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FACILITIES ENGINEERING  
Facilities Management Coding Structure

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1. General

1.1 The Branch of Facilities Management has responsibility for three programs: Facilities Improvement and Repair, Appropriation 14X2301, Budget Activity 1120; Facilities Operation, Appropriation 14\*2100, Budget Activity 3500; and Facilities Maintenance, Appropriation 14\*2100, Budget Activity 3500. (\*Applicable Fiscal Year).

1.2 Each Program is called an Element for coding purposes. Elements are divided into Components and Work Orders. Each work order is composed of two parts: Cost Feature and Numerical Sequence.

2. Facilities Improvement and Repair Program, Element 62

2.1 Definition. A program function to plan, design and perform major alterations, improvements to existing Bureau-owned facilities and equipment, and to construct minor new buildings and utility systems. Major alterations, improvements, and renovation are projects of work that substantially alter or change a functional area or use of an existing facility, or provide for an overall environmental improvement, or restore existing facilities to original condition. Existing facilities include buildings, utility systems, structures, grounds and streets, or their component parts.

2.2 Component Codes (two numeric digits). Component codes classify costs by narrower and more concrete activities and accomplishments than element codes.

The component codes assigned to the Facilities Improvement and Repair Program, Element 62 are:

<u>CODE</u>	<u>TITLE</u>
21	Planning
29	Environmental Quality Investigation
31	Design and Drawings
32	Project Construction
33	Special Projects
34	P. L. 93-638 Facility Improvements
71	Major Repair
86	Energy Reduction Program
89	Unclassified Work for Others
90	General Operations
91	Indian Policy Groups
93	Safety Conversions
95	Formal Staff Training

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Refer to Illustration 1 for the component code definitions for this program.

2.3 Work Order Codes (three alpha/numeric digits.) The work order is divided into two parts consisting of cost feature (one digit) and numerical sequence (two digits). Coding of program estimates and costs is mandatory to the work order level.

A. Cost Features (one alpha-numeric digit). Cost features identify in general the facility on which work is being performed.

The cost feature codes assigned to the Facilities Improvement and Repair Program are as follows:

<u>CODE</u>	<u>TITLE</u>
1	Heating and Cooling
2	Electrical
3	Water, Domestic
4	Sewerage
5	Communication
6	Refuse Disposal
9	Equipment Purchase/Repair
0 (Zero)	Support Services
B	Quarters
C	Dormitories
D	Offices
E	Academic
F	Shops
G	Kitchens
H	Recreation
J	Law Enforcement Centers
K	All Other Buildings
L	Grounds
M	Streets and Paved Areas
R	Reimbursable Work

Refer to Illustration 2 for valid coding combinations of components and cost features for the Facilities Improvement and Repair Program.

Refer to Illustration 4 for cost feature definitions.

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B. Numerical Sequence Codes (two numeric digits). Numerical sequence codes identify projects of work. Each project in the Facilities Improvement and Repair Program is assigned a numerical sequence code to indicate the Fiscal Year (first digit) the project was funded and the number (second digit) of the project. The codes are assigned as follows:

- (1) If there are no more than ten (10) projects funded in any one Fiscal Year within an Area, the projects may be numbered from zero (0) through nine (9), regardless of the agencies, locations, or cost features involved.
- (2) If there are more than ten (10) projects funded in any one Fiscal Year within an Area, but no more than ten (10) within an Agency, the projects may be numbered from zero (0) through nine (9) for each Agency, regardless of the locations or cost features involved.
- (3) If there are more than ten (10) projects funded in any one Fiscal Year within an Agency but no more than ten (10) within a Location, the projects may be numbered from zero (0) through nine (9) for each Location regardless of the cost features involved.
- (4) If there are more than ten (10) projects funded in any one Fiscal Year within one Location, the projects may be numbered from zero (0) through nine (9) for each cost feature.

3. Facilities Operation Program, Element 64

3.1 Definition. A program function designated to accumulate the cost of providing for the production and/or procurement as well as the distribution of utilities and the furnishing of services essential to the conduct of Bureau programs at all Bureau installations, to other Federal Government users, and to non-Federal Government users. Included are the cost of personal services, vehicle operation, consumable materials and supplies, repair and replacement of tools and equipment (including vehicles used exclusively in providing utilities and services), and utilities and services procured from commercial sources.

3.2 Component Codes (two numeric digits). Component codes classify costs by narrower and more concrete activities and accomplishments than element codes.

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The component codes assigned to the Facilities Operation Program Element 64 are:

<u>CODE</u>	<u>TITLE</u>
29	Environmental Quality Investigations
34	P. L. 93-638 Facilities Operation
40	Utility Operation
50	Service Operation
86	Energy Reduction Program
87	Storekeeping
88	Isolation
89	Unclassified Work for Others
90	General Operations
91	Indian Policy Groups
92	Contract Monitoring
93	Safety Conversions
94	Tribal Enterprises
95	Formal Staff Training

Refer to Illustration 1 for component code definitions.

3.3 Work Order (three alpha-numeric digits). The work order is divided into two parts consisting of cost feature (one digit) and numerical sequence (two digits). Coding of program estimates and costs is mandatory to the work order level.

A. Cost Feature Codes (one alpha-numeric digit). Cost features identify in general the facility on which work is being performed.

The cost feature codes assigned to the Facilities Operation Program are as follows:

<u>CODE</u>	<u>TITLE</u>
1	Heating and Cooling
2	Electrical
3	Water, Domestic
4	Sewerage
5	Communication
6	Refuse Disposal
7	Janitorial
8	Protection
9	Equipment Purchase/Repair

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O (Zero)	Support Services
L	Grounds
M	Streets and Paved Areas
R	Reimbursable Work

Refer to Illustration 2 for valid coding combinations of components and cost features for the Facilities Operation Program.

Refer to Illustration 5 for cost feature definitions.

B Numerical Sequence Codes (two numeric digits). Numerical sequence codes identify routine operation work, specific projects of work, and other items for which separate costs are required. Routine operation work is coded to Numerical Sequence 00. Other than routine operation work is coded to Numerical Sequence 01 through 99.

4. Facilities Maintenance Program, Element 65

4.1 Definition. A program function to to maintain buildings, structures, grounds, and related utility systems owned or operated by the Bureau to keep them in a condition substantially equivalent to the original status or design capacity and efficiency for the conduct of Bureau programs. Facilities operated but not owned by the Bureau are limited to those provided to the Bureau on a rent-free basis, and to those that, except for unusual circumstances such as program retrocession, would normally be owned by the Bureau. Included are the cost of personal services, vehicle operation, materials and supplies, repair and replacement of tools and equipment including vehicles used in the maintenance program.

