

Environmental Standard Operating Procedure			
Originating Office: MCAS Miramar Environmental Management Department	Revision: Original	Prepared By: Environmental Management Department.	Approved By: LtCol T. C. Fries
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Title: Building Operations

1.0 PURPOSE

This Environmental Standard Operating Procedure (ESOP) identifies responsibilities and requirements for the operation, maintenance or management of a building at Marine Corps Air Station (MCAS) Miramar.

2.0 APPLICATION

This guidance applies to those individuals who manage or maintain a building or manage the occupants of a building at Marine Corps Air Station (MCAS) Miramar.

3.0 PROCEDURE

3.1 Discussion:

In the course of supporting the training mission, station personnel and operational forces permanently or periodically must operate within the confines or within the physical location or operation of a building at MCAS Miramar. The operation of any building aboard the installation uses hazardous materials, generates waste and consumes natural resources.

3.2 Operational Controls:

The following procedures apply:

1. Conduct and document regular inspections of all facilities and equipment.
2. Conduct and document regular maintenance on all facilities and equipment according to manufacturer's specifications and various base orders.
3. Routinely inspect work spaces and surrounding areas for facility discrepancies. These inspections will be conducted to include those items which a prudent building occupant would normally be able to observe or identify during normal usage of the building (lighting/electrical power usage, water consumption etc).
4. Ensure team members and occupants are aware of the mandated energy goals and the specific energy issues facing our facilities.
5. Encourage team members and occupants to use their knowledge of building operations and requirements to suggest ways to reduce natural resource usage and enhance conservation.

6. Ensure outdoor lighting is off during daylight hours
7. Become familiar with building environmental systems (boiler, furnace, air handler, heat pump, chiller, cooling tower, etc.)
8. Distribute energy and environmental conservation articles, newsletters and pamphlets. Post pertinent environmental conservation and energy information on official bulletin boards and reminders on light switches or in the vicinity of major appliance uses or water and energy uses.
9. Initiate service calls immediately upon discovery of failing or ill-performing equipment.

3.3 Documentation and Record Keeping:

The following records must be maintained:

1. Normal rerecords of maintenance and inspection according to manufacturer's specifications and various base orders.

3.4 Training:

All personnel must be trained in this Standard Operating Procedure, as well as the following, as applicable:

1. On the job (OJT) training.

3.5 Emergency Preparedness and Response Procedures:

Refer to Marine Corps Order (MCO) P5090.2A, and base orders related to emergency procedures and response.

3.6 Inspection and Corrective Action:

The Environmental Coordinator (EC) shall perform or designate personnel to perform inspections. The EC shall ensure deficiencies noted during the inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded on the inspection sheet.

4.0 REFERENCES

- MCO P5090.2A (Marine Corps Order)
- StaO 11300.2A

Outdoor Lighting – Inspection Checklist	
Date:	Time:
Installation:	Work Center:
Inspector's Name:	Signature:

Inspection Items	Yes	No	Comments
1. Is regular maintenance conducted on all facilities and equipment according to manufacturer's specifications and various base orders? (StaO 11300.2A)			

Inspection Items	Yes	No	Comments
2. Is energy and environmental conservation articles, newsletters, pamphlets and reminders posted on light switches or in the vicinity of major appliance uses , water or energy uses? <i>(StaO 11300.2A)</i>			

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Coordinator

Name: _____

Signature: _____

Date: _____