

Building Blitz Manual

Purpose

Reflecting the primary commitment to student learning and success, the Building Blitz program provides for an annual holistic review or annual health and wellness checkup of our buildings to promote safe continuous facility operation and operational excellence. This manual is intended to document best practices and procedural requirements so that we can make continuous improvements to the process and achieve improved repeatability, reliability and accountability.

The building blitz is an annual building inspection performed by staff that are knowledgeable about the building, systems, and operations to adequately inform the priorities and operational excellence related to occupant requirements, safety, code and overall building system operations. The successful maintenance and ongoing operations of our buildings relies upon good systems that are regularly maintained and tweaked so the corresponding goals can be achieved. The Blitz process is a human operation that relies on the same well managed operating system and therefore this process itself relies on the commitment of the parties engaged to provide process improvement information directly to the blitz coordinator.

The blitz review is approximately a 2-hour inspection and is intended to prioritize needs, track needs, and communicate the plan for execution of needs within the following prioritized description:

Priority 1. Emergency repairs – Immediate response; potential for significant damage to building, system and equipment; unsafe condition

Priority 2. Urgent – Requires immediate action or attention by on-site assessment

Priority 3. Expedited – Repairs that do not pose an immediate risk to facilities or occupants

Due to significant budget constraints, we make decisions daily on prioritization and affordability. The blitz process is intended to document the conversation and communicate expectations to all parties. Priorities 1 and 2 are intended to be executed as soon as practical. It is likely that some priority 3 projects may not be able to be performed. It is incumbent upon each participant to help with prioritization and funding with the goal of providing the best learning and study environment meeting our core mission for student learning and success.

Safety is everybody's business and it is vital that we train ourselves, all of us, to identify items that require attention and to immediately notify the party best able to resolve or champion the corrective measure. We ask that you be on alert for the following items during the inspection and during your work all year long. Please check the General Safety Checklist for these items.

Blitz Process

- I. Frequency and scheduling
 - A) Each building is inspected annually
 - B) The Blitz Schedule is set for an academic year. The schedule is established by May 1 and transmitted to Building Managers for feedback and finalized by May 30.

- II. Blitz Coordinator – role includes: establishing the Blitz schedule; communicating to participants; providing and collecting inspection forms; tracks execution of Blitz items
- III. The following areas/personnel participate in a Building Blitz
 - A) Facilities Maintenance and Operations (FMO) Director
 - B) Environmental Health Safety & Risk Management (EHSRM) Director
 - C) Facilities Engineer / Blitz Coordinator
 - D) Building Manager
 - E) Facilities Maintenance and Operations (FMO)
 - 1) Preventive Maintenance and Asset Manager
 - 2) Mechanical Maintenance Shop
 - 3) Electrical Maintenance Shop
 - 4) Building Maintenance Carpentry/Lock Shop
 - 5) Building Automation System
 - 6) Grounds
 - 7) Custodial
 - F) Facilities Planning and Construction
- IV. What is looked for
 - A) Each area has a specific set of items they focus on. See the attached checklists for further detail.
 - B) Building Managers should solicit issues from building occupants prior to the Blitz
- V. Reporting issues
 - A) At the start of a Blitz, each participant is provided copies of the Building Blitz Inspection Form.
 - B) All items should be noted on this form with detailed information and a location of the issue.
 - C) At the completion of the Blitz, the Blitz Coordinator collects all inspection forms.
 - D) Items are combined into a single report that is shared with Blitz participants by the Thursday immediately following the Blitz.
 - 1) Prioritization on the report needs to contemplate realistic assessment of completion. Is there adequate resources available to complete the request? Who is the appropriate person to identify additional resources? Etc.
 - E) Blitz report items are put into AiM for action and tracking by individual shops: FMO, FPC, and EHSRM.
- VI. Tracking
 - A) Reports and updates are available to review in AiM. Customers including building managers can review progress in AiM.
 - B) Responsible parties are encouraged to notify supervisors of resource requirements.

