



DEPARTMENT OF THE NAVY
JOINT BASE PEARL HARBOR-HICKAM
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JBPHHINST 11010.1
JB4
15 Jun 11

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 11010.1

Subj: BUILDING MANAGER PROGRAM

Ref: (a) OPNAV 11010.20G, Facilities Project Instruction
(b) CNRH INST 11010.3B, Project Approvals for Repair, Construction and/or Maintenance of Facilities
(c) NAVFAC HI INST 11014-16, Guide for Supported Commands
(d) COMNAVREGHIINST 4101.1B, Navy Region Hawaii Energy Management Program

Encl: (1) Building Manager Handbook

1. Purpose. To provide detailed guidance for organizations and units to properly care for facilities and execute their duties and responsibilities as users of government property, specifically buildings and related infrastructure, on Joint Base Pearl Harbor-Hickam (JBPHH).

2. Cancellation. This instruction cancels and supersedes NAVSTA PEARL INSTRUCTION 11000.2N.

3. Background and Scope. Shore facilities represent an important investment and should be managed with a similar degree of commitment, concern, and support as are ships, aircraft and weapons systems. During this time of diminishing manpower and funding levels, it is imperative that all personnel contribute to the stewardship and management of the infrastructure that has been entrusted. Effective building management is key to successful facilities maintenance and upkeep, and Building Managers are vital in this process. Occupants are the front line personnel for our facilities, with the best information about the material condition and maintenance needs of their buildings. An effective building management program requires active and knowledgeable Building Managers who have the support of all building occupants.

4. Discussion

a. Building Managers must be more than just the local liaison for maintenance and repair of their facilities. Building Managers are the eyes and the ears of the Joint Base Commander, scouting out concerns and problems in advance of the maintenance teams. Building Managers are also their unit commander's touch point into facilities concerns.

b. All of us are responsible for being stewards of the infrastructure that has been trusted to us. It is imperative that organizations and units take ownership, pride and responsibility for the buildings for which they are responsible. The appearance of our base and work centers tells the public and our personnel about our attitudes and values.

c. This Building Manager Program will:

(1) Ensure organizations and activities properly care for and execute their duties and responsibilities as users of government property.

(2) To establish consistent roles and responsibilities for activities to implement and perform.

(3) Enclosure (1) provides information about Public Works Department Joint Base Pearl Harbor-Hickam (JB4) support, priorities, processes and policies to assist the Building Manager in the performance of their duties.

5. Applicability. This instruction applies to all departments, components and tenant activities and pertains to all buildings, grounds, and structures on Joint Base Pearl Harbor-Hickam. However, this instruction does not apply to infrastructure funded and maintained by Family Housing Public Private Venture.

6. Responsibilities. The proper stewardship of infrastructure is critical to our ability to perform our warfighter and family missions, and is the responsibility of all, civilian and military, personnel who reside and operate on JBPHH.

a. JBPHH Chief Staff Officer (CSO) is responsible for the Building Manager Program.

b. Public Works Department (JB4) is responsible to the CSO for implementing and managing the Building Manager Program, which includes providing regular training.

c. Commanders are responsible for establishing and enforcing this program in each facility assigned to the unit. This includes appointing primary and alternate Building Managers for the unit's assigned facilities.

d. Building Managers must manage/execute their responsibilities per the guidelines established in this instruction. These responsibilities are covered in depth in enclosure (1).

e. All military and civilian personnel will support Building Managers in executing their collective responsibilities regarding the use, care, and protection of real property.



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