

Department of the Army
Headquarter, United States Army
Signal Center of Excellence
Fort Gordon, Georgia 30905-5000

*USASIGCoE Regulation 420-1

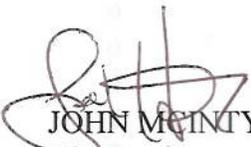
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Facilities Engineering
OCCUPANCY OF TRAINING DEPARTMENT BUILDINGS

FOR THE COMMANDER:

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History: This publication is a revision.

Summary. This regulation establishes procedures to be followed by building custodians and sub-custodians of buildings located at Fort Gordon, Georgia, allocated to the United States Signal Center of Excellence G-4 and the United States Army Training and Doctrine Command (TRADOC).

Applicability. This regulation applies to all units / activities that are assigned to USASIGCoE and TRADOC.

Proponent and exception authority. The proponent of this regulation is the USASIGCoE G-4.

Army management control process. This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation is prohibited, unless approved specifically by the Commander, United States Army Signal Center of Excellence and Fort Gordon (USASIGCoE&FG).

*This regulation supersedes USASC&FG Regulation 420-1, 22 February 1988.

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Suggested Improvement. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to USASIGCoE G4, ATTN: ATZH-LG, Fort Gordon, Georgia 30905-5000 and/or submit DA Form 1045 (Army Ideas for Excellence Program [AIEP] Proposal) to installation AIEP coordinator.

Distribution. This regulation is available on the USASIGCoE&FG publications web site at http://www.gordon.army.mil/dhr/fg_regulations_and_forms/index.html.

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1-1. Purpose. This regulation establishes procedures to be followed by building custodian and sub-custodians of buildings allocated to the SIGCoE G-4 and the training departments.

1-2. References

- a. Amy Regulation 11-27, *Army Energy Program*.
- b. USASIGCoE&FG Supplement to AR 600-63, *Army Health Promotion*.
- c. USASIGCoE&FG Regulation 420-4, *Fire Protection*.
- d. USASIGCoE&FG Bombs and Bomb Threat Standing Operating Procedures

1-3. Responsibilities

a. The G-4 will oversee the appointment of custodians and alternates (sub-custodians) for each building. The custodians will ensure that provisions of this regulation are implemented, and will coordinate through their respective department director / division chief to the Chief for any deviations from or additions to this regulation.

b. The following criteria will be used to assign building custodians:

(1) Activities which are the sole occupant of a building will provide the building custodian.

(2) Buildings utilized equally by two or more activities will have the custodian assigned by the major occupant.

(3) Buildings utilized equally by two or more activities will have the custodian assigned from the resources of the major first floor occupant.

(4) Sub-custodian will be appointed for each minor user of the building.

c. Division/branch chiefs of occupying activities will be responsible to the building custodian/sub-custodian for implementation of the provisions of this regulation.

d. Appropriate operating officials will appoint custodians in writing and furnish one copy to the Chief. Each minor user of each building will appoint a sub-custodian by the same method and report same to the building custodian. Such appointments will be maintained on a current basis.

e. All persons performing duty in these buildings will ensure, both by their actions and by their influence, that a high state of maintenance and police exists at all times.

f. It is the responsibility of the building custodian to coordinate necessary police details.

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g. The G-4 controls all TRADOC administrative, academic and barrack facility spaces in assigned permanent and temporary buildings. Therefore, all recommendations/requests for temporary and permanent allocation of rooms or buildings in these areas will be made to the USASIGCoE G-4, approved by the USASIGCoE Chief of Staff and processed through the building custodians. When rooms / building assignments / requirements are terminated / completed, the keys will be turned in to the custodians who will ensure the rooms / buildings are clean and in usable condition. The custodians will secure the keys until the rooms / buildings are reassigned.

1-4. Identification. Facilities under G-4 and the United States Army Training and Doctrine Command (TRADOC), see chart A-1 below.