General Safety Checklist

General Safety Topic	UAA Recommended Guidance
Haz/Chemical Waste Inventories	Provide Inventory of Hazardous/Chemical waste for disposal. Coordinate with UAA EHS for collection and/or disposal. Use inventory form
Chemical Inventory and SDS Updates	Update the Chemical Inventory for your building/department and place SDS information for each chemical in your SDS manual. If items are added or removed from your SDS manual a list should be sent to UAA EHS. Any items being added to your hard copy SDS should also include an email to Marcy including a PDF of the SDS.
Flammables in Cabinets	All flammables that are not actively being used should be located inside a flammables cabinet. (Compressed gasses Propane, Acetylene, etc. should NOT be located in flammables cabinets)
Combustibles and Corrosives in Flammables Cabinets	Combustible materials such as cardboard and paper and corrosives should be removed from flammables cabinets.
No Unauthorized Storage in Mechanical Rooms	No combustible materials should be stored in mechanical spaces. Additionally, no mechanical or utility space should be used for storage without preapproval from Facilities
Clearance in Front of Electrical Panels, Control Panels, and Disconnects	All electrical cabinets shall have no items placed in front of (under or over) them with a minimum area of 36" from the face of the cabinet and 30" wide. This area should be taped out to note that items should not be stored here.
Clearance in Front of Fire Pulls, Fire Hose, and Fire Extinguishers	All fire protection equipment shall have no items placed in front of or under them. A minimum of a 30"x30" access should be maintained at all times.
Clearance In Exit Paths	No items should be stored or placed in exit pathways or doorways.
Clearances in Storage Rooms and Aisles	All spaces and storage rooms must have a minimum aisle width of 28" for access to/from the egress point. An aisle width of 36" is preferred.
Compressed Flammable Gas Storage	Unless the item is being actively used, compressed flammable gasses must be stored in appropriate exterior cage.
General Housekeeping	Remove all items that are broken or unnecessary/unused. For Dumpster coordination contact Facilities.
Overhead Storage Guidance	All heavy items should be stored near the floor and light items can be elevated towards the top. Consider the possibility/hazard of items shifting during a seismic event.
Weekly Checks for Eyewash Stations	All eyewash stations should be inspected weekly to ensure proper function. This should be recorded on the eyewash inspection tag.
Fire Extinguisher Checks	Ensure all fire extinguishers are checked monthly to ensure proper function. This should be recorded on the extinguisher inspection tag.
Fire Extinguisher Signage	All fire extinguishers should have a label located above them noting the location of the fire extinguisher. If you have missing labels they can be provided by Facilities

Area Checklists related to Responsible Participants

Facilities Maintenance and Operations Director

Role: primary role of the M&O director is to facilitate the inspection, provide leadership to the team, and identify in concert with the EHSRM director any items that require immediate closure or discontinued use, LOTO or potential hazard.

General Building Walkthrough

- Exit signs (properly placed)
- Overall lighting
- Fire extinguishers (properly placed and signed)
- Egress clear
- Occupancy posted
- Room numbers installed
- Hot/cold areas
- Stained, damaged or missing ceiling tiles

Environmental Health Safety & Risk Management (EHSRM) Director

Role: Primary role is to co-lead the inspection, provide leadership to the team to promote safety culture. Provide clarifications on code and regulatory requirements from a EHSRM perspective. Identify in concert with FMO Director any items that require immediate closure or discontinued use, LOTO or potential hazard.

- Promotes safety culture and empowers participants to take an active role in building safety
- Inspects for compliance with general safety items
- Spot checks for chemical safety practices e.g., proper secondary containment, labeling and accessibility to SDS, etc.
- Quality assurance for testing eye wash stations and fire extinguishers
- Verifies classrooms have emergency call label
- Inspects classrooms for phone lines (emergency alerts)
- Reviews surfaces for slips trips and falls
- Reviews for daisy chains (improper electrical practices)
- Inspects furniture for safety concerns
- General review of accessibility and risk

Facilities Engineer and Blitz coordinator Checklist

Role: The blitz coordinator role is to organize the information received from each participant using standardized inspection form during the blitz and communicate to stakeholders' findings, incorporates feedback and to lead the blitz team toward successful timelines

- Prepare blitz sign in log
- Provide Inspection forms for all parties
- Collect completed inspection forms at the end of the blitz
- Send out unedited and unreviewed inspection forms to all blitz participants
- Consolidates and organizes inspection items in written format, confirms understanding of the descriptions provided
- Send out written draft to parties by Tuesday and solicits input
- Finalizes the lists for tracking and action in AIM by Thursday.

