

TROOP U-DO-IT TRAINING PROGRAM



DIRECTORATE OF PUBLIC WORKS

OUTLINE

INSTRUCTIONAL UNIT: Troop U-DO-IT Program

TYPE: Lecture and Demonstrations

CLASS PRESENTED TO: Occupants of Government controlled buildings

PERSONNEL: Instructor and personnel appointed as U-DO-IT building monitors/custodians

TRAINING AIDS: Step-by-step Video instructions, handouts and view graphs

REFERENCES: Contract: W91249-16-C-0006 Technical Exhibit, 6-V-1

CONDUCT OF CLASS: This class will consist of a lecture, demonstrations and tour of the U-DO-IT Store and warehouse.

DPW BRIEFING: DPW Environmental representative will discuss hazardous Materials (lead and asbestos) processing for approximately 30 minutes.

CUSTOMER SURVEY: You will be given a customer survey form to evaluate this training program presented today. You are to complete it prior to leaving the class.

**TRAINING OUTLINE
U-DO-IT**

MILITARY UNITS AND ACTIVITIES

INTRODUCTION

INSTRUCTOR

Student (name, unit, assignment, area of responsibility).

CLASS

Class will begin at 0800 in building 40101 and completed at approximately 1130 hours

This class will be informal with a free exchange of questions and answers.

Class is to advise what services are available and how to obtain these services.

Class will provide some general information on the most common problems.

Ten minute break will be given approximately every hour on the half hour.

FACILITIES

Rest rooms are located in the rear of the classroom.

The U-DO-IT warehouse stock consists of items that are customer driven (demand supported).

PURPOSE

The purpose of this class is to provide you with the knowledge of U-DO-IT policies, responsibilities, and what services are available.

RESPONSIBILITIES

AKIMA GLOBAL SERVICES is responsible for operation of the U-DO-IT Store, maintenance and repair of facilities, to include providing training and assistance to all occupants of Government facilities.

TRAINING AND ASSISTANCE

Training and assistance may be provided on an individual or group basis with specific details on how to repair items that you are responsible for in your Government facility. If additional training is required, please call 791-3942/7683 for an appointment. When problem/concern telephonically or by either visiting your area or coordinating with the supervisor that provides maintenance and repair support for your buildings.

STORE HOURS

Customer service hours are Monday Friday, 0730-1600 hours excluding federal holidays. If you have a self-help emergency that requires immediate attention, please call 791-7683/3942 during duty hours and 791-5520 after duty hours.

LEARNING CENTER

The U-DO-IT has an area designated as a learning center in the store. There are approximately 20 tapes available for viewing. They cover such topics as plumbing, general repairs, interior paint and wallpaper, ceramic tiles, windows, etc. You may view these tapes at your leisure. Video tapes **will** not be loaned out.

SERVICE ORDERS

When a DMO (Direct Maintenance Order) is required for your facility during duty hours or after duty hours, dial 791-5520. As the building custodian/monitor, you should:

1. Maintain a log book to record your service order numbers when called in.
2. Enter the date, time, service order number, item to be repaired and date of completion.
3. Follow up action should be taken until the service order work is completed.

U-DO-IT STOCK

Stock at the U-DO-IT Store is kept at minimum essential levels. We are all aware of budget reductions and the significant impact in customer service areas. If you come to the store for an item that is at zero balance, the item will be placed on back order. When the item is received, we will notify the unit and you will have 30 days to pick up the item. If an item is not picked up after 30 days, it will be either returned to stock or returned to the vendor for credit. Construction type materials and paint cannot be issued unless you have submitted a DA Form 4283, Engineer Work Request and it has been approved by the Government Representative located in building 14500.