4.2 Component Codes (two numeric digits). Component codes classify costs by narrower and more concrete activities and accomplishments than element codes.

The component codes assigned to the Facilities Maintenance Program, Element 65 are:

<u>CODE</u>	<u>TITLE</u>
29	Environmental Quality Investigation
34	P. L. 93-638 Facilities Maintenance
61	Emergency Service
62	Service Calls
63	Preventative Maintenance

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64	Minor Repair and Improvement
86	Energy Reduction Program
87	Storekeeping
88	Isolation
89	Unclassified Work for Others
90	General Operations
91	Indian Policy Groups
92	Contract Monitoring
93	Safety Conversions
94	Tribal Enterprises
95	Formal Staff Training

Refer to Illustration 1 for the component code definitions for this program.

4.3 Work Orders (three alpha-numeric digits). The work order is composed of two parts, consisting of cost feature (one digit) and numerical sequence (two digits). Coding of program estimates and costs is mandatory to the work order level.

A. Cost Feature (one alpha-numeric digit). Cost feature codes identify in general the facility on which work is being performed.

The cost feature codes assigned to the Facilities Maintenance program are as follows:

<u>CODE</u>	<u>TITLE</u>
1	Heating and Cooling
2	Electrical
3	Water, Domestic
4	Sewerage
5	Communication
6	Refuse Disposal
9	Equipment Purchase/Repair
0 (Zero)	Support Services
B	Quarters
C	Dormitories
D	Offices
E	Academic
F	Shops
G	Kitchens
H	Recreation
J	Law Enforcement Centers

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K	All Other Buildings
L	Grounds
M	Streets and Paved Areas
R	Reimbursable Work

Refer to Illustration 2 for valid coding combinations of components and cost features for the Facilities Maintenance Program.

Refer to Illustration 6 for cost feature definitions.

B Numerical Sequence Codes (two numeric digits). Numerical sequence codes identify maintenance work, specific projects of work and other items for which separate costs are required. Maintenance work is coded to Numerical Sequence 00. Other than maintenance work such as Minor Repair and Improvement projects, are coded to Numerical Sequence 01 through 99.

COMPONENT CODE DEFINITIONS

Components used only with Element 62 - Facilities Improvement and Repair:

<u>Code</u>	<u>Title and Definition</u>
21	<u>Planning.</u> Planning includes all personal services and other costs to prepare functional requirements; specify general configuration, characteristics, size, and features; and prepare cost estimates for the proposed construction. <u>Does not include</u> the preparation of detailed drawings, specifications, and contract documents (Component 6231).
31	<u>Design and Drawings.</u> Personal services and other costs to prepare detailed drawings, specifications, and contract documents for the improvement project. This work may include more detailed and intensive site investigations and studies. Normally, the work is undertaken after there is a commitment of funds to construct the project.
32	<u>Project Construction.</u> Personal services and other costs of preparing for, construction, and follow-up inspection of the construction project including necessary property costs; engineering layout, staking and supervision; acquiring and storing materials, supplies, and equipment; excavation and grading; the erection or installation placement of all materials; supplies and equipment and other work as needed to bring the facility to useable condition as planned. <u>Does not include</u> costs defined in Element 15, SCHOOL FACILITIES.
33	<u>Special Projects.</u> Special projects designated to carry out health and safety corrections which require major alteration, improvements, or repair to existing buildings and related utilities systems. Includes costs of labor, material and/or contractual services to perform the actual work. Costs for administering these special projects are NOT to be included under this component.
34	<u>P.L. 93-638, Facilities Improvement and Repair.</u> Personal services and other costs necessary to provide major alterations, improvements, or repair to previously private or contract schools.

COMPONENT CODE DEFINITIONS

<u>Code</u>	<u>Title and Definition</u>
71	<u>Major Repair.</u> Major renovation of existing facilities and equipment to restore to original condition. Included are such items as new roofs, street overlays, complete interior and exterior painting, etc. This work requires documentation by Facilities Management Order (FMO).
Components used <u>only</u> with Element 64, Facilities Operation:	
34	<u>P.L. 93-638, Facilities Operation.</u> Personal services and other costs necessary to provide facility operation of previously private or contract schools.
40	<u>Utility Operation.</u> Personal services and other costs to produce or otherwise procure, distribute, and furnish utilities including heating, cooling, electricity, water, sewer and communications. Includes <u>minor</u> repair of equipment used in providing utilities, not to exceed \$500 per occurrence. Includes purchase from commercial or other sources.
50	<u>Service Operation.</u> Personal services and other costs to provide refuse disposal, janitorial, protection, and grounds and streets services. Includes <u>minor</u> repair of equipment used in providing services, not to exceed \$500 per occurrence. Includes purchase from commercial or other sources.
Components used <u>only</u> with Element 65, Facilities Maintenance:	
34	<u>P.L. 93-638, Facilities Maintenance.</u> Personal services and other costs necessary to provide facility maintenance of previously private or contract schools.
61	<u>Emergency Service.</u> Personal services and other costs to provide immediate action (work) required to prevent loss or damage to Government property, to restore essential service, and eliminate hazards to personnel or damage to equipment.

COMPONENT CODE DEFINITIONS

<u>Code</u>	<u>Title and Definition</u>
62	<u>Service Calls.</u> Personal services and other costs to provide unscheduled work estimated to require up to 16 manhours to accomplish; normally requested by facility users and not emergency work by nature. Included are such items as replacement of broken windows, damaged screens, defective light switches, bib washers, patching small wall areas, etc. This work cannot be planned for on an individual basis due to the unpredictability of occurrence.
63	<u>Preventive Maintenance.</u> Personal services and other costs to provide work required to prevent premature deterioration and breakdown of equipment and utility systems. This work consists of scheduled inspection, examination, cleaning, lubrication, and minor adjustment not to exceed \$500 per occurrence.
64	<u>Minor Repair and Improvement.</u> Personal services and other costs to provide work of a <u>minor</u> nature required to repair, restore, or modify plant facilities and equipment to their original condition. This work requires planning for successful accomplishment. The cost of such work ranges from \$500 to \$5,000 per occurrence; a Project Justification Form 5-4601 is required for work costing from \$500 to \$5,000. Included are such items as replacement of emergency exit hardware, plumbing hardware; roof patching; equipment repair; utility system repair; erection or relocation of partitions; fabrication of shelves, cabinets and safety devices; installation of additional lights or outlets; etc.

Components used with all three program Elements 62, Facilities Improvement and Repair; 64, Facilities Operation; and 65, Facilities Maintenance:

<u>Code</u>	<u>Title and Definition</u>
28	<u>Archeological Clearances.</u> Personal Services and other costs of activities conducted primarily for the purpose of securing archeological clearances for proposed program activities and projects as provided by P.L. 93-291, The Historical and Archeological Preservation Act of 1974.

