



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET

P.O. BOX 357068
NAS NORTH ISLAND
SAN DIEGO, CALIFORNIA 92135-7068

FASOTRAGRUPACINST 11014.2L
N1

APR 14 1999

FASOTRAGRUPAC INSTRUCTION 11014.2L

Subj: REQUEST FOR MAINTENANCE AND REPAIR OF FASOTRAGRUPAC
FACILITIES

Ref: (a) NASNIINST 11014.2G
(b) NASNIINST 11000.5A

Encl: (1 NAVOSH SELF-HELP QUESTIONNAIRE

1. Purpose. To establish the policy and procedures concerning requests for maintenance and/or repair of FASOTRAGRUPAC facilities.

2. Cancellation. FASOTRAGRUPACINST 11014.2K

3. Information. References (a) and (b) provide information concerning maintenance and repair of facilities and the use of self-help. The following is provided.

a. Emergency Calls. Work that requires immediate action to accomplish any or all of the following:

(1 Prevent loss or damage to government property.

(2) Restore essential services that have been disrupted by a breakdown of utilities.

(3) Eliminate hazards to personnel or equipment.

(4) Calls during normal working hours (0630-1630 Monday through Friday) shall be reported to the Public Works Center (PWC) Service Desk, extension 51114, and FASOTRAGRUPAC N141, extension 56299. After normal working hours, weekends, and holidays, calls will be reported to the FASOTRAGRUPAC OOD, pager 968-4331 who will notify the NASNI OOD at extension 51823.

b. Service Calls. Routine maintenance and repair work, small in scope, not emergency in nature, and requiring less than 16 man-hours to complete (e.g. replacement of light bulbs, repair of leaking faucets, and light switches, etc.).

FASOTRAGRUPACINST 11014.2L

(1) Calls during normal working hours shall be reported to the Public Works Center, Service Desk, extension 51114.

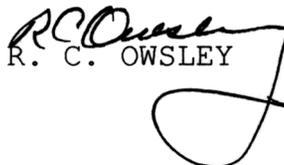
c. Work Requests. Memorandum requests for performance of specific work shall be forwarded to Code N1 via the department head. Requests will include adequate justification of the work requested and sketches when necessary. Requests received with insufficient justification will be returned to the originator.

(1) Hazardous Material Requests. Memorandum requests for hazardous material (i.e. paint, lacquer, thinner, tile adhesive, etc.) will be sent via the Safety Officer, Code N7 for review. If the item requested is for material not on the FASOTRAGRUPAC Hazardous Materials Authorized Usage List (HAUL) there may be a delay in processing the request. Material Safety Data Sheets (MSDS) are mandatory for all hazardous material requests.

(2) Self-Help Requests. All requests require completion of enclosure (1), NAVOSH Questionnaire, Parts I, II, and III and the individual project documentation form (SEABEE requirement). Requests for electrical, building, or demolition will be reviewed and approved by the Federal Fire Department, NAS North Island. All Self-Help requests are to be routed through the safety office. Forms are available from PWC and FASOTRAGRUPAC Code N141.

d. Remote Training Site Warner Springs (RTSWS). The PWC liaison office has assigned RTSWS an on-site engineer to direct and effect equipment and facility work requests. All RTSWS work requests shall be submitted to the Site Facilities Manager for forwarding to the PWC engineer.

e. Each department head is responsible for the routine care, upkeep, and cleanliness of assigned spaces. Requests to alter or modify facilities will be submitted via the Commanding Officer and Executive Officer for approval/ disapproval prior to receipt by N1.


R. C. OWSLEY

Distribution:
FASOTRAGRUPACINST 5216.3
List A

AVOSH # _____

NAVOSH SELF-HELP QUESTIONNAIRE

DATE: _____

Part I

A. **PROJECT BRIEF:** (Command submitting self-help project for approval complete this section along with Parts II c forward to NAS North Island NAVOSH Department via routing beginning in section B.)

