

2021



Directorate of Public Works (DPW) – Facility Maintenance Reference

Public Works

03/15/2021

Repair & Upkeep (R&U) Unit Representatives: R&U/Self Help certification classes are conducted by DPW in Bldg 307, (239-3757).

R&U Self Help Items: Self-help supplies can be picked up by the R&U in limited quantities from DPW Supply Issue Counter, Bldg 372, (239-8205).

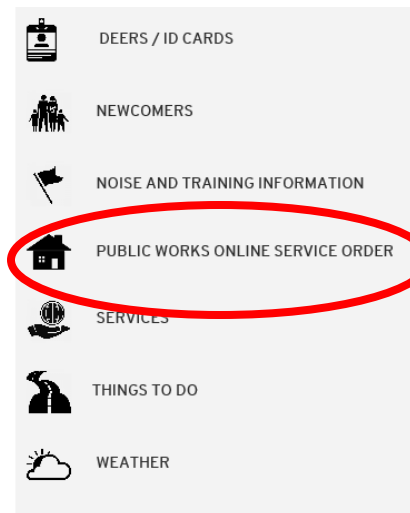
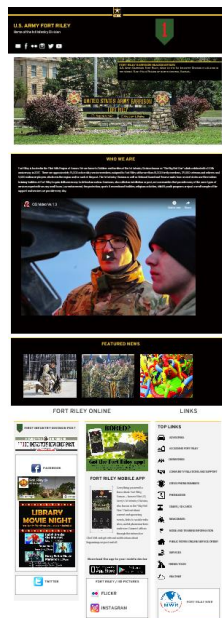
Self Help Authorized Work:

INTERIOR MAINTENANCE			
ELECTRICAL	PLUMBING	CARPENTRY / PAINTING	CARPENTRY / PAINTING
<ol style="list-style-type: none"> 1. Change light bulbs that are 10 feet & under 2. Change bulbs in exit/emergency lights 3. Replace: Outlet covers Switch covers Light covers, diffusers, & globes 	<ol style="list-style-type: none"> 1. Urinals, commodes, & sinks: Unplug with a plunger. Turn water off if running until repaired 2. Replace: Toilet seats Toilet paper holders Mirrors on latrine walls Soap dishes 3. Repair or Replace: Towel bars 4. Replace or Clean: Showerheads 	<ol style="list-style-type: none"> 1. Screens: Repair / replace Build frames from issued Materials (Self-Help Store) 2. Doors: Tighten all hardware. Repair / replace: Door sweeps, bumpers, holders and peepholes 3. Tiles: Ceiling tiles: replace 4. Holes: Sheetrock: patch no larger than 16"x8' Masonry walls: small holes & cracks 	<ol style="list-style-type: none"> 5. Shelving: Install shelf brackets 6. Name Signs on doors or hallway walls: Repair / replace 7. Vinyl wall base: re-glue / replace 8. Spot paint walls 9. Texture repaired walls 10. Hang bulletin boards / picture frames 11. Window blinds
EXTERIOR MAINTENANCE			
<ol style="list-style-type: none"> 1. Self-Help: Water Trees and shrubs, weed planting beds, spread grass seed and lawn fertilizer and spread mulch in planting beds. 2. Projects: For unit projects, contact the DPW Environmental office, 239-6537 for advice and guidance, submit DA 4283 to your respective Estimator. 			

Demand Maintenance Order (Service Order): Submit a Demand Maintenance Order, DMO, when something in your facility is broken or has stopped working and needs repaired. DMO's are used for small jobs beyond the scope of self-help and for emergency work such as broken plumbing or electrical failures. Emergency Orders (Priority 1) can be called in by anyone to the Service Order Desk, 239-0900. All other (Priority 2 & 3) Demand Maintenance Orders must be submitted by certified R&U's for the facility through the Fort Riley Home Page (<https://home.army.mil/riley>) – DPW (Demand Maintenance Order Form).

[Submit DMO \(Service Order\)](#)

<https://home.army.mil/riley/index.php/about/dir-staff/directorate-public-works/public-works-online-service-order-request>

A screenshot of the 'PUBLIC WORKS ONLINE SERVICE ORDER REQUEST' form. The form includes fields for 'Customer ID (if known)', 'Unit / Directorate', 'Building Number', 'Floor', 'Room Number', and 'Description of Problem'. It also includes fields for 'PCD Name (Last - First - MI)', 'PCD E-mail', 'PCD Duty Phone', and 'PCD Other Phone'. The form is titled 'PUBLIC WORKS ONLINE SERVICE ORDER REQUEST' and has a '1' in a green box in the top right corner.

Project Work Order: A Project Work Order, PWO, (DA 4283) is required for new work. Project Work Orders are also used for maintenance and repair or minor construction projects exceeding the scope of a Demand Maintenance Order. Examples of types of requests not covered above, but would still require a DA 4283 are; storage sheds, antenna poles, reimbursable projects, proprietary approval projects, self-help supplies over allotted amount and large self-help projects. Project Work Orders are subject to project estimating/ approval and funding availability. PWO's are initiated through a DA 4283 [Submit DA4283 Work Order](#). Submit via e-mail to your respective DPW Estimators (listed on the following sheet, Consolidated Support Group).

