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BUREAU OF LAND MANAGEMENT

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MANUAL TRANSMITTAL SHEET

Subject

9104 – Facility Maintenance (Public)

1. Explanation of Materials Transmitted: This release revises BLM Manual Section 9104 with the latest updates and current policy on the responsibilities, policies, and procedures for Facility Maintenance of all Bureau of Land Management (BLM) constructed assets.
2. Reports Required: None.
3. Material Superseded: Facility Maintenance (Rel. 9-259)
4. Filing Instructions: File as directed below.

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Rel. 9-259
(Total: 10 pages)

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All of 9104
(Total 13 sheets)

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NOTE: For Glossary of Terms see MS 9100.

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1 Chapter 1. Overview**1.1 Purpose**

This manual section provides the responsibilities, policies, and procedures for maintenance of all Bureau of Land Management (BLM) constructed assets.

1.2 Objectives

The objective is to provide a systematic approach to the facility maintenance of the BLM constructed assets.

1.3 Authority

See Manual Sections 9100.03 and Manual Section 9100 - Facilities Planning, Design, Construction, and Maintenance, Appendix A - Abstract of Authorities Cited.

1.4 Responsibility

The responsibilities described below are commensurate with the responsibilities identified in Manual Section 9100.04:

A. The Chief, Engineering and Asset Management Policy Branch (Washington Office (WO), Division of Business Resources, is responsible for:

1. Developing and maintaining general BLM-wide policies and procedures for the maintenance of constructed assets.
2. Determining the adequacy of the maintenance of constructed assets.
3. Developing the BLM-wide budget for the maintenance of constructed assets.

B. The Chief, Branch of Architecture and Engineering, Division of Business Services, National Operations Center (NOC), is responsible for:

1. Developing operational standards, procedures, and training requirements for the maintenance of constructed assets.
2. Assisting state staffs in developing maintenance plans and schedules.
3. Developing the NOC budget for providing technical support to the BLM in the maintenance of constructed assets.
4. Providing technical inspections of facilities, as requested.

C. The state engineer, or equivalent, is responsible for:

1. Developing statewide policy to supplement direction for the maintenance of

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constructed assets.

2. Overseeing the development of maintenance plans and schedules prepared by local offices.
 3. Developing the state-wide budget for the maintenance of constructed assets.
 4. Monitoring the quality and acceptability of maintenance work within the state.
 5. Assuring the review of operation and maintenance project solicitations.
 6. Recommending training for local personnel to ensure maintenance capabilities meet the state, district, or field office needs.
 7. Providing guidance for the completion of condition assessments and technical inspections.
- D. The administrative officer, district engineer, or maintenance supervisor is responsible for:
1. Developing maintenance plans, schedules, and priorities.
 2. Ensuring the completion of condition assessment and maintenance work.
 3. Monitoring the quality and acceptability of maintenance work.
 4. Ensuring completion of necessary training.
 5. Ensuring that work orders are entered into the Facility Asset Management System (FAMS), and once completed, closed in the FAMS.

1.5 Policy It is BLM policy that:

- A. All BLM constructed assets are maintained to an appropriate level of condition and function. Maintenance effort reflects the goals of the Asset Business Plan.
- B. All BLM constructed assets are maintained to minimize energy and resource use.
- C. All BLM constructed assets have maintenance plans.
- D. The condition assessment of all BLM constructed assets shall be conducted in accordance with established regular intervals to determine maintenance needs. The established intervals are dependent on the type of asset and as outlined in the appropriate 9100 Manual Series. (e.g. Dam Safety Condition Assessment Intervals are defined in 9177 – Maintenance and Safety of Dams.)
- E. Maintenance, including condition assessments, of the BLM constructed assets is the responsibility of the BLM, unless a formal agreement has transferred such

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responsibility to another user.

- F. Maintenance, including condition assessments, of non-BLM constructed assets located on BLM lands is the responsibility of the owner(s), unless a formal agreement has transferred such responsibility to the BLM.
- G. Maintenance of facilities leased by the BLM is the responsibility of the facility owner(s).
- H. Maintenance of the BLM-owned constructed assets by others is accomplished through formal agreements between the parties. The BLM will retain a quality assurance role.

1.6 File and Records Maintenance

See Chapter 5 for establishing, maintaining, and disposing of files.

