

**U.S. DEPARTMENT OF JUSTICE
Federal Bureau of Prisons**



**PROGRAM STATEMENT
Facilities Operations Manual**

Approved by	<i>William K. Marshall III</i> William K. Marshall III Director, Federal Bureau of Prisons
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Summary of Changes

Program Statements Rescinded:

- 4200.12 CN-2 Facilities Operations Manual (3/26/2025)
- 4220.06 Design and Construction Procedures (03/06/2025)
- 4220.03 Mobile Home Sites, Staff Housing (10/22/2011)
- 1001.14 Naming Bureau Property (08/29/2011)
- 1021.01 Staff Memorials (10/21/2011)
- 1110.10 Management Services – Central Office (01/24/1992)

Changes:

- Incorporates the use of Facilities Management Operational Standards to clarify specific procedures and timelines for many objectives.
- Changes Minor Work Request Greater than \$10,000 to Minor Work Request Greater than \$25,000.
- Combines previously separated work-based chapters into a new “Work Programming, Scheduling and Reporting” chapter.
- Combines previously separated system chapters into a new “Facilities Systems” chapter.
- Combines previously separated code compliance chapters into a new “External Code Compliance” chapter.
- Incorporates guidance on the use of governing building codes, standards, laws, and regulations as it pertains to the design and construction standards for new institutional development.
- Incorporates guidance on building services at Central Office and Grand Prairie Office Complex sites.
- Incorporates naming procedures for bureau properties.
- Incorporates staff memorial procedures.
- Incorporates mobile home sites and staff housing procedures.

1. PURPOSE AND SCOPE

This updated edition establishes a comprehensive framework for effective management, operation, and maintenance, of all agency-controlled assets. Additionally, this edition incorporates management policy for the Bureau's Construction and Environmental Review Section, Mobile Home Sites and Staff Housing, and Staff Memorials. This edition makes changes reflecting new laws and regulations and consolidates Bureau directives regarding physical plant maintenance and operations.

a. Program Objectives.

- Institutions will be designed, constructed, and maintained to meet the physical and functional needs of the Bureau of Prisons (Bureau).
- Applicable building codes and operational and regulatory standards will be met in Bureau facilities.
- Oversight and master planning for physical plant maintenance and construction programs will be managed to protect the agencies' assets.
- The agency's capital investments will be preserved through program accountability, standardized reporting, and workforce training.
- Strengthen the Bureau's management of internal controls over new construction, and help minimize costs, increase efficiency, and maintain quality control.
- Define the Federal Bureau of Prisons' minimum requirements for establishing sites for staff-owned and -occupied mobile homes.

b. Institution Supplement. This program statement requires the following institution supplements:

- Procedures for monthly controlled operational testing of the Perimeter Detection System, reporting procedures for notifications of security system outages, and the extent of inmate labor that may be used on telecommunication or security electronics (see Chapter 3).
- Procedures on required use of fleet cards, procedures for issuing vehicles, procedures for dispensing fuel after hours, and procedures on reporting accidents (see Chapter 5).
- Procedures to establish an Energy Conservation Committee, department head and duty officer observation practices related to energy conservation, employee awareness, and incentive award programs for energy conservation (see Chapter 4).
- Mobile home sites and staff housing procedures for institutions approved for such programs.

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Chapter 1. FACILITIES ADMINISTRATION

1. ADMINISTRATION

The Facilities Management Branch (FMB), under the general direction of the Assistant Director of the Administration Division, is responsible for coordination, oversight, and policy development for Facilities Management activities at all Bureau-controlled facilities. The Chief, FMB will issue an organizational structure to determine responsibilities at all levels.

- a. **Employee Meetings.** The Facilities Department at each institution will hold employee meetings and document them as directed by the Chief, FMB.
- b. **Employee Training.** FMB in coordination with the Employee Development Department will determine discipline specific training for Facilities Management staff.

Inmate Workers. Each inmate must be provided job specific training and given copies of work rules, safety requirements, and other applicable requirements.

Certain functions have been, and will continue to be, the responsibility of each individual foreman or detail supervisor. Inmates will not be given the sole responsibility for:

- The preliminary planning and laying out of work for future projects, including the steps needed to accomplish them.
- The interpretation of blueprints or specifications.
- The determination of work procedures when they affect other inmates or employees.
- The substitution of materials or the estimating of materials for size, type, or quantity without review.
- The checking of other inmate work for quality and/or quantity against standard criteria.
- The completion of work on a project without employee supervisory review.

Chapter 2. WORK PROGRAMMING, B&F PROJECTS, AND MAINTENANCE.

1. GENERAL PROCEDURES

The Facilities Manager is responsible for planning, scheduling, and reporting construction and maintenance activities in accordance with this manual. All directives and Facilities Management Operational Standards are available on the FMB page of the Bureau's intranet site.