ACCOUNTABILITY OF ITEMS

Accountability of items drawn from the U-DO-IT Store is everyone's responsibility. If you received an item from the store and do not use it, please return it to the store for subsequent issue to another customer. Be prepared to show a Government representative or an AKIMA GLOBAL SERVICES Quality Control Representative where the materials are and what they were used for. Any hand tools issued to you that are lost or damaged through other than fair wear and tear could result in a report of survey, statement of charges or a cash collection voucher. The same applies to materials that are lost, misused or damaged through negligence.

NOTICE OF DELEGATION OF AUTHORITY-RECEIPT FOR SUPPLIES (DA FORM 1687)

You must ensure that your DA Form 1687 for your unit/activity is up to date at all times. The validity period is two years unless there is a change of Responsible or Accountable Officers. If a change occurs, you must submit a new signature card. **All personnel on the signature card** must attend a U-DO-IT training class before they will be authorized to draw supplies.

Personnel listed on the DA Form 1687 must be in possession of a valid FG Form 420-R (Certificate of Proficiency Card). If the signature card is not valid or if you fail to present a valid FG Form 420-R, you will not be issued any items. You may also be required to present additional identification. Some information about the Certificate of Proficiency card and the training program:

1. This card will be issued only upon successful completion of training.
2. You will not be required to attend another training session, but may do so if you desire.
3. Do not laminate these cards.

FACILITIES ENGINEERING WORK REQUEST (WORK ORDERS)

To request the following, materials: plywood, fire rated paneling, large quantity of ceiling tiles, paint in any quantity, lumber, floor tile, landscape timber, or Plexiglas you must submit a work order.

Work Order, DA Form 4283, provides a complete description of work to be accomplished as a U-DO-IT project.

When filling out the work order, be specific when you are describing the work to be accomplished. Describe what will happen and the impact if the work isn't accomplished.

When preparing a DA form 4283, a material requisition form (5110-0010-1325) must be filled out, the U-DO-IT personnel will assist you in identifying materials required for your project, and The DPW Work Management Office will not accept your DA4283 unless it has been processed through the U-DO-IT Store.

When all of the essential information including a document number from S-4 or Supply has been recorded on your DA4283, you can either hand carry it to the DPW Work Management Office for approval or send it through distribution. Their location is in building 14500. A representative from DPW environmental office will contact the customer if paint or floor tile is requested for lead and asbestos inspection.

When the work order is approved by DPW, the DA 4283 will be hand carried by the customer to the U-DO-IT Store for processing. The point of contact on the work request will be contacted when the materials are available for issue.

If the work request is disapproved, your unit will be notified by the DPW Work Management Office, not by the U-DO-IT Store.

You may inquire with the DPW Work Management Office 7-10 working days after submission to find out what the status is with your request. Their telephone number is 791-4447.

A representative of the U-DO-IT and possibly a Quality Control Representative from AKIMA GLOBAL SERVICES will inspect the progress of your project and quality of work if your project is selected for inspection.

Approval from the Safety and Fire Departments must be granted before any new work such as the building of partitions or other alterations.

ISSUE OF MATERIALS

Materials will not be issued unless you are listed on a current DA Form 1687 and have a valid FG Form 420-R in your possession. You may also be required to present photo identification.

Material Requisition (5110-0010-1325) which includes your unit/activity, card number name of requester, phone number and facility number must be filled out by the requester. If materials are for more than one facility, a separate request form must be filled out for each facility.

The materials you receive must be used in the facility number listed on the material request work sheet or on the computer generated issue document.

All material received will be signed for on a computer generated issue document or a material request work sheet in the event of computer down time.

A copy of all issue documents will be kept on file at the U-DO-IT Store.

All materials requested, but not on hand will be placed on backorder at the time of the request. Periodically backorders are curtailed due to funding constraints. If this occurs, you will be notified.

Any materials that are excess, uncut, unopened or in a new condition will be returned to the store. These items will be returned to stock or returned to vendors for credit. This is a cost savings initiative and your support is encouraged.

Materials should not be used for other than the intended purpose stated on the request.