COMPONENT CODE DEFINITIONS

<u>Code</u>	<u>Title and Definition</u>
28	<p>Includes costs of surveys and investigations to determine existence of materials having significant archeological value, preparing plans to protect or otherwise salvage the materials, and carrying out salvage operations as required.</p> <p><u>Does not include</u> the added costs of features or aspects of a project that are required to protect archeological materials in place.</p>
29	<p><u>Environmental Quality Investigations.</u> Personal services and other costs incurred by personnel other than those identified in Element/Component 4122, <u>Environmental Quality Services</u>, to gather and assemble data for, and to prepare or review environmental assessments, studies, statements, and related matters as required to implement the provisions of the National Environmental Policy Act. (Note: This standard component is provided to identify cost of carrying out the provisions of the National Environmental Policy Act that are <u>not</u> incurred by personnel specifically assigned or dedicated to environmental quality work.)</p>
86	<p><u>Energy Reduction Program.</u> Personal services and other costs to prepare and implement a special program to reduce Bureau of Indian Affairs energy consumption 25.5 percent below the fiscal year 1973 base consumption period. <u>Includes</u> costs of data collection and analyses; conferences, workshops and other program development and training costs; and costs of monitoring and reporting on the progress of the program. <u>Does not include</u> costs to change the use of or to modify buildings, equipment or other facilities to reduce energy use.</p>
87	<p><u>Storekeeping.</u> Costs of material purchases, storing and issuing, and related storekeeping operation.</p>

COMPONENT CODE DEFINITIONS

<u>Code</u>	<u>Title and Definition</u>
88	<u>Isolation.</u> The cost of labor hours used by wage board personnel in traveling to and from their official duty station and distant locations to perform work which cannot be accomplished by local personnel. <u>Does not include</u> the cost of the supervisor's time in traveling to and from outlying locations for providing supervision or plant inspection.
89	<u>Unclassified Work for Others.</u> Personal services and other costs to provide goods and services of any type to non-BIA entities where the work does not contribute directly to the achievement of Bureau goals. The costs may be either reimbursable or non-reimbursable.
90	<u>General Operations.</u> Personal services and other costs to provide goods and services to achieve program element goals, but which cannot be identified directly with any other single component within the element. Personal services and other costs charged to this component will normally be distributed to other components within the elements being contracted.  Includes such activities and costs as:  (a) Program direction and management at the element level including development and issuance of policy and procedural guidelines and general planning, scheduling, and supervision of the work.  (b) Liaison work with non-Indian policy, administrative or advisory organizations, agencies, and groups.  (c) Informal on-the-job training (see standard Component 95 for formal staff training.)  (d) Equipment and supplies that cannot be charged directly, on a practical basis, to other components, including the repair and maintenance costs of equipment.

COMPONENT CODE DEFINITIONS

Code

Title and Definition

- (e) Maintaining records and preparing reports, correspondence, and other activities of a "housekeeping," administrative, or other supporting nature.
- (f) Leave, where it is not practical to identify leave directly to a single component.

Does not include any time, leave, or other costs that can be reasonably identified directly with a specific component within the element or with any other element-component combination.

91

Indian Policy Groups. Personal services and other costs to maintain liaison with, provide technical services and guidance to, and receive policy and procedural guidance from, Indian advisory and policy groups concerned with the achievement of program element goals and objectives.

Includes both the costs of providing BIA services to the Indian groups, and the BIA-funded costs of the Indian groups for travel, per diem, and other expenses in meeting with BIA personnel and others.

Does not include costs defined specifically with any component under Element 21, AID TO TRIBAL GOVERNMENT; costs defined specifically with Component 94, Tribal Enterprises; or costs defined specifically with Component 20, Investigations and Planning; or any other costs that can be identified with a specific component within the element.

92

Contract Monitoring. Personal services and other costs to review and evaluate work performed under contract to assure that the work is performed in accordance with the provisions, stipulations, specifications, or other requirements set forth in the contractual documents.

COMPONENT CODE DEFINITIONS

<u>Code</u>	<u>Title and Definition</u>
92	<p><u>Includes</u> observations, tests, measurements, examination of work records and other monitoring procedures. Personnel doing contract monitoring normally require technical knowledge and skills related to the type of work being performed under the contract.</p> <p><u>Does not include</u> costs associated with the preparation and awarding of contracts, administrative work associated with computing and processing payments, the preparation of contract modification of amendments, and similar work of an administrative character. (See Element 72, ADMINISTRATIVE SERVICES).</p>
93	<p><u>Safety Conversions.</u> Personal services and other costs associated with altering, modifying, or adding to existing equipment or facilities to meet the safety standards provided by Public Law 91-596 (OSHA).</p> <p>Includes the adding of safeguards on existing equipment or facilities, and additional personal protective devices and equipment to protect Federal employees and others involved in cooperative activities.</p> <p><u>Does not include</u> the cost of safety features on purchases of new equipment and facilities, the cost of safety equipment installed as part of a new Federal installation or facility, or the added costs of roads, buildings, dams, etc., to improve their safety characteristics.</p>
94	<p><u>Tribal Enterprises.</u> Personal services and other costs to provide technical and advisory services to tribal enterprises organized under 47 BIAM, and other <u>tribal</u> enterprises of a similar nature, organized to further the achievement of goals and objectives identified with the program element.</p>

COMPONENT CODE DEFINITIONS

Code

Title and Definition

Includes both the costs of providing BIA services to the enterprise, and the BIA-funded costs of enterprise personnel in participating in training or other activities designed to improve the management or operation of the enterprise. Also includes BIA-funded costs incurred by the enterprise to maintain or improve the efficiency or effectiveness of enterprises operations.

Does not include costs defined specifically with any component under Element 31, COMMERCIAL ENTERPRISE DEVELOPMENT; costs defined specifically with Component 91, Indian Policy Groups; or costs defined under Element/Component 3363, Indian Action Teams.

95

Formal Staff Training. Personal services and other costs to provide formal training to BIA staff. Formal is defined as training authorized on form DI-510A. Includes the expenses of the trainee such as salary, tuition, books, travel and per diem, and other fees and expenses resulting directly from the training program. For formal training conducted within the Bureau it also includes the costs of formally designated training units or teams when these costs are not included in costs shown on the DI-510A as recoverable by the training unit on an intrabureau refund, transfer, or other basis from the organizational unit to which the trainee is assigned. Does not include the costs of informal on-the-job training, training provided to non-BIA staff, or costs of developing and managing training and career development programs.