Building Manager

- Coordinates with Building Occupants prior to the blitz to identify needs and concerns
- Reviews concerns with subject matter experts during the blitz
- Seeks to gain a general understanding of the items identified in the blitz and communicates with building occupants regarding scope, prioritization, and expectations as it relates to their areas.
- Checks back to verify items were executed
- Periodically performs review of building for general compliance of safety items: review EHS general safety checklist
- Notifies responsible parties throughout the year of any concerns
- Ensures eyewash stations are checked weekly: either performs the review or ensures this is assigned to a responsible party
- Ensures first aid kit is full and serviced regularly
- Verifies with responsible party (building occupants) that chemicals are properly stored
- Verifies with responsible party (building occupants) that SDS are current and available for all chemicals

Preventative Maintenance and ASSET Manager Inspection

Building exterior	Building address installed and visible, Is the Knox box installed? FDC: accessible. Is signage installed and visible? Are the connection covers in place
Fire Sprinklers	Bell signage installed and visible. Check escutcheons. Check Heads: painted, loaded or any damage Inspection tags: sprinkler and backflow
Fire Panel (or annunciator)	Current f/an inspection tag. Current certificate of compliance. Verify a building fire egress map is present.
Elevator Machine Rooms	No storage (related items only) Wall or ceiling penetrations Unusual smell or noise Cleanliness Lighting Secure (door closure)
Fire Extinguishers	QC monthly checks
Review general safety issues	
Check room temperatures	
Look for new or unknown assets	
Revise PM schedules if necessary based on equipment condition	
Equipment (mech, air conditioning, refrigeration)	Assess for condition. Look, listen, feel.

Mechanical Shop Inspection

Mech Room and Fan Room

- Are the Mech rooms kept locked and secure (door closures)
- Are the Mech rooms free from combustible storage and clean?
- Do the lights work, need any bulbs replaced?
- What are the chemicals in use? Verify SDS location.
- Check wall and ceiling penetration
- Are the equipment guards and covers in place?
- Is the equipment clean and appear serviced?
- Are there any leaks? Check pumps, pipes and lines.
- Are the electrical connections on the equipment in good condition?
- Does the equipment controls appear operational?
- Are the boilers operational
- Are hot water heaters operational?
- Are the pumps operational?
- Are the circulation pumps operational?
- Are the gauges operational and are the accessories secure?
- Air filters in place and reasonably clean?
- Do the dampers and actuators appear to be function?
- Fans/AHUs operational?
- Are the Belts tight and in good condition?

Restrooms

- Is the restroom temperature within acceptable limits?
- Does it seem to have adequate ventilation?
- Are the floor or ceiling tiles dry and free of indications of leakage?
- Are the sinks and faucets in serviceable conditions?
- Is the drainage on the lavatories adequate?
- Flushometers are clean, dry, and don't show signs of leakage?
- Are all of the fixture operational?
- Are all of the toilet seats tight and unbroken?
- Are all of the fixtures securely mounted?
- Are the hands-free faucets and flushometers functional?

Classrooms and other Public Spaces

- Is the thermostat intact and function?
- Is the room temperate within acceptable limits?
- Are the floor and ceiling tiles dry and free of indications of leakage?
- Are the heat registers clear of obstructions?
- Are the vents and heat registers clean and in good condition?
- Is there a sink in the room? If so, does it appear to be in good conditions?
 - Hot/Cold water available?
 - Under sink area in good condition?
 - Adequate drainage

Electrical Shop Checklist

Electrical Rooms	No storage (related items only). Verify panel covers on. Verify panel schedules installed. Check tripped breakers. Wall or ceiling penetrations. Unusual odor or noise. Cleanliness. Lighting. Secure (door closure). Proper safety clearances.
Electrical Panels (other than in electrical rooms)	Panel covers on and locked.
Fire Extinguishers	Spot check
Exterior Receptacles	Accessible and protected
Service disconnect	Signage and locked on
Generator and fuel tank (interior and exterior)	Secure and lit. Area clean and free from foliage or debris. Check for leaks (visual and odor)
Exterior Transformers and Switch Cabinets (visual only)	Free of obstructions and foliage. Secure. Leaks. Signage. Overall condition