Always be specific on sized items such as filters and doors. Verify sizes before leaving the store. Always read labels on materials for the proper usage. Use the correct material for the right job.

Whenever a replacement is needed, it is recommended that you bring the old item in for comparison.

Again, any materials issued from the U-DO-IT are subject to be audited for accountability and proper usage.

ENERGY CONVERSATION

You are expected to conserve energy. Fort Gordon purchases electricity from Georgia Power and the rate is based upon short peak usage (approximately 30 minutes) period. To keep the peak low as possible, Fort Gordon employs power shedding. The Heating and Cooling Plants have a computerized radio system which can turn off heating and air in your building for 7-10 minutes twice during a 30 minute period.

Keep lights off when not in use and use low wattage bulbs. Replace bulbs at every opportunity with energy saving bulbs.

Close blinds or drapes to keep out cold or heat. It is suggested to open blinds or drapes in the winter to let in the sun during the winter.

Encourage the troops to wash full loads of clothing in washers and full loads in dryers. Keep the lint filter clean. The filter should be cleaned after each load. Periodically, clean the dryer hose up to the vent.

Thermostat should be set at 78 degrees in summer and 68 degrees in winter.

When the building is not being used during the winter months set the heating thermostat to 60 degrees prior to departure. In the summer months, set the thermostat to 85 degrees prior to departure.

Keep doors and windows shut when heating and cooling.

Filters are to be changed every 30-45 days. Do not block the cold air return. The filters should be checked periodically in between the 30-45 period.

Repair dripping faucets as soon as possible and use water saving shower heads.

SAFETY

Fire and safety prevention, to include smoke detector testing will be covered by the fire inspector.

Furnace rooms are not to be used for storage.

Safety on power tools (video instruction).

RESPONSIBILITIES OF UNITS/ACTIVITIES

Ensure that trained personnel are available to accomplish self-help tasks and U-DO-IT projects.

Maintain a current DA Form 1687, appointing a building monitor, a primary custodian and an alternate custodian. Building monitors and custodians are the primary focal points for the U-DO-IT program within their **unit/activity and outside** agencies.

They monitor the utilization of materials to ensure proper usage and that materials are not being wasted.

Ensure that all loaned tools are returned to the U-DO-IT Store as required and in good working condition and clean.

Ensure that a Government vehicle is available or utilization of a POV has been approved the unit commander for the purpose of transporting materials picked up from the U-DO-IT Store.

Provide support and assistance as required.

Maintain accountability of all materials issued. This can be accomplished by ensuring that all materials are properly utilized and in the proper facility.

Conduct periodic inspections of your facilities.

Coordinate with the U-DO-IT Store for any assistance required.

Provide the U-DO-IT Store with any suggested improvements.

Review the Training Program Outline for authorized and unauthorized self-help tasks.

PAINT/WOOD FINISH

Paint issues of any quantity must be submitted on an Engineer Work Request (DA Form 4283) to the DPW Work Management Office for approval. The area to be painted is based on square feet. The approximate number of square feet covered by one gallon of paint is 420. The paint should be requested as near to your estimate as possible without creating excess.

Prior to starting the paint project, ensure that all materials are available such as drop cloths, brushes, pan and roller kit. To prepare an area to be painted **Remove furniture from the room** to provide working space; use drop cloths to cover the door and furniture that can't be removed, remove receptacle cover plates and tape receptacles, remove pictures and light fixtures.

Excess paint can be returned to the U-DO-IT Store if the can is unopened and still has the label on it. Cans without labels will not be accepted. Paint storage will be in accordance with your command policy.

Use extreme caution with hazardous materials. Read and follow the procedures on labels. Pay particular attention when a product label warns of such topics as poisonous, flammable or eye irritant. Wear appropriate clothing for the protection from skin irritates such as strippers. Heavy rubber gloves, a long sleeved shirt, long pants and a head covering will protect skin.

Ventilate the work by using a fan, opening windows and doors.