VALID CODING COMBINATIONS  
OF COMPONENTS & COST FEATURES

46 BIAM SUPP. 1  
ILLUSTRATION 2  
Page 1

FACILITY IMPROVEMENT & REPAIR PROGRAM - ELEMENT 62

COMPONENTS	COST FEATURES																						
	1	2	3	4	5	6	7	8	9	0	B	C	D	E	F	G	H	J	K	L	M	R	
21 ADVANCE PLANNING										X													
29 ENVIRON. QUALITY INVESTIGATIONS										X													
31 DESIGN & DRAWINGS										X													
32 PROJECT CONSTRUCTION	X	X	X	X	X	X			X		X	X	X	X	X	X	X	X	X	X	X	X	X
33 SPECIAL PROJECTS	X	X	X	X	X	X			X		X	X	X	X	X	X	X	X	X	X	X	X	X
34 PL 93-638 FACILITY IMPROVEMENT	X	X	X	X	X	X			X		X	X	X	X	X	X	X	X	X	X	X	X	X
71 MAJOR REPAIR	X	X	X	X	X				X		X	X	X	X	X	X	X	X	X	X	X	X	X
86 ENERGY REDUCTION PROGRAM										X													
89 UNCLASSIFIED WORK FOR OTHERS	X	X	X	X	X	X				X	X	X	X	X	X	X	X	X	X	X	X	X	X
90 GENERAL OPERATIONS										X													
91 INDIAN POLICY GROUPS										X													
93 SAFETY CONVERSIONS	X	X	X	X	X	X			X		X	X	X	X	X	X	X	X	X	X	X	X	X
95 FORMAL STAFF TRAINING										X													
96 DISTRIBUTED CHARGES, ADMIN. SUP.										X													
97 DISTRIBUTED CHARGES, OTHER										X													

PROPER COMPONENT & COST FEATURE COMBINATION.  
 IMPROPER COMPONENT & COST FEATURE COMBINATION.

VALID CODING COMBINATIONS  
OF COMPONENTS & COST FEATURES

46 BIAM SUPP. 1  
ILLUSTRATION 2  
Page 2

FACILITY OPERATION PROGRAM - ELEMENT 64

COMPONENTS	COST FEATURES																					
	1	2	3	4	5	6	7	8	9	0	B	C	D	E	F	G	H	J	K	L	M	R
	HEATING & COOLING	ELECTRICAL	WATER, DOMESTIC	SEWERAGE	COMMUNICATIONS	REFUSE DISPOSAL	JANITORIAL	PROTECTION	EQUIPMENT PURCHASE & REPAIR	(ZERO) SUPPORT SERVICES	QUARTERS	DORMITORIES	OFFICES	ACADEMIC	SHOPS	KITCHENS	RECREATION	LAW ENFORCEMENT CENTERS	ALL OTHER BUILDINGS	GROUPS	STREETS & PAVED AREAS	REIMBURSEMENTS
29 ENVIRON. QUALITY INVESTIGATIONS										X												
34 PL 93-638 FACILITY OPERATION	X	X	X	X	X	X	X	X	X	X										X	X	
40 UTILITY OPERATION	X	X	X	X	X				X													X
50 SERVICE OPERATION						X	X	X	X											X	X	X
86 ENERGY REDUCTION PROGRAM										X												
87 STOREKEEPING	X	X	X	X	X	X	X	X												X	X	
88 ISOLATION										X												
89 UNCLASSIFIED WORK FOR OTHERS	X	X	X	X	X	X	X	X	X	X										X	X	X
90 GENERAL OPERATIONS									X	X												
91 INDIAN POLICY GROUPS										X												
92 CONTRACT MONITORING										X												
93 SAFETY CONVERSIONS	X	X	X	X	X	X	X	X	X	X										X	X	X
94 TRIBAL ENTERPRISES										X												
95 FORMAL STAFF TRAINING										X												
96 DISTRIBUTED CHARGES, ADMIN. SUP.										X												
97 DISTRIBUTED CHARGES, OTHER										X												

PROPER COMPONENT AND COST FEATURE COMBINATION.  
 IMPROPER COMPONENT AND COST FEATURE COMBINATION.

VALID CODING COMBINATIONS  
OF COMPONENTS & COST FEATURES

FACILITY MAINTENANCE PROGRAM - ELEMENT 65

COMPONENTS	COST FEATURES																						
	1	2	3	4	5	6	7	8	9	0	B.	C	D	E	F	G	H	J	K	L	M	R	
29 ENVIRON. QUALITY INVESTIGATIONS										X													
34 PL 93-638 FACILITY REPAIR/MAINT.	X	X	X	X	X				X	X	X	X	X	X	X	X	X	X	X	X	X	X	
61 EMERGENCY MAINTENANCE	X	X	X	X	X				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
62 SERVICE CALLS	X	X	X	X	X				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
63 PREVENTATIVE MAINTENANCE	X	X	X	X	X				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
64 MINOR REPAIR	X	X	X	X	X				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
71 MAJOR REPAIR	X	X	X	X	X				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
72 MINOR IMPROVEMENT	X	X	X	X	X				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
73 SPECIAL PROJECTS	X	X	X	X	X				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
86 ENERGY REDUCTION PROGRAM										X													
87 STOREKEEPING	X	X	X	X	X						X	X	X	X	X	X	X	X	X	X	X	X	X
88 ISOLATION										X													
89 UNCLASSIFIED WORK FOR OTHERS	X	X	X	X	X					X	X	X	X	X	X	X	X	X	X	X	X	X	X
90 GENERAL OPERATIONS									X	X													
91 INDIAN POLICY GROUPS										X													
92 CONTRACT MONITORING										X													
93 SAFETY CONVERSIONS	X	X	X	X	X				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
94 TRIBAL ENTERPRISES										X													
95 FORMAL STAFF TRAINING										X													
96 DISTRIBUTED CHARGES, ADMIN. SUP.										X													
97 DISTRIBUTED CHARGES, OTHER										X													

PROPER COMPONENT & COST FEATURE COMBINATION.  
 IMPROPER COMPONENT & COST FEATURE COMBINATION.