1.7 Interrelationship of Manual Sections

The inter-relationship of this manual section with other manual sections developed by staff specialists for activities such as range management, wildlife habitat management, forest management, recreation management, and watershed management is significant. This manual section provides general guidance for maintaining the BLM constructed assets, regardless of the type of funding. Additional guidance for maintaining specific BLM facilities is provided in other appropriate manual sections. For example, the specific responsibilities, policies, and procedures for maintaining a road are found in Manual Section 9113 - Roads.

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2 Chapter 2. Maintenance Planning

The FAMS is the inventory of record for the BLM constructed assets. The BLM constructed assets are inventoried, maintenance needs identified, priorities set, and maintenance plans developed. Maintenance is then performed using appropriate methods and procedures. Facility maintenance is an integral part of the BLM management programs and activities.

A. Inventory. The inventory of existing BLM constructed assets is necessary and vital to the facility maintenance effort. The inventory must be detailed and available for reference as a source of background information for all levels of maintenance planning. The inventory shall be maintained so the information is current and accurate.

B. Facility Planning. Maintenance planning can be accomplished using the FAMS work order process. Other sources of maintenance information can be found in the project or facility file. Typical data included in the project or facility file include historic data for a facility and specific project information. The general procedures for developing and maintaining a project file are in Manual Section 9100 – Facilities Planning, Design, Construction, and Maintenance.

C. Environmental Assessment. Maintenance work may require a National Environmental Policy Act (NEPA) determination. Consult with the local office NEPA coordinator for assistance. Work with transportation assets may require consultation with additional outside agencies.

D. Historical Assets. Maintenance work may require consultation with the local archeological offices.

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3 Chapter 3. Maintenance Accomplishment

Maintenance will be accomplished in accordance with a prepared plan. This plan will consider maintenance needs, standards, priorities, seasonal use, timing, maintenance methods, and availability of funding. Deferred maintenance is annual maintenance which was not performed in the year it was programmed.

A. Identifying Maintenance Requirements. Maintenance for a constructed asset is identified through examination of inventory data, condition assessments, project or job files, appropriate manufacturers' literature, user reports, and any other available sources of information about the facility. Consultation with management and appropriate staff specialists will provide necessary guidance about maintenance levels (or intensities) and standards for a facility. Technical inspections are other sources to identify maintenance needs of a constructed asset. Take appropriate action if the inspection indicates a life safety concern or hazard.

1. Maintenance Levels (or Intensities) and Standards. The Asset Business Plan evaluates use and condition to develop a desired level of maintenance. The maintenance effort reflects the asset priority, function, existing condition, and availability of funding, established by management. Maintenance levels (or intensities) and condition standards guide the maintenance effort. Using these standards allows similar structures to be maintained consistently throughout the BLM. Standards are established for the different categories of constructed assets according to Appendix 1 – Maintenance Levels (or Intensities) attached. Each maintained constructed asset is assigned a maintenance level (or intensity) during the planning process.

2. Condition Assessments. Condition assessments are periodic/regularly scheduled inspections of constructed assets, which identify and documents conditions, deficiencies, and physical problems using established maintenance condition standards as a reference. Assessments should be performed using standard protocols for consistency.

3. Technical Inspections. The condition assessments should identify any serious deficiencies, requiring detailed inspections of the constructed asset. Only engineers, technicians, or specialists having a thorough knowledge and training experience of the constructed asset conduct these technical inspections.

4. Priority Setting. Priorities for maintenance work are dependent on funding levels since it is unlikely that sufficient funding will be available to do all required work. Maintenance emphasis should be prioritized in the following order: 1) health, safety, and access for the public, users, and employees; 2) repair of essential systems; 3) protection of capital investment; 4) preventative maintenance; and 5) all other repairs.

3.2 Methods of Accomplishment. Facility maintenance work is accomplished by force account, contracting, or other means. The method chosen is the result of balancing the budget, labor and equipment availability, mission, and time constraints.

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4 Chapter 4. Maintenance Programming and Budgeting

The BLM annual maintenance budget funding allocation is based on the annual maintenance needs, maintenance cost models of the constructed asset inventory data, and workload accomplishments.

4.1 Annual Maintenance Funding. Annual maintenance funding is for the accomplishment of routine maintenance, corrective maintenance, preventative maintenance, and maintenance operations.

4.2 Deferred Maintenance Funding. Deferred maintenance project funding is by line item in the annual work plan and completed by contracting effort or by force account. Currently the programming lead time for deferred maintenance project funding is a minimum of two years. All BLM deferred maintenance projects are submitted through the Five Year Deferred Maintenance/Capital Improvement Project Planning process and are ranked using the Department of the Interior and BLM criteria.