Store hazardous materials safely. Keep these materials in leak proof containers, preferably the original container, tightly sealed and properly labeled in accordance with USASC&FG Regulation 420-4.

Dispose of containers (hazardous materials) safely. Follow directions on the product label and post regulations for waste disposal. You can call the post Environmental Office at 791-2327 for information on disposal procedures for paints etc.

Safety Data Sheets are available at the U-DO-IT Store for most paints upon request. If we do not have the SDS, we will get it for you if the product was issued at the Store.

PLUMBING

Unstop toilets, sinks, urinals and other drains with a drain auger, a closet auger or a plunger. A plunger should be available in each building. Call in a service order only if all self-help attempts fail.

When replacing P-traps, bring the old one with you so the correct type trap can be identified. Traps, slip nut, and trap O-ring can be replaced.

Replace or secure any loose hardware. You can install sink stoppers, retaining chains,

mirrors, soap dishes, toilet seats, paper holders, shower heads, shower rods, towel racks and floor drains.

Replace faucet washers, faucet handles, O-rings, aerators and faucet stems. Bring the old items with you so that the correct part can be issued.

Replace caulking on latrine fixtures, shower wall and sinks.

Replace flush tank valves and parts (these items are available at the U-DO-IT Store).

Flush valves: Units are responsible for repairing valves and replacement of vacuum breaker parts only for valves. To obtain parts for valves, you must identify your urinal or commode by manufacturer name, i.e., Delaney, Flushboy. You also need to know the type of auxiliary valve, so that the correct handle stem can be provided.

You should always repair one valve at a time so that the parts don't get mixed up.

Showers: The responsibility for maintenance depends on the maintenance support element. Generally the unit is responsible for replacing shower heads and control handles only.

Cleaning drain lines on HVAC units. It is your responsibility to clean the drain pans on window type air conditioners and place algacide tablets in the pan.

ELECTRICAL

Clean or replace light globes and diffusers. You should replace light bulbs with energy saving bulbs at every opportunity when a bulb burns out. You can also replace fluorescent tubes with energy savers. Starters are also your responsibility to change.

Replacing receptacles and covers use extreme caution when replacing covers so as not to come in contact with live wiring. Turn off the circuit breaker before beginning work.

Replacing explosion proof globes and guards on light fixtures.

CARPENTRY

Reset nails protruding from woodwork and other surfaces.

Patch nail holes, small holes and narrow cracks in walls using appropriate patching compound (medium).

Install or replace weather stripping on doors and windows.

Re-fasten or replace damaged coat hangers. Remount loose shelf brackets and loose hand rods in closets. Replace door stops when required. Replace hardware on sliding closet door.

Replace screen door latches, closures, springs and screen wire

Replace window locking devices and window cranks. Install or replace curtain rods or traverse rods.

There are three different types of ceiling tile in stock. 2' x 2', 16 each to a bundle, 2' x 4', 8 each to a bundle, 2' x 4' plastic for showers, unit of issue one each. For requirements of 10 or more bundles of ceiling tile, you must submit a DA Form 4283, Engineering Work Request for approval

When working with main runners and cross tees, one must be able to identify the manufacturer since each company's product is different.

Replacing damaged or missing floor tiles is contingent upon asbestos clearance from the Environmental Office.

If the tile is to be replaced in an office or room, DA Form 4283 is required.

Floor tiles come in 9" x 9" or 12" x 12" inch sizes and come by the carton as a rule. There are 80 9" x 9" tiles per carton and 45 12" x 12" tiles per carton and each box covers 45 sq. ft.

Tile must be at room temperature before cutting or trimming.

Always follow instructions on adhesive cans for drying time and the proper type of trowel to be used.

Installation: Where to start; make sure the floor is clean, snap chalk lines on the floor as guides. Spread adhesive over one square yard of floor at a time.

Clean-up extra adhesive between the seams. Clean immediately using solvent recommended by the manufacturer.