Supplement 1, Release 2, 4/14/80

BIAM REISSUE  
FEBRUARY 1984

DEFINITIONS OF NUMERICAL SEQUENCE CODES  
FOR USE WITH COMPONENT 90 - GENERAL OPERATIONS

<u>CODE</u>	<u>TITLE AND DEFINITION</u>
70	<u>PERSONAL SERVICES:</u> The cost of salaries and wages including related allowances, and contributions provided by the Government for civil service retirement, health and life insurance, FICA, etc.; for all personnel performing supervisory, clerical, technical and other type duties which cannot be directly related to any other single component and cost feature within the element.
80	<u>PERSONAL SERVICES, SUPERVISORY:</u> Same definition as Code 70 except only for supervisory positions. Use this Code when it is desirable to separate supervisory costs from non-supervisory costs.
90	<u>PERSONAL SERVICES, NON-SUPERVISORY:</u> Same definition as Code 70 except only for non-supervisory positions. Use this code when it is desirable to separate non-supervisory costs from supervisory costs.
71	<u>LEAVE:</u> The cost of all types of paid leave including annual, sick, court duty, jury duty, military, administrative, lump sum payments, and regular holiday pay.
81	<u>LEAVE, SUPERVISORY:</u> Same definition as Code 71 except only for supervisory positions. Use this code when it is desirable to separate supervisory costs from non-supervisory costs.
91	<u>LEAVE, NON-SUPERVISORY:</u> Same definition as Code 71 except only for non-supervisory positions. Use this code when it is desirable to separate non-supervisory costs from supervisory costs.
72	<u>OFFICE SUPPLIES &amp; SERVICES:</u> The cost of office supplies, materials, and miscellaneous items required in office operations such as rents, communications, utilities, printing and reproduction services.

CODE

TITLE AND DEFINITION

73

TRAVEL/TRANSPORTATION OF PERSONS: The cost of travel, per diem, and transportation of Government employees or others, except for personnel training purposes, including rental of all passenger-carrying vehicles from Government motor pools or from commercial sources while in travel status, and all other expenses incident to travel which are to be paid by the Government either directly or by reimbursement to the traveler.

GSA motor pool fees and rental for permanently assigned passenger cars shall be reported under Code 75. Travel and per diem related to formal employee training shall be reported under Component 95, Formal Staff Training.

74

TRANSPORTATION OF THINGS: The cost of transportation of things including freight and express, drayage and other local transportation, postage used in parcel post, rental of trucks and other transportation equipment, and reimbursement to Government personnel for authorized movement of household effects or house trailers.

75

MOTOR VEHICLE OPERATION: The cost of vehicle operation such as fuels, oils, tires, batteries, emergency road service charges, and all other services normally performed at service station facilities. GSA motor pool fees and rental for permanently assigned passenger cars shall also be reported under this code.

Excluded are the following items: 1. Passenger vehicle rental during official travel status which is reported under Code 73; 2. Truck rental which is reported under Code 74; and 3. The cost of vehicle operation which is clearly identifiable and constitutes a substantial portion of another component and cost feature.

76

AWARDS AND CLAIMS: The cost of all incentive awards, tort claims and severance pay. Excludes lump sum leave pay.

<u>CODE</u>	<u>TITLE AND DEFINITION</u>
77	<u>TRAINING, INFORMAL:</u> The cost of all informal in-service training of Bureau employees, such as employee transportation, per diem, tuition and fees, books, etc.
78	<u>CONTRACTUAL SERVICES:</u> The cost of all contractual services which CANNOT BE DIRECTLY RELATED to any other component and cost feature within the element.
79	<u>CLEARING ACCOUNT, OFFICE:</u> The cost of all office materials, supplies, and services distributed through a clearing account due to the fact that the costs were not readily chargeable on a direct basis.

COST FEATURE DEFINITIONS - ELEMENT 62

Cost features are listed below by identifying number or letter.

1 Heating/cooling

Definition - The cost of personal services, materials and supplies, and contractual services required to perform FACILITIES IMPROVEMENT AND REPAIR on central plants which serve two or more buildings.

Includes - All heating and air conditioning plants, all internal piping, control equipment, condensate pumps and pits, valves, traps, and duct work where located in central plants; fuel storage, and distribution lines and steam tunnels to within five feet outside of buildings.

Excludes - Individual heating and cooling systems, which are included in Cost Features B, QUARTERS, through K, ALL OTHER BUILDINGS.

2 Electrical

Definition - The cost of personal services, materials and supplies, and contractual services required to perform FACILITIES IMPROVEMENT AND REPAIR on all electric power generating plants, and transmission and distribution facilities to the weatherhead serving buildings and structures.

Includes - Bureau-owned street and flood lighting with related controls and switchgear; general fire alarm systems and related wiring controls; and all other electrical facilities outside of buildings.

3 Water, domestic

Definition - The cost of personal services, materials and supplies, and contractual services required to perform FACILITIES IMPROVEMENT AND REPAIR on all domestic water plant facilities including wells, springs, pumps, valves, treatment plants, and distribution systems up to five feet outside of buildings and structures.

- Includes - Fire mains, hydrants, windmills, water storage tanks, reservoirs, etc., and main control valves for providing water to lawn sprinkler and irrigation systems when connected to the domestic water system.
- Excludes - Separate source facilities and distribution lines for lawn sprinkler and irrigations systems, which are included in Cost Feature L, GROUNDS.

#### 4 Sewerage

- Definition - The cost of personal services, materials and supplies, and contractual services required to perform FACILITIES IMPROVEMENT AND REPAIR on all sanitary sewage collection, treatment, and disposal facilities commencing five feet outside of buildings and structures.
- Includes - Septic tanks, oxidation ponds, pumping and lift stations, filter beds, sewer lines, and other sewerage facilities outside of buildings.
- Excludes - Storm sewers and drainage ditches, which are included in Cost Feature L, GROUNDS.

#### 5 Communications

- Definition - The cost of personal services, materials and supplies, and contractual services required to perform FACILITIES IMPROVEMENT AND REPAIR on all Bureau-owned communications systems under the jurisdiction of Facilities Management.
- Includes - Basic radio system consisting of base stations, repeater stations, towers, control lines and links, consoles, etc. Also includes the purchase and installation of mobile radios used exclusively in the FACILITIES OPERATIONS and FACILITIES MAINTENANCE programs and backbone equipment utilized by more than one program element. Refer to 46 BIAM Supplement 2, Telecommunications, for further information.

Excludes - Purchase and installation of mobile radios, which will be the responsibility of the program elements using the radios.

6 Refuse Disposal

Definition - The cost of personal services, materials and supplies and contractual services required to perform FACILITIES IMPROVEMENT AND REPAIR on all garbage, refuse, and trash collection facilities.

Includes - Incinerators and sanitary land fills.

9 Equipment purchase/repair

Definition - The purchase or rental of all major equipment. combine all major equipment relating to a single component in one work order (cost feature and numerical sequence) at a given location.

Includes - Cost of freight/transportation of equipment as a related cost of the equipment. Also includes charges for services in connection with initial installation of equipment when performed under contract.

Excludes - Repair of major equipment which is included in Element 64, FACILITIES OPERATIONS, and/or Element 65, FACILITIES MAINTENANCE. Major equipment is property of a more or less durable nature--that is, which may be expected to have a period of service of a year or more after put into use, without material impairment of its physical condition. Also excludes commodities which are converted in the process of construction or manufacture, or which are used to form a minor part of equipment or fixed property.

