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

Operations and Maintenance (O&M)
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.

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.
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.

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)
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.

Operations and Maintenance (O&M)

- 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)
Operations and Maintenance (O&M)

- 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.

Operations and Maintenance (O&M)

- 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.
Certificate of Occupancy

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.
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.

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)
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.

Certificate of Occupancy

  - 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.
Certificate of Occupancy (continued)

• Conditions of Certificate of Occupancy
  o 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.

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.
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";
5. Certifications and documentation, as applicable.

Request Form

[Form with fields for submission details and signatures]

This form is to be submitted to the Division of Safety and Health Inspections and Compliance Enforcement.
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

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.
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.

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
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

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
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 of Platform Lift System
☑ Folding and Telescopic Seating

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.
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 ____________________________

Conclusion/Questions