SCREENS

To repair screens, set up a time and date to bring the frames to U-DO-IT.

Bring the old screen frames when possible because parts of the frame can be re-used to make new frames.

Charcoal colored fiber glass is used for re-screening. The screen fabric, spline and tools are available at the U-DO-IT Store.

ANCHORING

Basically all such fasteners are bolts. All but one, the lag bolt, has some kind of

specialized nut that engages the thread for tightening. Of the 3 main types of wall on which fasteners are used, plaster board wall is the easiest to work with, taking simple toggle bolts. A second type, made of plaster applied over wood and metal lath, presents more difficulties requiring special expansion anchors. Solid masonry faced with plaster, the third type of wall requires the use of masonry drill to seat the anchor. Type of fasteners are; picture hook, pin fastener, plastic expansion anchor, nail fastener, lead anchor, screw expansion, toggle bolts and zinc shield.

Always use the correct type of anchor according to the weight and stress.

Use lead shield in solid concrete.

When using toggle bolts on concrete block walls, a good method is to measure in 4" from both ends and side joint to insure the hollow space is located.

MINI-BLINDS

Some mini-blinds can be repaired. Cords and ladders are replaceable.

Insure proper mounting with center support on blinds more than 50" wide.

When ordering state the width and length and also indicate whether the blind is to be mounted on the inside or outside the window frame.

Mini-Blinds can be used on any window or door, regardless of the area.

For most of the AIT buildings, it takes (4) each 44" x 64" blinds for each room.

DOORS

Routine maintenance such as tightening screws and repairing stripped screw holes is the unit responsibility.

To repair locks on doors, you need to call in a DMO. The maintenance people will bore the latch hole and install the lock set.

When necessary to trim a door. Always trim the door on the latch side. Never trim the hinge side.

Solid and hollow core doors are available for approved areas. Solid core doors are available with glass.

Metal doors are repaired or replaced by maintenance personnel.

Screen and storm doors are available upon request.

Day room and laundry room doors that have glass must have reinforced glass.

Fire rated doors (solid core) are required on all dormitory rooms and must have spring loaded hinges to keep doors closed at all times.

No holes can be drilled in any fire rated door, nor can a hasp be installed on a fire rated stairway or dormitory room doors.

Replace or repair the threshold.

When replacing a door, it will be necessary to make an appointment with the appropriate engineer work shop to insure proper placement of hardware on the new door. The old door and the new door will be needed for proper measurement for placement of hardware.

MAINTENANCE OF OUTSIDE AREA

Grass seed, fertilizer, lime, mulch, fill dirt and sand are available at Public Works Grounds. You will need to call in a DMO for this type of material.

Pruning, trimming shrubs and small branches (under 1/4" inch diameter).

Watering, trimming and mowing lawns.

Remove leaves and other debris.

Remove snow and ice from walks, steps, and platforms.

Rock salt crystals are available at the U-DO-IT Store.

TOPICS OF SPECIAL INTEREST

Tools can be on hand receipt for 40 hours.

Units are responsible for changing filters which are accessible. Maintenance will change filters in controlled areas. Change filters every 35-45 days

Emergency contact cards are available at the U-DO-IT

Perform minor phases of insect and rodent control.

Ensure that you can account for all materials issued to your unit/activity from the U-DO-IT Store.

Maintain a current DA Form 1687 (Signature card).

Have personnel been issued Certificate of Proficiency Cards and the issue date has not exceeded two years.

Return new unused materials to the Store for issue to other customers.

APPENDIX B TROOP FACILITIES AUTHORIZED/UNAUTHORIZED SELF-HELP TASK LIST

B-1. Authorized work.

Below is a list of the more common items of repair authorized under the Self-help/U-DO-IT Program. This list is not all inclusive. For items of repair that are questionable, contact the Self-Help U-DO-IT Coordinator for guidance.

a. Carpentry.