0 (zero) Support Services

Definition - The cost of overhead WHICH CANNOT be directly related to any other single cost feature.

Includes - Such items as Personal Services 70, Leave 71, Office Supplies and Services 72, Travel/Transportation of Persons 73, Transportation of Things 74, Motor Vehicle Operation 75, Awards/ Claims 76, Informal Training 77, Contractual Services 78, and Office Clearing Account 70. Coding to Bureau-wide numerical sequence codes is required. The required codes follow each item, i.e., Personal Services 70, Leave 71, etc. Optional use may be made of Supervisory Personal Services 80, Supervisory Leave 81, Non-supervisory Personal Services 90, and Non-supervisory Leave 91 in lieu of Personal Services 70 and Leave 71. Refer to Illustration 3 for definitions of these numerical sequence codes.

B Quarters through K-ALL Other Buildings

Definition - The cost of personal services, materials and supplies, and contractual services required to perform FACILITIES IMPROVEMENT AND REPAIR on all buildings. Includes interior and exterior architectural and structural components; interior water and sewer lines and plumbing fixtures; interior electrical wiring, controls and fixtures; individual heating and air-conditioning units and related duct work, radiators, convectors, etc.; all fixtures and equipment normally located in buildings and permanently installed or affixed in place.

Includes - Demolition of buildings.

Excludes - Furnishings and fixtures provided by a using program element, such as rugs, draperies, furniture, lamps, radios, televisions, appliances, etc., which are required for instructional purposes.

Coding shall be to the building type cost feature as follows:

B QUARTERS:

All buildings whose major use is quarters (4037), fire towers with quarters (4056), and house trailers (8076). (The codes in parenthesis, such as (4037), refers to the Building Use Code in the Facilities Inventory System.)

C DORMITORIES:

All buildings whose major use is dormitories (4028).

D OFFICES:

All buildings whose major use is offices (4001).

E ACADEMIC:

All buildings whose major use is academic: classroom buildings (4003, 4008, 4009, 4011, 4062, 4063), vocational shops (4054), libraries (4024), and instructional material centers (4060).

F SHOPS:

All buildings whose major use is shops other than vocational (4055); fire stations (4046), and garages (4043).

G KITCHENS:

All buildings whose major use is kitchen-dining halls (4018), multi-purpose (4017), and laundries (4040).

H RECREATION:

All buildings whose major use is auditoriums (4021), gymnasium/ recreation (4022), chapels (4023), and clinics (4026).

J LAW ENFORCEMENT CENTERS:

All buildings whose major use is law enforcement (4020).

K ALL OTHER BUILDINGS:

All other buildings not defined elsewhere in Cost Features B through J: sheds (4045), pumphouses (4049), hospitals (4015), restroom buildings (4041), warehouses (4048), utility plant buildings (4064), and other buildings (4050).

L Grounds:

Definition - The cost of personal services, materials and supplies, and contractual services required to perform FACILITIES IMPROVEMENT AND REPAIR on all Bureau-owned grounds.

Includes - Lawn sprinkler systems, irrigation systems, storm sewers, open drainage systems, fences, retaining walls, flagpoles, walks, unpaved recreation and parking areas, and foot bridges. Also includes ground structures such as outdoor bleachers, outdoor swimming pools, fixed playground equipment, park benches and tables, fire towers without quarters, etc.

Excludes - Domestic water source facilities for lawn sprinkler and irrigation systems, which are included in Cost Feature 3, WATER, DOMESTIC.

M Streets/paved areas

Definition - The cost of personal services, materials and supplies and contractual services required to perform FACILITIES IMPROVEMENT AND REPAIR on all Bureau-owned streets and paved areas within administratively withdrawn areas.

Includes - Paved play and parking areas, curbs, gutters, bridges, culverts, and streets.

Excludes - Items covered under Program Elements 42, Road Construction, and 43, Road Maintenance.

R Reimbursable work

Requests from other Government agencies and non-Government users for the Facilities Management Branch to perform FACILITIES IMPROVEMENT AND REPAIR on their facilities shall be approved by the line officer-in-charge. Estimates shall be programmed and all costs for personal services, materials and supplies, contractual services, and supporting services relating to the project shall be collected under a specific numerical sequence code within this cost feature. Such costs shall be billed to and collected from the other Government agency or non-Government user.

COST FEATURE DEFINITIONS - ELEMENT 64

1 Heating/cooling

Definition - The cost of personal services, consumable materials and supplies, and contractual services required to perform FACILITIES OPERATION of central plants which serve two or more buildings.

Includes - All heating and air conditioning plants and all related filters, valves, traps, and duct work where located in central plants; fuel storage, steam tunnels, and distribution lines to within five feet outside of buildings. Includes the purchase of all heating and air conditioning fuels. Also includes the cost of electric power for electric heating and cooling when metered separately.

QUARTERS OCCUPANTS are responsible for and will pay for their own heating and cooling fuel where fuel is delivered and billed separately; where electricity is metered separately, etc.

2 Electrical

Definition - The cost of personal services, consumable materials and supplies, and contractual services required to perform FACILITIES OPERATION of all electric power generating plants, and transmission and distribution facilities to the weatherhead serving buildings and structures.

Includes - Bureau-owned street and flood lighting with related controls and switchgear, general fire alarm systems and related wiring controls, and all other electrical facilities outside of buildings. Includes the cost of electric power purchased from commercial or other sources. Also includes the cost of replacement bulbs and tubes except in quarters.

QUARTERS OCCUPANTS are responsible for and will pay for their own replacement bulbs and tubes, and electricity where metered separately.

3 Water, domestic

Definition - The cost of personal services, consumable materials and supplies, and contractual services required to perform FACILITIES OPERATION of all domestic water plant facilities including wells, springs, pumps, valves, treatment plants, and distribution systems up to five feet outside of buildings and structures.

Includes - Fire mains, hydrants, windmills, water storage tanks, reservoirs, etc., and main control valves for providing water to lawn sprinkler and/or irrigation, systems when connected to the domestic water system. Includes the cost of water purchased from commercial or other sources. Also includes the cost of electric power for operation of water facilities when metered separately.

Excludes - Separate source facilities and distribution lines for lawn sprinkler and irrigation systems which are included in Cost Feature L, GROUNDS.

4 Sewerage

Definition - The cost of personal services, materials and supplies, and contractual services required to perform FACILITIES OPERATION of all sanitary sewage collection, treatment, and disposal facilities commencing five feet outside of buildings.

Includes - Septic tanks, oxidation ponds, pumping and lift stations, filter beds, sewer lines, and other sewerage facilities outside of buildings. Also includes charges for collection, treatment, and disposal services purchased from commercial or other sources.