In an effort to provide better service to the installation, Public Works requests that all work orders for facility repairs be submitted by the end of June for incorporation in the Annual Work Plan for the upcoming fiscal year (fiscal year runs from October to September). This process allows DPW to gather work requests from all customers, prioritize them based on life, health, safety, mission criticality and customer priority in time to present the upcoming Annual Work Plan at the summer Installation Real Property Planning Board (typically in the July/August timeframe).

Critical life, health, safety emergency work requests can be submitted at any time. Also, simple work requests for new signage or self-help supplies can be submitted any time, through your respective Estimator. POC is the Work Control Office, Bldg 330, 239-2035.

Consolidated Support Group (CSG) POC Listing	
Work Management Branch Chief - 239-8478 Work Control 239-0005	
<u>POC (Estimator) - 239-3682</u>	<u>POC (Estimator) - 239-6270</u>
1st BDE	LRC
AAFES	PW ENV
DHR/Ed Services	PW Master Planning
FSBP	AFSBN
PW Bach Housing	DHHB/Divarty
Corvias	Reserves (89 th ARMCOM/ECS)
MEDDAC/DENTAC	DLA
NEC	Color Guard (CGMCG)
WTB	
Boy Scouts	<u>POC (Estimator) - 239-3806</u>
	2nd BDE
<u>POC (Estimator) - 239-3782</u>	DES (Fire Dept)
1st ID (580)	DES (MP's)
KSARNG	Provost Marshall
CHRA	DFMWR
OSJA (216)	97 th MPs
USAG	PAO
Chaplain	PW O&M
10 th ASOS	
1 st SUS	<u>POC (Estimator) - 239-6045</u>
PW BOID	CAB
PW ESD	AMCOM
WEATHER DET (743)	Bank
	IG
	EO
	GSO
	VA
	EOD/CBRNE
	DPTMS

Signage: For Change of Command signs submit a Demand Maintenance Order (Service Order) through the Fort Riley SharePoint – DPW Form. [Submit DMO \(Service Order\)](#)

All other new signage requires a Project Work Order (DA 4283) [Submit DA 4283 Work Order](#) .

NOTE: **Painting parking spots on curbs is not authorized. Units can be charged to have the paint removed.** For additional information call the Sign Shop at 239-2773.

APPROVED RESERVED PARKING SIGNS



Grass Mowing/Landscaping: Contact the Public Works O&M Division, 239-3908 for mowing around your facility. Facility occupants are responsible for landscape maintenance around their facility, including watering plants/shrubs, pulling weeds from planting beds, spreading grass seed and lawn fertilizer, and spreading mulch in planting beds.

Additional landscape guidance and training will be covered in the DPW Self-Help School. Large projects should be requested through the DA 4283 process to your respective Estimator. Professional assistance may be available to help prepare and determine the feasibility and cost of the project.

Snow Removal and Ice Melt: Occupants are responsible for snow and ice removal on all walkways around their facilities. Monthly quantities (4 – 50 lb bags) of ice melt can be issued monthly from the DPW Supply Issue Counter, Bldg 372, 239-8205. Large requests (over the monthly quota) for ice melt must be submitted on a Project Work Order (DA 4283) to the Work Control Office, Bldg 330, 239-2035. Ice melt is intended to be used on sidewalks, NOT parking lots. DPW will clear snow and treat roads in the following order: primary roads/emergency routes, secondary roads, and then parking lots.

Key Control: Building occupants are required to maintain 100% positive key control to include mail box keys. You are responsible for submitting a Statement of Charges or Financial Liability Investigation of Property Loss (FLIPL) for any lost keys. POC is the DPW Real Property Office, 239-3861.

Requests for Additional Keys: Additional keys are requested through the DPW Real Property Office, 239-3861.

Real Property Hand Receipt Holder Changes: To transfer responsibility for the facility to a new hand receipt holder (i.e., when the unit deploys or S4 changes) contact DPW Real Property Office, 239-3803.

Mechanical Rooms / Hub Rooms: Only authorized personnel are allowed to enter mechanical / Hub rooms. Units are not authorized access to mechanical, communication, or electrical rooms.

Preventive Maintenance: Scheduled maintenance is performed on heating and air conditioning units, Monaco fire alarm systems, and other mechanical equipment in your facilities.

Dumpsters: For refuse inquiries or requesting additional dumpsters contact 240-1393 or 239-6274.

Arms Rooms: Units are responsible for coordinating with DES to activate/deactivate the ICIDS. POC is DES, 239-6342. To have the combination changed on the vault door, call the DPW Service Order Desk at 239-0900.