- Reset nails protruding from woodwork and other surfaces.
- Minor repair of wood steps, handrails, and platforms.
- Patch nail holes and small holes and narrow cracks in walls, using appropriate patching medium.
- Replace damaged/missing floor tiles (contingent upon asbestos clearance).
- Install or replace weather stripping on doors and windows.
- Refasten or replace damaged coat hooks.
- Remount loose shelf brackets and loose hand rods in closets.
- Tighten and lubricate hinges and door hardware.
- Install/Replace bracing on screen doors to correct sag.
- Replace screen door latches, closers, springs, screen wire.
- Install/Replace doorstops.
- Replace hardware on sliding closet doors.
- Lubricate key type door locks. (Use graphite; do not use oil.)
- Patch and repair or fabricate window screens. (Screens which cannot be repaired must be taken to the U-DO-IT Center to salvage usable parts and fabricate a new screen.)
- Insure that all screens are securely attached to the building.

- Re-putty loose window panes using glazing putty.
- Repair venetian blinds and supporting hardware.
- Replace window locking devices and window cranks.
- Install/Replace/Repair curtain rods or traverse rods.

b. Plumbing.

- Replace faucet washers, faucet handles, O-rings, packing, aerators, and complete faucet stems (DX), if necessary.
- Secure loose hardware, mirrors, soap dishes, toilet seats, paper holders towel dispensers, towel racks, and shower rods.
- Replace toilet seats, soap dishes, toilet paper holders, shower rods, towel racks, and shower heads (all DX items).
- Replace flush tank valves and parts (those available at the SHIP only).
- Replace/Install sink stoppers and retaining chains.
- Unstop toilets, sinks, urinals, and other drains. (Call in a service order only if all Self-Help methods fail.)
- Replace caulking on latrine fixtures, shower walls and sinks.
- Secure floor drain covers.
- Replace "P" traps or continuous drains on sinks.

c. Electrical.

- Clean/replace light globes, diffusers, fluorescent tubes, light bulb starters.
- Replace switch and outlet covers.
- Reset circuit breakers. .
- Replace fuses up to 20 amperes (NOT circuit breakers)-
- Replace-explosion-proof globes and guards on light fixtures.

d. Miscellaneous.

- Clean/Paint air registers.
- Replace furnace filters on those furnaces and fan-coil units that are accessible.
- Minor insect and rodent control (using available means from the U-DO-IT Center).
- Police and upkeep of grounds.
- Repair water hoses.

B-2. Unauthorized work.

Below is a list of unauthorized work under the Self-Help/U-DO-IT Program. Contact the U-DO-IT Coordinator for clarification of doubtful situations.

- Any construction not considered maintenance and repair unless such work has been approved by the Public Works Division as a U-DO-IT project.
- Attachment of any sign, logo, or emblem to a facility.
- Installation of electrical wiring, switches, outlets, or fixtures.
- Painting of unit identification, creeds, logos, or other signage on a facility exterior.
- Construction of a building or structure with a roof.
- Adjusting hot water heaters, furnaces, or air conditioners except by using external thermostats.
- Installation of any exterior lighting configurations/devices.
- Repair of leaky gas or water lines.
- Installation of sprinkler systems.
- Extending a utility to a structure that does not have a facility number.
- Moving/Removing installed equipment without authorization from the DPW, Public Works Division.
- Use of /bricks/rocks or other impediments around trees, sidewalks, and buildings.
- Alteration of locking devices on exterior doors.
- Using gravel as a ground cover.

- Re-lighting or adjusting gas burners on any part of heating equipment
- Work or repair on roofs.
- Painting of curbs, sidewalks, streets, and parking areas.

B-3. Authorized work only with approval from DPW, Public Works Division.

- Installation of TV or radio antennae.
- Application of insecticides other than those available from the SHIP (to include herbicides).
- Construction of walls, patios, or fences (interior or exterior).
- Painting of entire buildings or office areas.