COMMAND: _____ TELEPHONE: _____

SUPERVISOR: (Name/Signature) _____

ACTIVITY SAFETY REPRESENTATIVE: (Name/Signature) _____

BUILDING NO _____ PROJECT DESCRIPTION: _____

IS SKETCH/DRAWING PROVIDED? YES NO WORK TO BE DONE BY: TENANT: NASNI SELF-HELP

B. PROJECT REVIEW/ROUTING:

1 NAVOSH DEPARTMENT: _____ TELEPHONE: _____

(Name/Signature)
APPROVED: _____ DISAPPROVED: _____ DATE: _____

COMMENTS: _____

REVIEW REQUIRED BY 2 3 4 5

NO MODIFICATIONS ARE PERMITTED WITHOUT RETURNING TO NAVOSH FOR APPR

2. STAFF CIVIL ENGINEER: _____ TELEPHONE _____

(Name/Signature)
APPROVED: _____ DISAPPROVED: _____ DATE _____

COMMENTS: _____

3 ENVIRONMENTAL: _____ TELEPHONE _____

(Name/Signature)
APPROVED: _____ DISAPPROVED: _____ DATE: _____

COMMENTS: _____

FIRE DEPARTMENT: _____ TELEPHONE: _____

(Name/Signature)
APPROVED: _____ DISAPPROVED: _____ DATE: _____

COMMENTS: _____

5 INDUSTRIAL HYGIENE: _____ TELEPHONE: _____

(Name/Signature)
APPROVED: _____ DISAPPROVED: _____ DATE _____

COMMENTS: _____

PURPOSE: To safeguard personnel from unnecessary injuries; facilities from damage; and the environment from harm/spoilage.

APPLICABILITY: All departments/tenants/squadrons, requesting self-help materials/tools/equipment

NOTE: If a particular section of the questionnaire isn't applicable, no entry is required.

ELEVATED HEIGHTS: Will the work involve ladders or scaffolding?

yes no

Circle one to be used.

Are personnel qualified for scaffolding erection/disassembling?

yes no

ELECTRICAL: Will the work involve the installation of or removal of electrical equipment/wiring?

yes no

Are personnel qualified Electricians? yes no

CONFINED SPACE ENTRY: Will the work involve entry into a confined space?

yes no

Are personnel certified to enter confined spaces? yes no

POWER TOOLS: Will the work involve the use of power tools (electrical, gas, or air)?

yes no

Circle those to be used.

HOT WORK: Will the work involve welding/cutting/brazing? yes no

Qualified welder? yes no

EXPLOSIVE POWER TOOLS: Will the work involve the use of explosive charge actuated tools?

yes no

Are personnel qualified users? yes no

PAINTING: Will the work involve paint being sprayed? yes no

Are painters respirator qualified? yes no

Paint applied with a brush or roller? yes no

PAINTING (CONTINUED):

INTERIOR & EXTERIOR MARINE COATING OPERATION
MOBILE EQUIPMENT COATING EXTERIOR METAL STRUCTURES

Type of paint: oil base water base quantity required_

Is paint on requestor's HAUL? yes no unknown

MSDS available for paint? yes no unknown

Have painters read the paint's MSDS? yes no unknown

PAINT REMOVAL OPERATION: Will work involve paint being removed by power sanding?
 yes no

Will paint be removed by hand sanding, chipping, or scraping? yes no

Will a chemical paint remover be used? yes no

Does the paint contain a toxic ingredient? yes no unknown

Has a sample been submitted to Industrial Hygiene for an analysis (tenant/squadrons)?
 yes no

GENERAL BUILDING RENOVATIONS: Will the work involve removing/cutting of walls or other structure materials?

yes no unknown

Does the work involve the removal of any insulation materials?

yes no unknown

GENERAL CLEAN-UP: Will the work involve the clean-up of hazardous or toxic substance?

yes no unknown

Will the work involve solvent based paint or asbestos?

yes no unknown

Will any floor tiles be removed or replaced?

yes no

TREE TRIMMING /CUTTING: Does the work involve using power tools?

yes no

Does the work involve working on ladders or scaffolding?

yes no