Chart A-1

<i>ADDRESS</i>	<i>TYPE</i>	<i>ADDRESS</i>	<i>TYPE</i>	<i>ADDRESS</i>	<i>TYPE</i>
510	GEN INST BLDG	29705	TRANS UPH AIT	FOB01	MAN/TRN AREA LT
511	GEN INST BLDG	29706	CO HQ BLDG	FOB02	MAN/TRN AREA LT
513	SEP TOIL/SHOWER	29707	TRANS UPH AIT	FOB03	MAN/TRN AREA LT
521	GEN INST BLDG	29708	TRANS UPH AIT	FOB04	MAN/TRN AREA LT
569	GEN INST BLDG	29714	CO HQ BLDG	FT001	FIELD TNG AREA
19901	GEN INST BLDG	29715	TRANS UPH AIT	FT002	FIELD TNG AREA
19902	GEN INST BLDG	29716	TRANS UPH AIT	FT009	FIELD TNG AREA
21401	COMP REP INST	29718	GEN INST BLDG	FT010	FIELD TNG AREA
21502	PAD	29720	TRANS UPH AIT	FT106	FIELD TNG AREA
21407	COMP REP INST	29721	TRANS UPH AIT	FT107	FIELD TNG AREA
21408	COMP REP INST	29802	COMP REP INST	OT005	STORAGE GP I
21409	COMP REP INST	29803	ADMIN GEN PU	OT007	GEN INST BLDG
21605	BN HQ BLDG	29804	MISC SHED	OT011	GEN INST BLDG
21719	CO HQ BLDG	29807	MUSEUM	OT012	SEP TOIL/SHOWER
24402	BN HQ BLDG	29808	ADMIN GEN PU	OT013	COV TRAIN AREA
24403	CO HQ BLDG	29809	GEN INST BLDG	OT014	GEN INST BLDG
24404	TRANS UPH AST	29810	COMP REP INST	OT015	GEN INST BLDG
24406	TRANS UPH AST	29811	GEN INST BLDG	OT016	ORG STR BLDG
24407	TRANS UPH AST	29812	COV TRAIN AREA	OT017	GEN INST BLDG
24408	CO HQ BLDG	29813	COMP REP INST	OT019	ORG STR BLDG
24410	CO HQ BLDG	29814	COV TRAIN AREA	OT020	ORG STR BLDG
24412	TRANS UPH AST	29815	COMP REP INST	OT022	GEN INST BLDG
24413	TRANS UPH AST	29816	COMP REP INST	OT023	SEP TOIL/SHOWER
24801	AUTO-AID INST	29817	COMP REP INST	OT024	COV TRAIN AREA
25100	GEN INST BLDG	29818	COMP REP INST	OT026	GEN INST BLDG
25101	SEP TOIL/SHOWER	29819	COMP REP INST	OT027	SEP TOIL/SHOWER
25110	GEN INST BLDG	29820	GEN INST BLDG	OT028	ACCESS CNT FAC
25114	GEN INST BLDG	39001	ORG STR BLDG	OT033	GEN INST BLDG
25203	GEN INST BLDG	39103	ORG STR BLDG	OT035	GEN INST BLDG
25303	COMP ITEM REP	39110	GEN INST BLDG	OT039	GEN INST BLDG
25305	VEH MAINT SH	39113	GEN INST BLDG	OT043	GEN INST BLDG
25600	AUTO-AID INST	39127	MUSEUM	OT046	GEN INST BLDG
25810	GEN INST BLDG	40115	MUSEUM	OT048	GEN INST BLDG
25811	PAD	41101	GEN INST BLDG	OT049	GEN INST BLDG
25812	STR SHED GP	41102	GEN INST BLDG	OT050	SEP TOIL/SHOWER
26303	APPLIIED INSTR BLDG	41201	GEN INST BLDG	OT053	GEN INST BLDG
26305	COV TRAIN AREA	41202	GEN INST BLDG	OT054	GEN INST BLDG
26307	COMP ITEM REP	41203	GEN INST BLDG	P9808	FLAGPOLE
26309	ADMIN GEN PURP	COM03	TERM EQP FAC	SHLTR	VEH MAINT SH
29610	ADMIN GEN PURP	CT001	COV TRAIN AREA	TRLRS	ADMIN/SHOP CONT

29701	CO HQ BLDG	CT002	COV TRAIN AREA	TRLRS	ADMIN GEN PURP
29702	TRANS UPH AST	CT003	COV TRAIN AREA	TWR03	TOWER

a. Each building will have its number posted on exterior walls in sufficient locations to facilitate identification.

b. A 4 by 6 inch plastic plate, titled “EMERGENCY CONTACT NUMBER” will be displayed on all ground floor exterior doors of buildings with the following information:

- (1) Name and phone number of a primary emergency point of contact (POC).
- (2) Name and phone number of an alternate emergency POC.
- (3) In case of fire, dial 911.
- (4) Post center duty office phone number.
- (5) Building custodian name, grade, address, duty, and phone numbers.
- (6) If applicable, building sub-custodian’s name, grade, address, duty, and phone numbers.
- (7) Location of nearest fire box.
- (8) Location of nearest available telephone (day/night/weekends).

c. The following information will be posted at strategic interior locations of the buildings as indicated (permanent buildings only):

(1) Building directories.