EXCLUDES - Storm sewers and drainage ditches which are included in Cost Feature L, GROUNDS.

5 Communications

- Definition - The cost of personal services, materials and supplies, and contractual services required to perform FACILITIES OPERATION of all Bureau-owned telephone and radio facilities.
- Includes - Equipment and exterior connecting wiring. Includes flat rate (monthly rental) charges for telephone service from commercial or other sources.
- Excludes - Telephone toll charges for toll calls made by other program elements which are the responsibility of and shall be paid by the program element making the toll call.

6 REFUSE DISPOSAL:

- Definition - The cost of personal services, motor vehicle operation, materials and supplies, and contractual services required to perform FACILITIES OPERATION in connection with collection and disposal of trash, garbage, and refuse.
- Includes - Charges for garbage and refuse collection and disposal services purchased from commercial or other sources.
- Excludes - Purchase, repair, and rental of equipment used exclusively in the collection and disposal of garbage and refuse which is included in Cost Feature 9, EQUIPMENT PURCHASE/REPAIR.

7 Janitorial

- Definition - The cost of personal services, materials and supplies, and contractual services to perform FACILITIES OPERATION in furnishing janitorial services.
- Includes - Charges for janitorial services purchased from commercial or other sources.

Excludes - Purchase, repair and rental of equipment used exclusively in providing janitorial services which is included in Cost Feature 9, EQUIPMENT PURCHASE/REPAIR.

8 Protection

Definition - The cost of personal services, motor vehicle operation, materials and supplies, and contractual services required to perform FACILITIES OPERATION in furnishing plant and fire protection services. Includes items such as guard and fireman's pay.

Includes - Servicing and replacement of fire extinguishers. Includes charges for protection services purchased from commercial or other sources. Also includes additional costs other than regular hourly wages incurred in connection with reciprocal agreements with non-Bureau fire fighting departments (Ref. 25 BIAM 4.2.6A.)

Excludes - Purchase, repair and rental of equipment which is included in Cost Feature 9, EQUIPMENT PURCHASE/REPAIR. Also excludes purchase of safety shoes, safety glasses, etc., which is the responsibility of and shall be paid for by the program element purchasing the items.

9 Equipment purchase/repair

Definition - The purchase, repair and rental of all major equipment used exclusively in the FACILITIES OPERATION program. Combine all major equipment relating to a single cost feature in one work order (cost feature and numerical sequence) at a given location; identifying in the last digit of the numerical sequence the cost feature where the equipment is used.

Includes - Cost of freight/transportation of equipment as a related cost of the equipment. Also includes charges for services in connection with initial installation of equipment when performed under contract.

Major equipment is property of a more or less durable nature--that is, which may be expected to have a period of service of a year or more after put into use without material impairment of its physical condition.

Excludes - Commodities which are used to form a minor part of equipment or fixed property.

0 (zero) Support services

Definition - The cost of overhead WHICH CANNOT be directly related to any other single cost feature.

Includes - Such items as Personal Services 70, Leave 71, Office Supplies and Services 72, Travel/Transportation of Persons 73, Transportation of Things 74, Motor Vehicle Operation 75, Awards/Claims 76, Informal Training 77, Contractual Services 78, and Office Clearing Account 79.

Coding to Bureau-wide numerical sequence codes is required. The required codes follow each item, i.e., Personal Services 70, Leave 71, etc. Optional use may be made of Supervisory Personal Services 80, Supervisory Leave 81, Non-Supervisory Personal Services 90, and Non-Supervisory Leave 91 in lieu of Personal Services 70 and Leave 71. Refer to Illustration 3 for definitions of these numerical sequence codes.

L Grounds

Definition - The cost of personal services, materials and and supplies, and contractual services required to perform FACILITIES OPERATION on all Bureau-owned grounds.

Includes - Lawn sprinkler systems, irrigation systems, storm sewers, open drainage systems, fences, retaining walls, flagpoles, walks, unpaved recreation and parking areas, and foot bridges. Includes grounds structures such as outdoor bleachers, outdoor swimming pools, fixed playground equipment, park

benches and tables, fire towers without quarters, etc. Includes services such as mowing, raking, watering, trimming hedges and shrubs, and rodent and pest control. Also includes purchase of rodent and pest control services from commercial or other sources.

Excludes - Purchase, repair, or rental of equipment, which is included in Cost Feature 9, EQUIPMENT PURCHASE/REPAIR. Excludes termite control services which are included in Element 65, FACILITIES MAINTENANCE. Also excludes domestic water source facilities for lawn sprinkler and irrigation systems, which are included in Cost Feature 3, WATER, DOMESTIC.

M Streets/paved areas

Definition - The cost of personal services, materials and supplies and contractual services required to perform FACILITIES OPERATION on all Bureau-owned streets and paved areas within administratively withdrawn areas.

Includes - Paved play and parking areas, curbs, gutters, bridges, culverts, and streets. Also includes services such as snow removal, street sweeping, etc.

Excludes - Purchase, repair, and rental of equipment which is included in Cost Feature 9, EQUIPMENT PURCHASE/REPAIR. Also excludes items covered under Program Elements 42, ROAD CONSTRUCTION, and 43, ROAD MAINTENANCE.

R Reimbursable work

Requests from other Government agencies and non-Government users for the Facilities Management Branch to perform FACILITIES OPERATION of their facilities shall be approved by the line officer-in-charge. Estimates shall be programmed and all costs for personal services, materials and supplies, contractual services and supporting

services relating to the project shall be collected under a specific numerical sequence code within this cost feature. Such costs shall be billed to and collected from the other Government agency or non-Government user.

COST FEATURE DEFINITIONS - ELEMENT 65

1 Heating/cooling

Definition - The cost of personal services, materials and supplies, and contractual services required to perform FACILITIES MAINTENANCE on central plants which serve two or more buildings.

Includes - All heating and air conditioning plants and all internal piping, control equipment, condensate pumps and pits, valves, traps and duct work where located in central plants; fuel storage and distribution lines to within five feet outside of buildings, structures and steam tunnels.

Excludes - Individual heating and cooling systems which are included in Cost Features B, QUARTERS, through K, ALL OTHER BUILDINGS.

2 Electrical

Definition - The cost of personal services, materials and supplies, and contractual services required to perform FACILITIES MAINTENANCE on all electric power generating plants, and transmission and distribution facilities to the weatherhead serving buildings and structures.

Includes - Bureau-owned street and flood lighting with related wiring controls; and all other electrical facilities outside of buildings.