2. WORK PROGRAMMING COMMITTEE (WPC)

- a. **Purpose.** The WPC is responsible for reviewing construction, repair, and maintenance activities.
- b. **Meetings.** Meeting frequency and agenda will be conducted as directed by the Chief, FMB.

3. WORK ORDERS (\$25,000 OR LESS)

- a. **General.** Each department has designated employees available to enter pending work orders via the Computerized Maintenance Management System (CMMS) web request page. All employees are encouraged to notify their department's designated employee of the need for repairs of the buildings and grounds or equipment in their areas, including employee housing. All Facilities employees will have access to and are expected to enter work orders in the CMMS. Emergency repairs and subsequent work orders will be conducted in accordance with Facilities Management Operational Standards posted on the FMB page of the Bureau's intranet site.
- b. **Central Office and Grand Prairie Office Complex (GPOC) work requests.** Facility service requests will be submitted utilizing CMMS. Each branch will have two requesters authorized to submit requests which must include a detailed description, location, justification, and proposed funding source for proposed work. Space management/office move requests will be approved by the Chief, Building Management Section.
- c. **Processing and Records.** Requests for work are reviewed, approved, and assigned to the applicable facilities employee by the Facilities Manager or designee. Work order activation, prioritization, evaluation, processing, closure, and record retention will be in accordance with Facilities Management Operational Standards posted on the FMB page of the Bureau's intranet site and guidance included in the Records and Information Disposition Schedule (RIDS) on the Bureau's intranet site.

A copy of UNICOR and Trust Fund work orders must be forwarded to the Business Administrator for billing per the Bureau's current accounting policies.

4. WORK ORDERS GREATER THAN \$ 25,000

a. **General.** Work orders greater than \$25,000 include the total cost to complete all tasks associated with a work order. All work orders greater than \$25,000 must first be approved by the Chief, FMB, through the Regional Facilities Administrator.

The Facilities Manager provides the following information for each new submission:

- Description of the proposed work order, including the size, scope, and any unusual conditions.
- Detailed cost estimate.
- Estimated employee man-hours.
- Drawings, if required.
- Projected start and completion dates.

5. MODIFICATION OF EXISTING FACILITIES

a. **Central Office Approval.** The Regional Facilities Administrator must submit to Central Office, Chief, Facilities Programs Section, or designee for approval, all designs for new construction at existing institutions and for modifications of existing buildings or utility systems to include changing the use of existing buildings, including Bureau-owned UNICOR buildings, prior to work being conducted. All in-house projects must be submitted when the design is 100 percent complete. All A&E designs must be submitted for review at 50 and 100 percent complete. The submission will be reviewed for conformity with federal law and regulations, applicable codes, Federal Property Management Regulations (C.F.R. Title 41), Department of Justice and Bureau policy and programs, the Design Program Guidelines, and the Technical Design Guidelines (TDG), as applicable. All revisions and additions must be reviewed and approved by the Chief, FMB. No modifications to existing institutions may be made for the sole purpose of updating the buildings or infrastructure to match current Design Program Guidelines or TDGs.

b. **Disposal of Real Property.** The disposal of real property (buildings and other structures) must be consistent with the current Program Statement **Property Management Manual**. All disposals are coordinated with the Regional Facilities Administrator and approved by the Chief, FMB.

c. **Real Property Asset Recognition Form.** The Facilities Manager is responsible for preparing and forwarding an Asset Recognition Form (ARF) in accordance with all applicable Financial Management directives and guidance memoranda.

6. BUILDINGS AND FACILITIES (B&F) PROJECTS

a. Definitions

1) **Buildings and Facilities (B&F) Funds.** The B&F appropriation is provided for the purchase and acquisition of facilities, new construction at new and existing facilities, renovations, major repairs, equipping such facilities for correctional use, and related necessary expenses. The B&F funds are also provided for construction, remodeling, and equipping necessary buildings and facilities at existing correctional facilities, including all necessary expenses.

B&F funds are “no-year” funds, meaning the funds are available until expended and do not lapse at the end of a fiscal year. While the funds do not have time limitations, their use is confined to the basic B&F purposes outlined in the appropriations language as described above and are limited to the term limit policy contained in this chapter. The Program Statement **Use of Appropriations** is to be followed when utilizing B&F funds.

2) **New Construction Funds.** This term refers to B&F Decision Unit 2 funds Congress appropriates for new facilities’ site planning and construction.

3) **Modernization and Repair (M&R).** This term refers to B&F Decision Unit 3 funded projects covering the installation or repair of fixed capitalized equipment and repair, improvement, alteration, upgrading, or expansion of an existing facility.