(a) Building directories will be placed on the interior wall at all entrances to each building.

(b) Building directories will contain appropriate current information for identifying both activities and key personnel. The room and phone numbers of the building custodian and sub-custodians are mandatory.

(2) Floor plans.

(a) A linear plan of each floor will be mounted beside or in close proximity to the building directory. Floor plans will be printed on 18- by 24-inch heavy paper, bristol board, or equal covered with plastic, and framed.

(b) A large red arrow and the words “YOU ARE HERE” will orient the floor plan to the building entrance.

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(c) Floor plans will include all room numbers.

(3) Hall directional indicators.

(a) Solid, black directional arrows will be painted at appropriate positions at each hallway junction.

(b) Over each arrow will be printed the inclusive numbers for rooms which can be reached by following the direction of the arrow.

1-5. Bulletin Boards

a. A general bulletin board will be installed in a central location on each floor of each building and on the first floor only of two-story temporary buildings. Indoor bulletin boards may be requisitioned through normal supply channels.

b. As a minimum, bulletin boards will contain those items listed in Appendix A.

1-6. Room Numbers

No changes will be made to the existing room numbering system.

1-7. Activity Designation

a. Administrative Activities.

(1) There will be a one-line identification of the activity within each room affixed to the door of each administrative-type room (office, supply, et cetera). This will be coordinated with the Department of Public Works (DPW).

(2) If more than one door exists to an administrative-type room, the designation will appear only on the main access door.

b. Classrooms.

(1) The activity within each classroom will be identified by the following three lines of information centered under the room number:

(a) First slot - Military occupational speciality (MOS) course identification.

(b) Second slot - Training division/department.

(c) Third slot - Class in session sign.

(2) The activity information will appear only on one door of each classroom.

(3) If the classroom has double doors, the classroom number and activity information will be affixed to the door used for primary access.

(4) The foregoing does not apply to buildings which have built-in illuminated signs.

c. Activity Designations. Activity designations will be restricted to 1-inch lettering on poster board strips, 1 7/8 by 15 inches.

d. Activity Designators. All activity designators will be kept current by the building custodian or sub-custodians.

1-8. Break Areas

a. Students will be permitted to congregate during class breaks only in the following areas:

(1) Vending areas.

(2) Outside courtyards.

(3) Exterior ends of buildings.

(4) Vestibules.

b. Stairways and stairwells, both interior and exterior, will be kept clear at all times.

c. Interior double doors at the end of hallways will be kept closed at all times.

d. Students will be instructed not to congregate on grass areas around the buildings.

1-9. Smoking Areas. (See USASIGCoE&FG Supplement 1 to AR 600-63).

a. Smoking will be permitted in designated smoking areas only.

b. Smoking in classrooms is prohibited.

1-10. Building Security

a. The custodian of each building will be responsible for maintaining the security of the building at all times in accordance with AR 190-51, Security of Army Property at Unit and Installation Level. He/she will establish appropriate procedures for ensuring that this responsibility is met. These procedures will include but are not limited to the following:

(1) Locking exterior doors at the end of the first shift and at any time that the building is not in use.

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(2) In buildings where second or third shifts are scheduled, appropriate security measures will be taken by the custodian to ensure the security of the building.

b. The custodian of each building will take appropriate steps to safeguard against loss of property or unauthorized entry to building. He/she will establish positive control over all keys to exterior doors.

c. The custodian of each building will arrange for access to the building by janitorial, maintenance, and service personnel who are required to perform their duties during periods when the building is not being utilized for training.

1-11. Security of Classrooms and Administrative Rooms

a. The custodian and sub-custodian of each activity occupying classrooms or administrative space will, in accordance with AR 190-51, ensure the security of the following:

- (1) Classrooms.
- (2) Offices.
- (3) Supply rooms.
- (4) Maintenance and storage areas.

b. The custodian of each building will have control of all keys to interior rooms. He/she will issue to the sub-custodian of each minor activity the following:

- (1) Master keys as required.
- (2) Keys for each classroom and administrative room assigned to the activity.

c. The building custodian will retain at least one complete set of keys to all door locks for the facility.

d. Each custodian/sub-custodian will maintain a central key register. This register will contain keys to all classrooms and administrative offices under the activity's control.