3 Water, domestic

Definition - The cost of personal services, materials and supplies, and contractual services required to perform FACILITIES MAINTENANCE on all domestic water plant facilities including wells, springs, pumps, valves, treatment plants and distribution systems up to five feet outside of buildings and structures.

- Includes - Fire mains, hydrants, windmills, water storage tanks, reservoirs, etc., and main control valves for providing water source to lawn sprinkler and irrigation systems when connected to the domestic water system.
- Excludes - Separate source facilities and distribution lines for lawn and sprinkler and irrigation systems which are included in Cost Feature L, GROUNDS.

#### 4 Sewerage

- Definition - The cost of personal services, materials and supplies and contractual services required to perform FACILITIES MAINTENANCE on all sanitary sewage collection, treatment and disposal facilities commencing five feet outside of buildings.
- Includes - Septic tanks, oxidation ponds, pumping and lift stations, filter beds, sewer lines and other sewerage facilities outside of buildings.
- Excludes - Storm sewers and drainage ditches which are included in Cost Feature L, GROUNDS.

#### 5 Communications

- Definition - The cost of personal services, materials and supplies, and contractual services required to perform FACILITIES MAINTENANCE on all Bureau-owned communications systems under the jurisdiction of Facilities Management.
- Includes - Basic radio system consisting of base stations, repeater stations, towers, control lines and links, consoles, etc.
- Excludes - Maintenance, replacement and installation of mobile radios used by other program elements which will be their responsibility. Facilities Management will prepare the maintenance contracts but each other program element will be charged directly for their mobile radio maintenance. Refer to 46 BIAM

Supplement 2, Telecommunications, for further information. Excludes telephone toll charges for the Facilities and Maintenance program which is included in Cost Feature 0 (Zero), SUPPORT SERVICES. Also excludes purchase, repair and rental of equipment used exclusively in communications which is included in Cost Feature 9, EQUIPMENT PURCHASE/REPAIR.

9 Equipment purchase/repair

Definition - The purchase, repair and rental of all major equipment used exclusively in the FACILITIES MAINTENANCE program. Combine all major equipment relating to a single cost feature in one work order (cost feature and numerical sequence) at a given location; identifying in the last digit of the numerical sequence the cost feature where the equipment is used.

Includes - Cost of freight/transportation of equipment as a related cost of the equipment. Also includes charges for services in connection with initial installation of equipment when performed under contract.

Major equipment is property of a more or less durable nature--that is, which may be expected to have a period of service of a year or more after put into use without material impairment of its physical condition.

Excludes - Commodities which are converted in the process of construction or manufacture, or which are used to form a minor part of equipment or fixed property.

0 (Zero) Support services

Definition - The cost of overhead WHICH CANNOT be directly related to any other single cost feature.

Includes - Such items as Personal Services 70, Leave 71, Office Supplies and Services 72, Travel/Transportation of Persons 73, Transportation of Things 74,; Motor Vehicle Operation 75, Awards/ Claims 76,

Informal Training 77, Contractual Services 78, and Office Clearing Account 79. Coding to Bureau-wide numerical sequence codes is required. The required codes follow each item, i.e., Personal Services 70, Leave 71, etc. Optional use may be made of Supervisory Personal Services 80, Supervisory Leave 81, Non-Supervisory Personal Services 90, and Non-Supervisory Leave 91 is lieu of Personal Services 70 and Leave 71. Refer to Illustration 5 for definition of these codes.

**B Quarters through K all other buildings**

Definition - The cost of personal services, materials and supplies, and contractual services required to perform FACILITIES MAINTENANCE on all buildings. Includes interior and exterior architectural and structural components; interior water and sewer lines and plumbing fixtures; interior electrical wiring, controls and fixtures; individual heating and air-conditioning units and related duct work, radiators, convectors, etc.; all fixtures and/or equipment normally located in buildings and permanently installed or affixed in place; and utilidors in Alaska.

Includes - Demolition of buildings.

Excludes - Furnishings and fixtures provided by a using program element such as rugs, draperies, furniture, lamps, radios, televisions, appliances, etc., which are required for instructional purposes.

Coding shall be to the building type cost feature as follows:

**B Quarters**

All buildings whose major use is quarters (4037), fire towers with quarters (4056), and house trailers (8076). (The codes in parenthesis, such as (4037), refers to the Building Use Code in the Facilities Inventory system.)

**C DORMITORIES:**

All buildings whose major use is dormitories (4038).

D OFFICES:

All buildings whose major use is offices (4001).

E ACADEMIC:

All buildings whose major use is academic: classroom school buildings (4003, 4008, 4009, 4011, 4062, 4063), vocational shops (4054), libraries (4024), and instructional material centers (4060).

F SHOPS:

All buildings whose major use is shops other than vocational (4055), fire stations (4046), and garages (4043).

G KITCHENS:

All buildings whose major use is kitchen-dining halls (4018), multipurpose (4017), and laundries (4040).

H RECREATION:

All buildings whose major use is auditoriums (4021), gymnasium/ recreation (4022), chapels (4023), and clinics (4026).

J LAW ENFORCEMENT CENTERS:

All buildings whose major use is law enforcement (4020).

K ALL OTHER BUILDINGS:

All other buildings not defined elsewhere in Cost Features B through J: sheds (4045), pumphouses (4049), hospitals (4015), restroom buildings (4041), warehouses (4048), utility plant buildings (4064), and other buildings (4050).

L Grounds

Definition - The cost of personal services, materials and supplies, and contractual services required to perform FACILITIES MAINTENANCE on all Bureau-owned grounds.

Includes - Lawn sprinkler systems, irrigation systems, storm sewers, open drainage systems, fences, retaining walls, flagpoles, walks, unpaved recreation and parking areas and foot bridges. Also includes grounds structures such as outdoor bleachers, outdoor swimming pools, fixed playground equipment, park benches and tables, fire towers without quarters, etc.

Excludes - Domestic water source facilities for lawn sprinkler and irrigation systems which are included in Cost Feature 3, WATER, DOMESTIC.

M Streets/paved areas

Definition - The cost of personal services, materials and supplies and contractual services required to perform FACILITIES MAINTENANCE on all Bureau-owned streets and paved areas within administrative withdrawn areas.

Includes - Paved play and parking areas, curbs, gutters bridges, culverts and streets.

Excludes - Items covered under Program Elements 42, Road Construction, and 43, Road Maintenance.

R Reimbursable work

Definition - Requests from other Government agencies and non-Government users for the Facilities Management Branch to perform FACILITIES MAINTENANCE on their facilities shall be approved by the line officer-in-charge. Estimates shall be programmed and all costs for personal services, materials and supplies, contractual services and supporting services relating to the project shall be collected under a specific numerical sequence code within this cost feature. Such costs shall be billed to and collected from the other Government agency of non-Government user.