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Indian Affairs



**Indian Affairs
Operations and Maintenance
and
Certificate of Occupancy**

Deputy Assistant Secretary – Indian Affairs (Management)
Office of Facilities, Property and Safety Management
Division of Facilities Management and Construction
Division of Safety and Risk Management





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Operations and Maintenance (O&M)

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Purpose

Indian Affairs (IA) Operations and Maintenance is the performance of day-to-day activities required to maintain Bureau-owned and/or maintained facilities to the maximum extent possible for the benefit of the facility users. The primary goal is to ensure that all facilities are maintained in a safe and healthy environment for the occupants and for the protection of the property.

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Purpose

The Division of Facilities Management and Construction, Operations and Maintenance Program provides information on the authority, policies, and responsibilities for the Operations and Maintenance Program within IA. These program functions are interdependent and support the Construction Program as well as the total life-cycle management of IA real property portfolio assets.



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Policy

It is the policy of IA to provide safe, functional, efficient and energy-efficient and cost-efficient facilities; and to maintain facilities to meet applicable laws, regulations, codes, and bureau policies included in the Facilities Management Program Handbook. These procedures shall be adhered to by all Indian Affairs and grant, contract and compact staff receiving federally appropriated funds for facilities operations and maintenance.




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Authority

The Chief, Division of Facilities Management and Construction Management (DFMC) is designated to oversee the IA O&M Program. The Branch Chief is responsible for insuring that IA O&M programs are operated in accordance with IA policies, procedures, and mandated standards. The primary goal is to ensure that all facilities are maintained in a safe and healthy environment for the occupants and for the protection of property.


(80 IAM, Chapter 3)



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Operations and Maintenance (O&M)


O&M funding is provided to facilities that house IA programs. Bureau owned/operated facilities and other facilities owned/operated by Tribes, under grant, contract or compact agreements, are eligible to receiving funding to maintain, improve and/or prolong federal or tribally owned assets in safe, functional, and economic conditions to meet the program needs of BIA, BIE and OJS.



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- In order for an asset to qualify for O&M funding, each Bureau or tribally owned facility housing an IA program must have been issued an IA Certificate of Occupancy.
- When expansion of, or a new, facility with associated O&M funding is needed, the Program (BIA, BIE, OJS) must submit a Space Expansion Request to the appropriate Program Director.
- Failure to follow the Space Expansion Request process may result in the Program having to absorb O&M costs until additional O&M funding can be secured through the IA budgetary request process. (2 year cycle)



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- For new facilities that are constructed by a Tribe, but not through DFMC's approved construction project program, an O&M funding request must be submitted to the appropriate Program Director (BIA, BIE, OJS).
- As stated previously, all facilities housing IA programs must have received a Certificate of Occupancy to be eligible for O&M funding.
- The O&M funding request process begins with the Tribe submitting a funding request with adequate justification and detail to the appropriate Program Director.



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- The appropriate Program Director will review and approve/disapprove the O&M funding request.
- If the O&M funding request is approved, the Program will submit a request for additional O&M funding through the annual IA budget request process. The IA budget requests are submitted two-years in advance of actual need.
- If an O&M budget request is approved, submitted in the IA annual budget request process and Congressional allocations received, it may be at least two years from the time an O&M budget request is submitted to the Program before O&M funds are actually provided.



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Certificate of Occupancy



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Purpose

- Outline the Division of Safety and Risk Managements (DSRM) final inspection requirements, procedures and, if applicable, issuance of an Indian Affairs Certificate of Occupancy (CO).
- The Division of Safety and Risk Management is responsible for enforcement of Indian Affairs (IA) policy, adopted safety and health codes and mandated standards for IA controlled facilities, including operations, under the contract provisions of Public Law 93-638 and Public Law 100-297.

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Policy


- It is the policy of Indian Affairs to ensure that all operations, new construction, major alterations and improvements, minor remodeling, maintenance and program operations comply with applicable Federal regulations, guidelines, and national codes and standards adopted by Indian Affairs.

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Authority

- The Chief, Division of Safety and Risk Management is delegated the jurisdictional authority for (a) developing regulations, and procedures; (b) interpreting; (c) implementing; and (d) enforcing the IA's Safety and Occupational Health Inspection Program. The position is the "Authority Having Jurisdiction" for IA adopted safety and occupational health codes, policy, and mandated standards.


(BIA Safety and Health Handbook, Topic 26.3 A)



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Acceptance of New Work

- After installation of new equipment, new construction, or major rehabilitation work, the Division of Safety and Risk Management or its authorized representative will inspect for compliance with Indian Affairs adopted safety and health codes, policy and mandatory standards.
- Safety and health inspection information will become a part of the overall inspection report or punch list.
- The DSRM Final Safety and Health Inspection **IS NOT** intended to be a construction contract Quality Assurance inspection.