4) **Repairs and Improvements (R&I).** These are M&R projects, usually less than \$300,000, funded by Central Office for infrastructure needs identified through the WPC, Buildings and Grounds, and other institution inspections.

5) **Major Projects.** These are high dollar projects, usually \$300,000 or more funded by Central Office for infrastructure needs identified through the WPC, Building and Grounds assessments, and other institution inspections.

6) **Line Items.** This refers to all projects covering new construction, repair, improvement, or alterations provided to the Bureau from Congress through the federal budget process for a specific purpose.

7) **Architectural and Engineering (A&E).** A&E Services are professional, licensed services for designing and managing construction projects. A&E Services can include but are not limited to, project feasibility studies, site planning, environmental assessments, design, and construction administration. A&E projects are usually funded in two phases, design and construction administration.

b. B&F Project Requests, Administration, and Reporting

The institution WPC serves as the master planning group responsible for formulating B&F project requests considering security, life safety, internal/external audit findings, and discrepancies found during the institution's physical plant inspections, as primary resources in the development of proposed projects. B&F project requests, administration procedures, term limits, and documentation requirements will be conducted as directed by the Chief, FMB, through Facilities Management Operational Standards posted on the FMB page of the Bureau's intranet site.

7. ARCHITECT-ENGINEER (A&E) SERVICES

a. Procurement of A&E Services

The acquisition of Architect-Engineer (A&E) services must be in accordance with the current Federal Acquisition Regulation (FAR). The Chief, FMB, or designee will acquire and maintain A&E service contracts necessary to satisfy nationwide programs and projects. Evaluation and selection of firms for A&E services will be accomplished through evaluation boards and the designated selection authority, in accordance with FAR Part 36. The Chief, FMB serves as the agencies designated selection authority.

b. Responsibilities

- 1) **Project Manager.** All A&E projects must be assigned to a project manager designated by the Chief, FMB. The project manager is responsible for determining project requirements, including the need for A&E services and for coordinating activities related to acquiring these services. The project manager serves as the Contracting Officer's Representative (COR) to the extent such authority is delegated.
- 2) **Contracting Officer.** Contracting officers for all A&E contracts must be a Central Office contract specialist. Contracting officers are responsible for directing and negotiating all monetary and non-monetary changes to the contract. This authority may not be delegated to the project manager or any of the project manager's representatives.

8. PREVENTIVE MAINTENANCE AND INSPECTIONS

a. Responsibility

The Bureau has a substantial investment in the physical plant of its institutions. It is the Facilities Department's responsibility to maintain these physical plants to ensure maximum life cycle use and to ensure the reliability of the various systems and components.

The Facilities Manager must develop a Maintenance, Inspection, and Testing Program. This

program must comply with all applicable Bureau policies, National Fire Protection Association (NFPA) standards, manufacturer recommendations, industry standards, and applicable federal, state, or local codes and regulations.

b. Definitions

- 1) **Asset or Maintenance Worthy Item (MWI)** is a physical asset, system, or component of a building that requires regular maintenance, inspection, or repair to maintain operational efficiency, safety, and functional integrity throughout its intended lifespan. Additionally, an asset or MWI is more cost effective to maintain than to replace. All assets must have permanently affixed identification.
- 2) **Preventive Maintenance (PM) Work Orders** are utilized to establish the applicable procedure and frequency to maintain a specific piece of equipment or asset group.
- 3) **Planned Event (PE) Work Orders** are utilized to establish the applicable procedure and frequency to maintain a system not identified as an asset and/or conduct an inspection or test. A PE can also be created as a reminder to complete a particular procedure.

c. Preventive Maintenance, Inspections, And Test Procedures

Each institution must use CMMS to schedule and track preventive maintenance, inspections, and test activities in accordance with Facilities Management Operational Standards posted on the FMB page of the Bureau's intranet site.

The responsible department's cost center manager should purchase materials necessary for repairs incurred on food service and laundry equipment. The Facilities Department will maintain and purchase materials necessary for repairs incurred on equipment replaced through the B&F project process unless other arrangements are made and locally agreed to in writing by the applicable department head.

9. REPORTING

- a. **General Requirements.** Specific reporting procedures are addressed in each chapter. Generalized reporting procedures are as follows.

Institution. The Facilities Manager or designee is responsible for entering data in CMMS by the 15th of each month for the previous reporting period. Upon completion, reports are printed and routed in accordance with Facilities Management Operational Standards posted on the FMB page of the Bureau's intranet site.

10. FEDERAL PRISON INDUSTRIES (FPI) / UNICOR

a. **General Requirements.** The Chief, Facilities Management Branch will establish routing and approval procedures for FPI/UNICOR funded work orders and projects through Facilities Management Operational Standards posted on the FMB page of the Bureau's intranet site.

