal is to renew all of the above on an annual basis (except for the NFPA 99 Handbook, which is published every three years). Second, we intend to begin purchasing the

Healthcare Facilities Library on CD-ROM, published by IHS Regulatory, and/or the *Health Care Facilities Guide* (a 3-binder set), published by the Bureau of National Affairs. Third, we plan to purchase the 1997 edition of the Life Safety Code Handbook (NFPA 101) when it is released in early 1997. Fourth, we want to provide the "Construction Criteria Base (CCB)" to all of our medical centers and larger hospitals. If you have other suggestions for publications/subscriptions that should be centrally procured, or comments about any of the above, please contact AFMLO/FOM-F via telephone or e-mail.

Revision of AFI 41-201, Managing Clinical Engineering Programs, and AFOSH Standard 127-8, Medical Facilities

AFI 41-201 and AFOSH Standard 127-8 are both scheduled for revision during the next 12-18 months. If you are interested in being part of a committee to conduct the review/revision of these documents, please contact your MAJCOM Facilities Management Representative to volunteer. Within the next 3 months, each MAJCOM will be asked to nominate individuals to participate in these committee meetings. Two separate committees will be formed--one for the revision of AFI 41-201 and one for the revision of AFOSH Standard 127-8. Furthermore, the committee for the revision of AFI 41-201 will be broken down into subcommittees for each of the different chapters. For more information, contact Capt Hart at DSN 343-4081.

E-Mail Addresses

We are continuing to gather e-mail addresses for all facilities managers. We currently have working e-mail addresses for approximately 30 percent of you. Once you are assigned an e-mail address, please forward a message to AFMLO/FOM-F so we can add you to our e-mail directory. You should also send a message to your MAJCOM Facilities Management Representative. Furthermore, if you provided an e-mail address to us at the symposium, but have yet to receive a message directly from AFMLO/FOM, this means your address is not functioning properly. Please send us a new message with the correct address. Please forward messages to one of the following:

Capt Hillman hillmar@ftdetrck-ccmail.army.mil
Capt Hart hartr@ftdetrck-ccmail.army.mil
Capt Zak zakr@ftdetrck-ccmail.army.mil

This concludes Part I of our series. Watch for additional updates in future AFMLLs. (AFMLO/FOM-F, Capt Rhonda Hillman, DSN 343-2117)

Quality Assurance

**Food and Drug Administration (FDA)
Recalls/Alert Notices**

Attachment 2, paragraph 1, provides information on FDA medical equipment recalls and alerts. Personnel from clinical engineering, biomedical equipment maintenance, quality assurance, and safety should follow the guidance provided to ensure the effective maintenance and management of medical equipment. (AFMLO/FOM-P, Capt David Zemkosky, DSN 343-4028)

Medical Equipment Management

Shared Procurement Equipment Items Currently Available

AFMLL 16-96, Attachment 1, page 1, contains a list of all current Shared Procurement contracts and optional contracts available through the Defense Personnel Support Center (DPSC). If you plan to order any of these items for your facility, use the specific ordering instructions and overall program guidance contained in AFMLL 04-96, pages CE-4 and CE-5. (AFMLO/FOM-P, Capt David Zemkosky, DSN 343-4028)

“Piggyback” Contracts Currently Available

AFMLL 16-96, Attachment 1, pages 4 and 5, contains a list of all current “piggyback” contracts currently available through DPSC. These contracts will allow facilities to “piggyback” requirements onto existing orders placed for specific quantities. Many of these contracts are designed to buy large quantities at reduced prices, and are written with the option of buying additional quantities at the same price. The list includes available quantities and “Order By” dates. To order, send your MILSTRIP requisitions to DPSC, and reference the contract number (from the listing) in the notes section. (AFMLO/FOM-P, Capt David Zemkosky, DSN 343-4028)

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