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Certificate of Occupancy


- Building Construction and Safety Code – NFPA 5000, Certificate Requirements
 - When the building or part thereof complies with the provisions of all pertinent laws and regulations, the authority having jurisdiction shall issue the certificate of occupancy for the building or part thereof.
- Temporary Certificate of Occupancy
 - A temporary certificate of occupancy shall be permitted to be issued by the authority having jurisdiction for use of parts of a building prior to completion of the entire building.



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Certificate of Occupancy (continued)

- Conditions of Certificate of Occupancy
 - A certificate of occupancy shall be conditioned upon the following:
 1. The completed project meets the conditions of the approved construction documents, including all amendments; and all prior approvals.
 2. All necessary inspections have been completed, and the completed project meets the requirements of this *Code*;
 3. All violations have been corrected;
 4. All protective devices and equipment required to be installed by this *Code* continue to be operational, as required by this Code;
 5. All quality assurance programs required by Chapter 40 of this *Code* have been completed.



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Certificate of Occupancy (continued)

- Revocation of Certificate
 1. When any building or part thereof is being used contrary to the provisions of this *Code*, or any other laws or regulation of this jurisdiction, the authority having jurisdiction shall be authorized to revoke a certificate of occupancy and order such use or occupancy discontinued and the building or part thereof vacated.
 2. The authority having jurisdiction shall provide written notice of the certificate to the person(s) using or causing to be used such buildings or parts thereof.
 3. Continued use of the building or part thereof after the certificate of occupancy has been revoked shall be in violation of this *Code* and subject to the penalties prescribed by law.

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Pre-Inspection Requirements and Procedures

- Prior to requesting a DSRM Final Safety and Health Inspection, the following items shall be completed and submitted to DSRM.
 1. Contractor's Substantial Completion of the project.
 2. Architect's and IA Project Manager or designated representative inspection of the Substantial Completion work;
 3. Issuance of the "Declaration of Substantial Completion";
 4. Request for Final Inspection/Re-Inspection and Certificate of Occupancy Form.
 5. Certifications and documentation, as applicable.

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Request Form

U.S. Department of the Interior (Attachment A)
 Deputy Assistant Secretary - Indian Affairs (Management)
 Office of Facilities, Property and Safety Management
 Division of Safety and Risk Management

Request for Final Inspection/Re-Inspection and Certificate of Occupancy Form
 Submit to First and All Request Recipients in Division of Safety and Risk Management (DSRM)


Location Name: _____	Location Code: _____
Project Description: _____	Project No: _____
IA POC, IA, IMA or IRE Project Manager: _____	Telephone No.: _____
Event Address: _____	Proposed Date for Inspection: _____

Required documentation as listed in the Final Safety and Health Inspection and Certificate of Occupancy Checklist, Appendix 1. If work has not been completed by the requested inspection date, the inspection will not be scheduled. The following optional documentation, as applicable, is hereby submitted to the Division of Safety and Risk Management, as the Authority Having Jurisdiction.

<input type="checkbox"/> Automatic Sprinkler Protection System (NFPA 13 - Standard for the Installation of Sprinkler Systems)	<input type="checkbox"/> Stationary Fire Pump (NFPA 20 - Installation of Stationary Pumps)
<input type="checkbox"/> Clean Agent Fire Extinguishing System (NFPA 2001 - Clean Agent Fire Extinguishing Systems)	<input type="checkbox"/> Hydrants (NFPA 291 - Fire Flow Testing and Marking of Hydrants)
<input type="checkbox"/> Fire Detection Alarm System (NFPA 72 - National Fire Alarm and Signaling Code)	<input type="checkbox"/> Asbestos (NACM - Protection of the Environment, Part 263)
<input type="checkbox"/> Emergency Systems (NFPA 20 - Standard for Fire Alarm and Signaling Code)	<input type="checkbox"/> Emergency and Standby Power Systems (NFPA 110 - Emergency and Standby Power Systems)
<input type="checkbox"/> Hydraulic/Electric Control System (ASME A17.1/CSA B44 Handbooks)	<input type="checkbox"/> Piping and Equipment Coding (NFPA 110 - Installation, Testing and Tubing; Sealing, Fitting, and Pressure Testing)

In addition to the above, Operation and Maintenance Manuals for all equipment are to be submitted with an approved copy of design files and specifications available at the job site. A complete, readable, digital copy of all manuals and design files for this project is to be submitted with the above required documentation, as applicable, to be submitted with this request form to the Division of Safety and Risk Management.