4.3 Cooperative Maintenance Through Interagency Agreement. Maintenance may be accomplished through the use of interagency agreements, either by equal value exchange or monetary reimbursement.

4.4 Emergency Funding. Emergency maintenance funding is that portion of the state's funding allocation held in reserve at the state office level for repair of unanticipated facility systems failures, storm damages, accidents affecting facilities, and similar contingencies. The amount of such reserve is discretionary with the program manager and may vary from year to year depending in experience and funding availability.

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5 Chapter 5. Recordkeeping

Keep records of the maintenance work accomplished on a facility and include condition assessments and technical inspections, and information on the completed maintenance work, such as cost, type, and modifications to the facility. This information, with the design and construction information, provides a complete record for each facility. Modifications to the facility shall be recorded on “as-built” drawings.

5.1 Project File. The project file contains descriptions and information on the type of maintenance performed including construction, component systems, material sources and characteristics, and operating instructions.

5.2 Facility File. The facility file is the place of record for the maintenance history of the facility. Manufacturer’s specification sheets, maintenance guides, and operating manuals are also included in the facility file and used during the preparation of maintenance plans.

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APPENDIX 1 - MAINTENANCE LEVELS (OR INTENSITIES)

Maintenance Level (or Intensity) –Administrative Site	
Level 1 – Sites no longer needed. Begin process of removing improvements from the site and returning it to its natural state. Initiative process of returning the site to the public domain and remove from the real property records as soon as possible. Any unused site.	Minimum Standards – No maintenance to be performed.
Level 2 – Site used infrequently by BLM personnel.	Minimum Standards – Maintain to assure health, fire and life safety standards are met. Perform scheduled preventative maintenance prior to use and keep the site in fair condition and appearance.
Level 3 – Site used seasonally by BLM personnel.	Minimum Standards – Maintain to assure health, fire and safety standards are met, and the government's investment is protected. Repair any service interruption as soon as possible and any non-critical item within thirty days. Perform scheduled preventative maintenance on an ongoing basis and keep the site in good condition and appearance.
Level 4 – Sites used year round by BLM personnel and occasionally by the public. Also includes seasonally used quarters sites.	Minimum Standards - Maintain to assure health, fire and safety standards are met, that all systems and components are maintained to extend their lives, and that the government's investment is protected. Repair any service interruption immediately and any non-critical item within ten days. Perform scheduled preventative maintenance on an on-going basis and keep the site in very good condition and appearance.
Level 5 – Sites used year round by the public and by BLM personnel, and all year round by quarter's sites.	Minimum Standards - Maintain to assure health, fire and safety standards are met, that all systems and components are maintained to extend their lives, and that the government's investment is protected. Repair any service interruption immediately and any non-critical item within three days. Perform scheduled preventative maintenance on an on-going basis and keep the site in excellent condition and appearance.

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Maintenance Level (or Intensity) – Bridges	
Level 1 – Bridges that are unsafe and due for removal or replacement.	Minimum Standards – No maintenance is performed on the structure. Priority is given to removing or replacing the structure.
Levels 2, 3, and 4 – Not used for bridges.	
Level 5 – Bridges that will continue to provide service.	Minimum Standards – Perform scheduled maintenance to keep the facility in good condition.

Maintenance Level (or Intensity) – Buildings	
Level 1 – Facilities no longer needed. Begin the process of removing the structure and blending the site with the surrounding area. Initiate process of disposal and removal from real property records as soon as possible. Any unused facility.	Minimum Standards – No maintenance is to be performed.
Level 2 - Facilities used infrequently by BLM personnel.	Minimum Standards – Maintain to assure health, fire and life safety standards are met. Perform scheduled preventative maintenance prior to use and keep the building in fair condition and appearance.
Level 3 – Facilities used seasonally by BLM personnel.	Minimum Standards – Maintain to assure health, fire and safety standards are met, and the government's investment is protected. Repair any service interruption as soon as possible and any non-critical item within thirty days. Perform scheduled preventative maintenance on an ongoing basis and keep the building in good condition and appearance.
Level 4 – Facility used year round by BLM personnel and occasionally by the public. Also includes all seasonally used quarters.	Minimum Standards - Maintain to assure health, fire and safety standards are met, that all systems and components are maintained to extend their lives, and that the government's investment is protected. Repair any service interruption immediately and any non-critical item within ten days. Perform scheduled preventative maintenance on an on-going basis and keep the building in very good condition and appearance.
Level 5 – Facilities used year round by the public and by BLM personnel, and all year round quarters.	Minimum Standards - Maintain to assure health, fire and safety standards are met, that all systems and components are maintained to extend their lives, and that the government's investment is protected. Repair any service interruption immediately and any non-critical item within three days. Perform scheduled

