

## What FM Personnel Need to Know

### Vehicle Management

- GSA vehicles need to be secured at all times, windows up and doors locked.
- No smoking or eating in Government Vehicles
- No use of cell phones while driving in Government Vehicles or golf carts

### Key Management

- Key Watcher keys are to be returned to the key Watcher box every night
- No one is to take out more than one key of the same type

### P-card Purchases

- All items purchased with a p-card that are not consumable items (Filters, belts, caulk....) need to be brought to Receiving for processing

### Property Management

- No JLab tools are to be placed in your personal vehicle unless you have a property pass.
- You need a property pass to take government owned property home - laptops/Surface Pros

### Fire Protection

- Know your work area make sure to include locations of:
- Pull Stations
- Evacuation Maps
- Evacuation Routes
- Fire Extinguishers
- If you are not trained to fight a fire, activate a pull station and leave the building. Do not attempt to put the fire out.

### Project Management

- For Construction Contracts - Contract Extensions need to be approved by Rusty
- For minor repairs jobs (not construction) your work order is your work permit
- A dig permit is required when doing mechanized excavations or any excavation using hand tools that penetrate the ground greater than 12 inches.
- A blind penetrations permit is required except - Up to 1.5" into CMU walls; The thickness of gypsum-board sheet for penetrations in gypsum board wall assemblies (if using self-drilling wall anchors a permit is not required); Up to 2" into the top side of a concrete floor/slab. (Permits are always required for any penetrations into the bottom side of any concrete floor); Drill stops are always required.
- Hot Work Permit is required when Grinding, Chipping, Welding - when sparks can be created
- Warranty work needs to be communicated to purchasing as well as ESH before the work is to proceed. Once you have scheduled the work, send an email to the appropriate procurement person that administers the contract, George Perry and Bill Rainey of ESH and your supervisor. Inform them of the following: The scope of the warranty work, Where the work is being done, When the work is scheduled, What work controls you are using to ensure hazards are identified and mitigated.

## Assisting Jefferson Lab Subcontractors working on-site

Subcontracted services must ensure that they furnish necessary management, supervision, **sufficient trained labor that is qualified to provide the service**, equipment, materials, transportation and supplies to support the subcontract. Subcontractors must ensure that qualified labor is provided to complete the maintenance tasks they are subcontracted to do. No Jefferson Lab employee is to aid in these activities. If the subcontracted staff onsite is unable to complete the task with their equipment or assigned personnel, they are to stop work, inform the assigned subcontract Technical Representative (TR) and resolve the issue with their Management" If additional assistance is required, The TR is to contact your Subcontracting Officer.

### Security

- No one is to let someone else use their badge or keys to gain entry into a space
- You are not to allow others to enter when using your badge
- When leaving a car overnight, let Mike Lewellen or Brian Hanlon know
- For planned work - Subcontractors that will working after 6 pm during normal business days or on weekends need to have a guard sheet submitted at least 24 hours before
- Park in designated parking places only.

### Consideration of others

- Clean up after yourself in the restroom and kitchen
- Respect others during meetings. Everyone talking at once is a waste of time, poor time management

### Safety PPE

- You need to order safety shoes, see your supervisor
- New Safety Shoes can be requested when the current pair are worn
- Only use the same hard hat for five years.

### FM Accounting/Reporting

- FMOMG stands for Facilities Operations, Maintenance and General
- FMRIG stands for Facilities improvements and projects work
- FPLTGN stands for Facilities Plant General (services not maintenance or improvements)
- For PR's - the required date is the completion date of the work – award date information needs to be identified in the notes of the PR. All PRs need to be tied to a Work Order. The work order is to be entered in the "Items" section of the PR.
- All invoices need to be entered into the M:drive under Facilities/Invoices/FY XX/company name
- All approved safety plans need to be entered into the M:drive under M:\facilities\Safety and Training\Approved Safety Plans

### Smoking

- Smoke in designated areas only

### Procuring and Use of Hazardous Materials (Chemicals)

- The person that is identified via the work order system as the lead is the one who has the authority to coordinate the task (as assigned by the supervisor) after:
  - The scope of the work is defined and understood by the lead
    - Discussions between the supervisor and the lead addressing potential hazards associated with the tasks and the use of the hazardous materials (chemicals) are identified
    - Development and Supervisor approval of hazard controls
- Hazardous Materials (Chemicals) are purchased using the Purchase Requisition system or credit card (if applicable)
- Some Hazardous Materials (Chemicals) procured at local supply houses and home improvement stores are authorized. See Attachment I for details. FM staff must provide SDS to ESH when returning to the Lab.
- Hazardous materials (Chemicals) 5 gallons or less can be picked up.
- Any Hazardous material greater than 5 gallons must be ship to the lab.
- Supervisor is to contact IH for awareness if more than 5 gallons is required.
- Perform the work within the established controls
- Stop work if unexpected events occur:
  - Contact your supervisor
  - Control the area
  - Discuss unexpected events with your supervisor, work to incorporate the new events hazards mitigation into the plan
  - Get Supervisor's approval to re-start the task
  - Re-start work