Signature of IA POC, IMA or IRE Project Manager _____	Date _____
This section the Division of Safety and Risk Management Use Only	
Submitted Date _____	Assigned Inspector _____
Scheduled Time _____	<input type="checkbox"/> Final Inspection <input type="checkbox"/> Re-Inspection: 1 st ___ 2 nd ___ 3 rd ___



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Certifications and Documentation


- ✓ Automatic Sprinkler System
- ✓ Stationary Fire Pump
- ✓ Clean Agent Fire Extinguishing Agent
- ✓ Hydrants
- ✓ Fire Detection Alarm System
- ✓ Asbestos
- ✓ Emergency Systems
- ✓ Emergency and Standby Power System
- ✓ Hydraulic / Electric Elevator System
- ✓ Folding and Telescopic Seating



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Pre-Inspection (continued)

- ✓ DSRM shall have received all applicable required certifications and documentation a minimum of 15 calendar days prior to the proposed final inspection date(s).
- ✓ This certification shall be provided in written memorandum format and submitted to DSRM no later than 7 calendar days prior to the scheduled DSRM Inspection.
- ✓ DSRM Final Inspections will not be scheduled prior to submission of all required certifications and documentation.
- ✓ DSRM shall have received certification from the IA Project Manager, DFMC POC, BIA, or BIE Project Manager certifying that all appropriate contractors and personnel have been notified of final inspection date, time, location and attendance has been confirmed.
- ✓ DSRM will disseminate an electronic confirmation that includes the final inspection date(s), time, name of inspector, and any specific instructions when all documents have been received and the final inspection is confirmed.



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On-site Inspection Requirements and Procedures


- ✓ Contractors and sub-contractors (as applicable) shall be scheduled the entire duration of the final inspection.
- ✓ DSRM Inspectors have the authority to cease, postpone or cancel inspections at any point during the on-site inspection.
- ✓ If a final inspection is ceased, postponed or cancelled due to project incompleteness or unattended parties, the final inspection will be rescheduled when corrective actions have been taken and will commence when DSRM permits.



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DSRM Final Inspection Construction Design Conformance



- Building Construction and Safety Code
- Accommodations for People with Disabilities
- Elevators/ Platforms Lifts
- Mechanical Systems: Liquefied Petroleum Gas
- Mechanical Systems: Natural Gas
- Mechanical Systems: Oil
- Mechanical Systems: Electrical

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DSRM Final Inspection Construction Design Conformance


(Continued)

- Electrical
- Environmental Quality: Liquid Waste
- Water Facilities
- Illumination
- Heating, Ventilation and Air Conditioning (HVAC)
- Pest, Vector and Vermin Control
- Plumbing

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DSRM Final Inspection and Acceptance Testing

- At a minimum, the following systems will be function tested as required.
 - ✓ Automatic Sprinkler System
 - ✓ Stationary Fire Pump
 - ✓ Clean Agent Fire Extinguisher System
 - ✓ Ventilation Control and Fire Protection of Commercial Operations
 - ✓ Fire Flow Testing and Marking of Hydrants




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DSRM Final Inspection and Acceptance Testing

(Continued)



- ✓ Fire Detection Alarm System
- ✓ Fire Dampers/Smoke Dampers
- ✓ Fire Doors and Other Opening Protectives
- ✓ Smoke Control Systems
- ✓ Means of Egress Emergency Systems
- ✓ Emergency and Standby Power Systems
- ✓ Hydraulic Elevator/Electric Elevator or Platform Lift System
- ✓ Folding and Telescopic Seating



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Post – Final Inspection Requirements and Procedures

- ✓ Upon completion of the final inspection, a Final Safety and Health Inspection Report will be transmitted from the Chief, Division of Safety and Risk Management to the DFMC, Chief, Division of Design and Construction and a copy of the report transmitted to the appropriate IA Project Manager, IA POC, or BIE Project Manager for dissemination.
- ✓ Upon correction of identified deficiencies, the appropriate IA Project Manager, IA POC, or BIE Project Manager shall submit to the DSRM the Certification of Permanently Corrected Deficiencies and hard copy photographic documentation validating that all deficiencies have been permanently corrected.
- ✓ Each photograph shall be labeled to correlate with the identified deficiency item number as depicted in the final inspection report.

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Certification or Permanently Corrected Deficiencies

Place on your Letterhead

Certification of Permanently Corrected Deficiencies

Date: _____

To: Division of Safety and Risk Management

From: _____

Project Description: _____



Project No.: _____

Name of IA POC, IA, BIA or BIE Project Manager: _____

As _____ (IA POC, IA, BIA or BIE) Project Manager, I hereby certify that all deficiencies as identified in the Division of Safety and Risk Management Final Inspection Report have been permanently corrected. Attached as required, are hard copy photograph documentation validating that all deficiencies have been permanently corrected. Each photograph is labeled to correlate with the deficiency item number as depicted in the final inspection report.

Signature of IA POC, BIA or BIE Project Manager

Date

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Conclusion/Questions