1-12. Fire Prevention Program

a. The custodian will be designated fire warden for the building. As such, he/she will be responsible for implementation of USASIGCoE&FG Regulation 420-4.

b. The custodian will ensure that emergency exit diagrams are posted in each classroom, adjacent to each door. These diagrams will consist of a floor plan with red arrows directing personnel from classrooms to the nearest exit. The custodian will ensure that exit signs are posted over each door leading out of rooms/buildings.

c. The custodian will utilize sub-custodians of minor activities occupying the building as area fire wardens and fire inspectors and to assist in procurement of necessary firefighting equipment.

d. The building custodian will conduct a continuing program of orientations of the building fire plan.

1-13. Bomb Threats

Bomb threat procedures are specified in the United States Army Signal Center and Fort Gordon Bombs and Bomb Threat Standing Operating Procedure.

1-14. Safety

The custodian and sub-custodian of each building and supervisory personnel of all activities occupying the building will ensure that safe practices are enforced in the training of students and maintenance of the building classrooms and equipment. Any unsafe practices or evidence of vandalism within the academic facility will be reported promptly to the appropriate immediate supervisor and to the building custodian.

1-15. Building and Classroom Maintenance

a. The DPW has responsibility for all building and classroom maintenance, (other than janitorial), modification, and alterations.

b. The following practices are not authorized by occupants:

(1) Alterations performed to buildings either interior or exterior unless specifically approved by DPW on DA Form 4283.

(2) Repair of plumbing.

(3) Adjustment of thermostats, except those rooms which contain special heating and cooling control for environmental protection of equipment.

(4) Cleaning tile floors with cleanser or other abrasive cleaners.

c. The following practices will be coordinated with the DPW and will not be attempted without approval:

(1) Hanging heavy objects from walls or ceilings.

(2) Painting.

(3) Preparation and display of signs which involve bolting to building.

(4) Erection of television or radio antennas.

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- d. Replacement of light bulbs which are easily accessible is the responsibility of building occupants, as is the disposal of refuse.
- e. Where applicable, building windows will be kept closed except during air conditioning failures or emergencies that require windows to be opened.
- f. DA Form 4283 and service orders will be submitted for maintenance, repair, or modification of facilities and will be processed through the building custodian or sub-custodian as applicable to the G-4. The G-4 is solely responsible for the approval and processing of work orders requesting engineer work to G-4 and department facilities.
- g. Acquisition of nontraining equipment which requires additional utilities, (e.g. electrical power, water, gas) must be approved by the DPW prior to purchase of equipment.
- h. It is the responsibility of the custodian to ensure that each room is cleaned when it is vacated. The degree of cleaning required is left to the discretion of the custodian. The custodian will be notified as to when temporarily occupied rooms will be vacated.

1-16. Energy Conservation

The custodian and sub-custodians of each building will ensure that maximum effort is made to conserve all types of energy. The custodian will enforce those energy conservation policies and procedures outlined in AR 11-27 and USASIGCoE&FG Regulation 420-2. Special emphasis will be given to the following:

- a. Ensure that all unnecessary lighting and energy consuming training equipment is turned off when not required.
- b. Ensure that doors and windows are closed to prevent energy loss during the heating and cooling seasons.
- c. Ensure that during the Christmas holidays, all rooms which will be unused are identified so that DPW personnel can reduce temperatures to the minimum. Affected room and building numbers will be provided to the G-4 no later than 10 days prior to the start of the Christmas holiday period. The G-4 will provide prompt appropriate notification to DPW.

Appendix A
Supporting Publications

1. Fire Prevention (FG REG 420-4, 21 April 2011).

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Glossary

Abbreviations

AIEP	Army Ideas for Excellence Program
AR	Army Regulation
DA	Department of the Army
DPW	Department of Public Works
G-4	Logistics
POC	Point of Contact
SEP	Student Evaluation Plan
SOP	Standing Operating Procedure
TRADOC	United States Army Training and Doctrine Command
USASIGCoE&FG	United States Army Signal Center of Excellence and Fort Gordon