Safes: Call Service Order Desk, 239-0900, for repairs on supply cage locks and vault locks.

SIPR Safe – contact NEC (Cyber Security)
at 240-5738.



GSA Approved Class V (Unit safe)

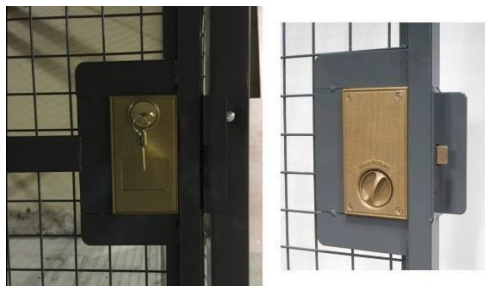
Contact the Unit (S2) for combination.

For repair, contact local area locksmith.

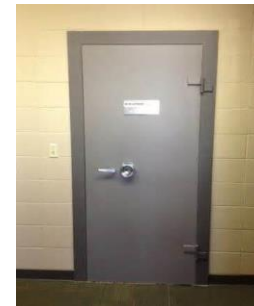
(DPW & LRC are not responsible for repairing filing cabinets)



Supply Cage – Locks: Contact the
DPW Service Order Desk at 239-0900.



Vault Locks – Combinations contact
DPW Service Order Desk at 239-0900.



ICPBO Hand Receipts: The Installation Consolidated Property Book Office is part of LRC. (Office furniture is personal property, not real property) For POC call 239-0570, Bldg 7920, E-wing.

FMO, Furnishings Management Office (Barracks): DPW Housing manages barracks and day room furnishings. Unit Commanders and Supply SGT's must maintain 100% accountability and conduct inventories of FMO Furnishings in accordance with AR 725-5. POC is DPW Furnishings Office, 239-2948.

Washers & Dryers: For repairs in barracks call 239-2727.

Ice Machines: Call the DPW Service Order Desk, 239-0900, for repairs on ice machines in the dining facilities. Ice machines located in the SCB's (Soldier Community Bldgs) are repaired by LRC, 239-5235, and are scheduled through the company unit.

Barracks Mail Room: All unit mail rooms must be inspected and certified by the Installation Postal Operation Center, 239-2228.

Mailboxes: Unit mailbox lock repairs contact the DPW Service Order Desk, 239-0900.

Barracks Phone: Barracks phone service is provided by Century Link Services, 1-800-788-3500 <http://www.centurylink.com>

ARMP: Army Recreation Machine Program; Barracks internet; POC can be reached at 785-207-7091.

Cable Television: Cable service is provided by Vyve Communications, 1-800-937-1397.

Office Phone, NIPRnet, SIPRnet. Unit IMO submits work orders via ITSM (IT Service Management) Remedy to NEC. Work orders include items such as installing new phone line, moving existing phone numbers, installing additional LAN drops, and activating existing LAN drops. POC is NEC Helpdesk, 866-335-2769. For new work above and beyond the current capacity of the building, POC is NEC Planner, 239-2152.

Copiers: Konica Minolta copiers cannot be moved unless approved and coordinated by the Contracting Officer Representative (COR) for the Installation copier contract. POC can be reached at 800-456-5664.

Motor Pool Air Systems: Public Works maintains the air compressor and air lines to the shut off valve or the quick couplers. All air pressure gauges, air filters, lubricators, and regulators must be purchased and maintained by the tenant organization for all motor pools. POC is the Service Order Desk, 239-0900.

Cranes/Lifts: For repairs on cranes contact the DPW Service Order Desk, 239-0900. Annual preventive maintenance and inspections are performed by DPW Municipal Services. To request a copy of the crane inspection contact DPW Municipal Services at 239-9613.

Solvent Tanks: Solvent tanks are not to be moved or altered. In addition, no fluids can be added or subtracted without prior approval from DPW Environmental, 239-8163 or 239-2491.

Oil-Water Separator Maintenance: Oil/ Water Separator Maintenance is coordinated through DPW Environmental, 239-8615 or 239-8163.

Oil Spills: Oil spills contact, DPW Environmental, 239-8615. Call 911 for all spills over 5 gallons. Emergency Spill Response Cell # 785-210-8863.

Unit Fire Marshal: Every unit is required to have one fire marshal per Brigade, Battalion, Company, Troop, Battery, Ref: FR 420-4. POC is DES, 240-2038.

Fire Extinguishers: Units are responsible to purchase/re-charge/re-inspect/dispose of fire extinguishers. LRC, Bldg 8100, no longer services fire extinguishers.

Recycle: Inquiries into recycling contact the DPW Recycle Center, 239-2094.

Vending Machines: POC is AAFES, 784-2226/2640.

Elevators/Lifts (Freight & Handicap): For service on elevators contact DPW Service Order Desk, 239-0900.

Dig-Safe: **Always call before you dig or drive posts in the ground,** in order for utility companies to locate buried utilities. Call Fort Riley **Dig-Safe 239-8187**