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	preventative maintenance on an on-going basis and keep the building in excellent condition and appearance.
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Maintenance Level (or Intensity) – Dams	
Level 1 – Dams that are no longer functioning as originally designed, are no longer cost effective to maintain, and do not meet a resource need. These structures shall be obliterated as soon as funding becomes available.	Maintenance Standards – No maintenance to the structure will occur. Priority is given to obliterating the structure.
Levels 2, 3, and 4 – Not used for dams.	
Level 5 – Dams which have a hazard rating and which the BLM intends to retain. On-site safety evaluations/condition surveys are performed in accordance with the BLM manuals. Emergency Action Plans are prepared for high and significant hazard dams.	Maintenance Standards – All maintenance needs are programmed in the Annual Work Plan. On High and Significant Hazard rated dams, critical problems are repaired immediately. Preventative and scheduled maintenance are performed on an ongoing basis to keep the facility in good condition.

Maintenance Level (or Intensity) – Major Culverts	
Level 1 – Major culverts that are unsafe and due for removal or replacement.	Minimum Standards – No maintenance is performed on the structure. Priority is given to removing or replacing the structure.
Levels 2, 3, and 4 – Not used for major culverts.	
Level 5 – Major culverts that will continue to provide service.	Minimum Standards – Perform scheduled preventative maintenance to keep the facility in good condition.

Maintenance Level (or Intensity) – Recreation Sites	
Level 1 – Sites no longer meeting BLM objectives or no longer needed. Begin the process to transfer site to another government entity or removing improvements and returning the site to its natural state. Dependent upon specific management transfer to undeveloped natural condition, remove site from real property records as soon as possible. Any unused site.	Minimum Standards – No maintenance to be performed.
Level 2 - Sites included in this level include all undeveloped sites which receive repeated	Minimum Standards – Maintain to assure health and safety standards are met. Assure

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visitor use during all or parts of the year or on a seasonal basis.	protection of the government investment. Sites are maintained on the average, once a year.
Level 3 – This level includes sites where some minimum level of recreation facility development of physical resource protection (bank stabilization, gravel surfacing, etc.) has been established.	Maintenance Standards - Maintain to assure health and safety standards are met. Assure protection of the government investment. Sites are maintained to assure fair condition and appearance. Sites are maintained on the average, twice a month. All critical repairs are made within 10 working days, non-critical repairs are made within 20 working days.
Level 4 – This level includes all sites that meet less than five of the nine Land and Water Conservation Fund Act requirements for fee collection. Therefore, fees are not charged at these sites.	Maintenance Standards - Maintain to assure health and safety standards are met. Assure protection of the government investment. Sites are maintained to assure fair condition and appearance. Sites are maintained on the average, once a week during the use season. All systems and services are operational at the start of the use season, and upon failure, repairs are made immediately. Repairs to non-critical items are completed within two working days of discovery. Sites are maintained to assure fair to good condition and appearance.
<p>Level 5 - This level includes all sites that meet five or more of the nine Land and Water Conservation Fund Act requirements for fee collection, including both overnight and day use facilities, and fees are collected. (Refer to criteria below.)</p> <p>Land and Water Conservation Fund Act criteria for fee sites:</p> <ol style="list-style-type: none"> 1. Tent or trailer sites 2. Picnic tables. 3. Drinking water. 4. Access roads. 5. Refuse containers. 6. Toilet facilities. 7. Personnel collection of the fee by an employee or agent of the Federal agency operating the facility. 8. Access roads. 9. Reasonable visitor protection. 10. Simple containers for containing fire (in areas where fires are permitted). 	Maintain Standards - Maintain to assure health and safety standards are met. Assure protection of the government investment. Sites are maintained to assure fair condition and appearance. Sites are maintained on the average, once a week during the use season. All systems and services are operational at the start of the use season, and upon failure, repairs are made immediately. Repairs to non-critical items are completed within two working days of discovery. Sites are maintained to assure fair to good condition and appearance.

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Maintenance Level (or Intensity) - Roads
See Manual Section 9113 – Roads, and related handbooks.

Maintenance Level (or Intensity) – Trails
See Manual Section 9114 – Trails, and related handbooks.