

REPAIR & UTILITY

SELF-HELP PROGRAM

Directorate of Public Works (DPW)

DPW provides the following:

- Oversight and funding of the installation self-help program.
- Facility maintenance and repair work beyond the capabilities of self-help teams.
- Oversight of facility construction, maintenance, and repairs funded by other organizations.

Objective

The self-help program supports the following listed organizations through the establishment of R&U teams to perform minor repairs and maintenance of Fort Hood real property including barracks sleeping quarters:

- Garrison activities and DA personnel (military and civilian).
- Battalion S4 or troop R&U teams.
- Contractors occupying government facilities.
- Tenant organizations.

The specific needs of the organization determine the structure of self-help teams. Battalion size units shall have a team of four to six persons. Company R&U teams and Civilian and contractor tenants may consist of one to two persons.

Units may pick up materials to accomplish self-help repairs from the Post Supply Center and Hazardous Material Pharmacy (HAZMART) in building 135 through the Army supply system after visiting DPW supply in building 4408 to obtain 3161 approval.

Unit hand receipt holders will provide the R&U with basic hand tools.

Self-help Repair and Utilities (R&U) teams

Self-help R&U teams' responsibilities include:

- Survey real property facilities to determine deficiencies and appropriate corrective measures.
- Initiate maintenance and repairs of real property according to this

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regulation.

- Support the real property hand receipt holder in tracking and monitoring work requests.

Self-help teams should be capable of performing the following:

Minor electrical repairs, which include:

- Replacing light bulbs, fluorescent lamps, and covers.
- Replacing exit and emergency light covers and bulbs.

Replacing switch plates and receptacle plates.

Minor plumbing repairs which include:

- Unstopping (with plunger or bowl auger):
 - Commodes/Urinals
 - Sinks.
 - Tubs/Showers.
 - Floor drains.
- Repairing sink and lavatory faucet leaks.
- Repairing accessible drain line leaks on:

 - Sinks.
 - Lavatories.

Policing and maintenance of grounds which includes:

- Restoring lawns and landscaping damaged by unit activities
- Minor drainage problems to deter erosion or damage to facilities.

Carpentry which includes:

- Replacing passage sets on non-locking doors.

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- Tightening, replacing, and straightening door hinges.
- Tightening and replacing door vents.
- Replacing, installing, or repairing weather stripping.
- Caulking.
- Replacement of damaged ceiling tiles.

Repairing wall surfaces prior to painting, to include patching holes up to 16" in diameter.

- Replacing:
 - Window screens when access is available. DA Form 4283 is required to order screens.
 - Bathroom mirrors.
 - Soap dishes.
 - Towel racks.
 - Shower curtains and rods.

Perform facility self-help pest control procedures to resolve minor nuisance pest problems

Self-help teams refer work beyond their capability to the DPW 24/7 help desk by calling 254-287-2113 or emailing the below mailbox.

usarmy.hood.imcom-central.mbx.dpw-demand-maintenance-order-desk@mail.mil

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Facility Occupants

The building occupants are responsible for the following:

- Cleaning air conditioning vent covers.
- Housekeeping.
- Spot painting.
- Changing light bulbs and fluorescent lamps.
- Maintain cleanliness of common areas including:
 - Gang latrines.
 - Hallways.
 - Laundry rooms.
 - Dayrooms.
 - Stairwells.
 - Parking lots.
- Police around buildings.

In shared barracks buildings, the owner is responsible for coordinating duties and responsibilities with the other facility occupants.

All facility occupants are responsible for:

- Accepting financial liability for repairing damaged facilities resulting from non-fair wear and tear.

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Restricted Projects

Self-help teams and facility occupants will **NOT** perform the following:

- Install or repair gas lines or alter HVAC components.
- Install or repair electrical wiring.
- Repair roofs, (roof access is restricted to DPW).
- Wall/floor penetrations
- Install eyebolts for securing safes.
- Paint vehicle parking areas, to include privately owned vehicle (POVs) parking lots and motor pool parking areas, traffic lines, and reserved parking signs. Refer to FH REG 420-5 (Standards for Signs and Markings) for procedures on requesting reserved parking signs.
- Repair, replace, or alter any fire alarm system.
- Any construction project that alters a facility or its infrastructure

Project Requests

All work beyond R&U and Demand Maintenance Orders must be submitted to the DPW Work Management Branch for considerations and funding responsibility determination. Requests may be hand carried to building 4612 located on the corner of Engineer Drive and Santa Fe Avenue or mailed to the following mailbox.

usarmy.hood.usag.list.dpw-da4283-requests@mail.mil

Repair and Utilities (R&U)

Repair and utilities (R&U) classes are conducted in Building 4636, across from the EPA classroom, near Building 4622 (79th and Engineer Drive).

If further information is required, call the Troop School at 254-287-1771 or 254-287-4191 or via email to: usarmy.hood.usag.mbx.dpmts-troopschool@mail.mil

