

## Directorate of Public Works Fort Buchanan

DPW mission is to provide maintenance, repairs and improvements to real property assets such as buildings, structures, utilities, roads, grounds and airfields to Fort Buchanan. This includes Integrated Building Equipment (IBE) which is equipment required to operate the facility (A/C, Generator, Fencing, Outdoor Lighting, etc.).

We are organized into six Divisions each with specific functions. These are:

- **Business Operations and Integration**

Provides Work Order Control, Work Scheduling, Budget Management, Service Contract Management and Facilities Sustainment to Reserve Centers throughout the island.

- **Operations & Maintenance**  
Specialized workshops and Self-Help support.

- **Engineering Services**  
Professional Engineering Design, Professional Engineering Support, Drafting Services and Construction Inspection

- **Master Planning**

Real Estate Management, GIS, MCAR and BRAC.

- **Environmental**

Manage Natural and Cultural Resources as well as energy Conservation, Compliance, Restoration, Recycling and Pest Management.

- **Army Family Housing**

On-Post and Off-Post Housing Activities.

### Work Reception

DPW Offices are temporarily located at the old Antilles Middle School complex behind Rodriguez Army Health Clinic. The Work Order Desk is at bldg. 79 of said complex. Our regular hours of operation are from 7:00 A.M. to 4:00 P.M., Monday to Friday. After regular hours DPW will respond to urgent calls.

**Fort Buchanan** (Garrison and Supported Organizations)

Commercial: (787) 707-3971

DSN 740-3971

### Work Request Types:

GFEBs uses two types of work requests:

1. **Demand Maintenance Order (DMO)** - Work that does not exceed \$2,500 or 40 manhours.

2. **Individual Job Order (IJO)** – Work that exceeds \$2,500; 40 manhours or work that will require multiple O&M workshops.

DMOs can be requested by telephone or walk-in. Priorities are assigned based on urgency. For priority one DPW has twenty four hours to complete work. Priority two is seven days while priority three the maximum is thirty days.

IJOs are requested through the tenant's DPW Point-Of-Contact using a DA Form 4283. IJOs need to be estimated for cost, man hours (craft) and viability. Work to be performed will require funding approval and coordination with O&M Shops. IJO's must be approved by the Installation Project Review Board (PRB).

### Self-Help Support:

DPW will provide materials upon request for the execution of authorized small tasks such as spot painting. Other projects that require personnel to have special certification by the State or Federal agencies are not authorized. Materials are available to building tenants, housing tenants and troop labor only.



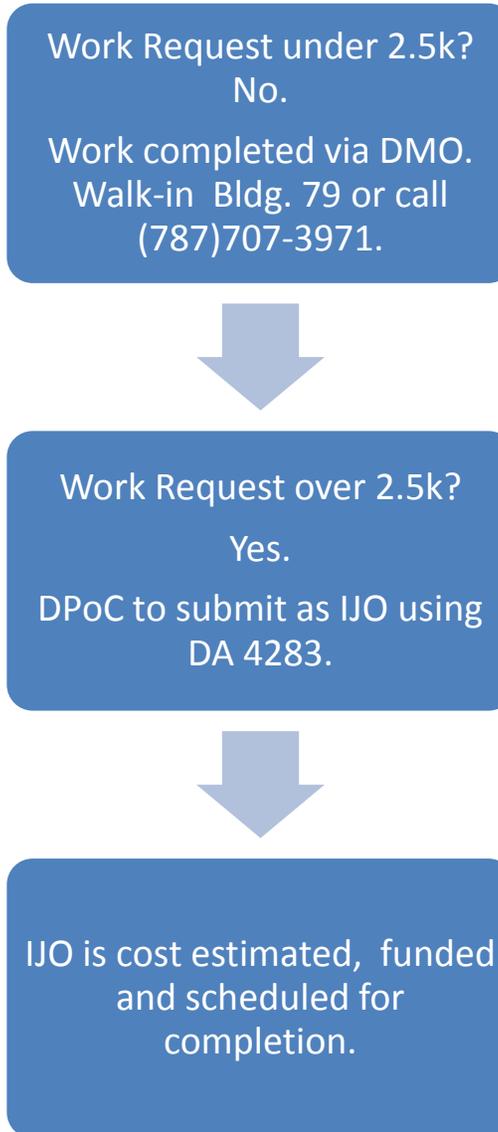
## Work Excluded:

DPW is precluded from working on certain specialized building equipment to include:

- Security Systems (DES)
- Safes (DOL)
- Computer and Communication Equipment (NEC)
- Perform Safety Audits and/or Inspections
- Fire Protection and Emergency Services (DES)
- Work on Personal or Private Property
- GSA or Privately Owned Vehicles
- Assemble or Disassemble Modular Furniture / Office Furniture and Equipment
- Assign Parking Spots and Traffic Signaling (DES)
- Equipment not considered part of the facility



## Work Request Process:



# D

# P

# W



## Work Request Process