Building Maintenance and Carpentry/Lock Shop Checklist

○ Floors	Check condition of all floor coverings for needed repairs. This is to include cove base, transition strips and thresholds as well as stair nose and treads.
○ Walls	Check condition of walls. Drywall, masonry, ceramic tile and composition panels. Also, check trim pieces and corner guards for cosmetic damage.
○ Ceilings	Check condition of ceiling tiles and track/grid. Note damage to drywall ceilings. Look for loose slats in slat-style ceilings. Note missing escutcheons at sprinkler heads.
○ Roofs	Note stains on ceiling tiles and drywall ceilings to check for possible roof or plumbing leaks.
○ Cabinetry	Check condition of cabinets and cabinet doors as well as bookshelves, lockers and office desks and furniture. Check tall cases and cabinets for earthquake security
○ Paint	Check all walls, doors and doorjambs for scuffs, dings, dents and holes. Note for patch and paint as needed.
○ Doors and Windows	Check doors and windows for functional and cosmetic issues. Check hardware and trim pieces. Note noisy hinges. Check latches and closer speed on doors. Check ADA doors for automatic functions.
○ Access Control System	Check locks, door opener/closers, crash bars, and any key or access issues noted by Building managers.
○ Classroom	Check desks/tables/chairs, projector screen, whiteboards, podiums and Primex clocks.
○ Exterior	Check glazing windows and doors. Check caulking.
○ Safety	Check and note any apparent or potential safety hazards and report to the appropriate shop supervisor for timely response

Building Automation System (BAS) Inspection

- Cabinets secured
- Cabinets clean, free from contamination
- Panel schedules installed
- PC operational
- Review graphics and alarm table
- Notes ideas on energy reduction projects or energy reduction ideas based on occupant use

Grounds

- Emergency Exits – clear of snow and debris
- All exits: winter – sand barrel stocked, icy surfaces that need addressed
- Grounds immediately surround the buildings – horticulture issues, tree health, hazardous limbs
- Parking lot surfaces – potholes, drains and walking surfaces
- Interior plants – health and pests

Custodial

- Ensures chemicals are properly stored
- Ensures SDS for chemicals current and available
- Mopping vacuuming
- Carpet stains
- Floor buffing/stripping waxing needs
- Trash cans/liners clean or missing
- Marks on hard flooring
- Marks/handprints/graffiti on walls or bathrooms stalls
- Disinfecting of restrooms under stool and urinal, mineral stains in sinks on counters and drain
- Cleanliness of mirrors and stainless steel
- All paper dispenser suppliers and repair needs
- Dust partitions/high areas window sills and ledges
- Vent dusting – ceiling vents, floor vents, heater boards
- Stairwell cleanliness
- Light fixture – dust and bugs
- Disinfecting of hydration stations
- Rodent issues
- Entry ways – cleanliness of glass, clear of debris/trash
- Chair organization in classrooms including handicap desks not being blocked
- Gum- under desks/surfaces including carpet
- Chalkboard/white board cleanliness – dusting areas walls surrounding boards ok
- Upholstery condition on furniture
- Custodial issues that are mentioned by building manager or faculty

Facilities planning and construction (FPC) checklist

- Supply copy of current and future projects, scheduled in the building to attendees, and identify any surrounding concerns (parking lots, quads, etc.).
- Ask Building Manager and FMO about any warranty issues they might be having with recently completed FPC projects.
- Ask Building Manager if they are aware of or planning for any space renovations and provide them with the information to input requests to FPC.
- In consult with FMO director and EHSRM director review if there are any anticipated maintenance or safety projects short term or long term
- Review building for ADA compliance. Pay particular attention to door clearances, turn radiuses, cane detection requirements for obstructions in the path of travel, and inappropriate storage and furniture locations that may conflict with accessibility requirements.
- Forecast future projects and anticipated modes of failure (DMR backlog needs that are not currently anticipated)
- Inspect for safety or building deficiencies (record or report to responsible party to record)
- Confirm room layouts match building floorplans
- Confirm signage matches floor plans posted on the FP&C GIS and document any variances
- Review condition of room & departmental signage.
 - a. Are they proper ADA height?
 - b. Do they have brail?
 - c. Do they match existing standard?

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