Chapter 3. FACILITIES SYSTEMS

1. AUTOMATED SYSTEMS

a. Compliance

This section's purpose is to provide directions for using the designated CMMS and other approved Facilities Management software. The only CMMS system authorized for use by the Bureau of Prisons will be determined by the Chief, FMB and will be utilized at all sites.

Sensitive security information entered into any computer program must be treated as "SENSITIVE." Any sensitive and/or security information stored on electronic media must adhere to the Program Statement **Information Security**.

b. Required Software Programs

To provide consistent data throughout the Bureau, Facilities Departments must use Bureau approved and supported software. New purchases and upgrades of software must be approved by the Chief, FMB and the Information Technology and Data Division designee.

c. Document Control

The Facilities Manager is responsible for ensuring sensitive documents are maintained in a secure area and not available to inmates. The Facilities Manager must develop a filing system to ensure sensitive information is properly stored and controlled in accordance with the Program Statement **Information Security**

All employee and contractor personal information must be maintained in accordance with the Privacy Act of 1974.

Architects, engineers, and contractors doing work for the Bureau may be given information related to institution security. The Bureau requires the holder of sensitive documents to exercise reasonable care related to the dissemination, storage and handling, and destruction of "Sensitive But Unclassified (SBU)" documents. To ensure chain of custody is followed when distributing/sharing sensitive documents, the Bureau's Document Security Notice, available in the Facilities Management Operational Standard located on the FMB page of the Bureau's intranet site, must be completed and maintained on file.

Records are to be retained or disposed of as outlined by the Program Statement **Records and Information Management Programs** or as noted in other sections of this program statement.

2. TELECOMMUNICATION SYSTEMS AND ELECTRONIC EQUIPMENT

a. General

This section pertains to various types of telecommunications and security electronics systems used throughout the Bureau. Electronic system maintenance, inspection, and reporting will be conducted in accordance with Facilities Management Operational Standards located on the Bureau's intranet site.

The design, acquisition, installation, testing, and operation of all security electronics systems and equipment throughout the Bureau must be consistent with current policy, federal regulations, bulletins, and industry standards.

3. PERIMETER DETECTION SYSTEMS

a. **Preventive Maintenance, Reporting, and Records.** Maintenance, inspection, reporting, and recordkeeping will be conducted in accordance with Facilities Management Operational Standards posted on the FMB page of the Bureau's intranet site.

4. MECHANICAL SYSTEMS AND POWER PLANT OPERATIONS

a. Compliance

This section must be used in conjunction with the applicable codes, directives, and Facilities Management Operational Standards.

b. Definitions

- 1) **High Pressure/Temperature Boiler.** A boiler operating at a steam pressure in excess of 15 pound-force per square inch (psig), or water boilers in which the pressure exceeds 160 psig or the temperature exceeds 250 degrees Fahrenheit.
- 2) **Low Pressure/Temperature Boiler.** A boiler operating at a steam pressure of 15 psig or less and water boilers in which the pressure does not exceed 160 psig and the temperature does not exceed 250 degrees Fahrenheit.
- 3) **Domestic Water Heater.** A closed vessel used to supply potable hot water heated by fuels, electricity, or any other source in which temperatures do not exceed 210 degrees Fahrenheit.

c. **Mechanical Systems Changes**

All Heating, Ventilation, and Air Conditioning (HVAC) and refrigeration systems must be sized and installed in accordance with applicable codes as approved by the Chief, Construction and Environmental Review Section, FMB.

d. **Mechanical System Supervision, Maintenance and Inspection**

Mechanical systems to include boilers, chillers, and all related ancillary equipment will be supervised, maintained, and inspected in accordance with applicable permits, codes, standards, and directives.

e. **Water Treatment**

Water treatment procedures for domestic water, and heating and cooling systems will be established by issuance of a Facilities Management Operational Standard and in accordance with federal, state, and local requirements.

f. **Boiler Repairs**

Repairs and alterations to boilers and unfired pressure vessels by welding can be made only by a contractor holding an American Society of Mechanical Engineers (ASME) "R" stamp, in accordance with Part 3 of the National Board Inspection Code. Once repairs are completed, the contractor must complete the National Board Form R-1, then stamp and date the nameplate or provide certifying documentation as required.

5. **ELECTRICAL SYSTEMS**

a. **General**

This section pertains to various types of electrical systems used throughout the Bureau. All electrical installations, maintenance, inspections, and tests must meet the requirements of the latest version of electrical and safety codes and regulations. More stringent and specific requirements may be specified. Maintenance, inspections, and tests required per this section, and/or by the applicable codes and regulations, must be entered into and tracked in CMMS.

b. **Responsibilities**

Institution. The Facilities Manager is responsible for the overall administration of electrical systems in accordance with the applicable Facilities Management Operational Standards to include:

- Notifying the Regional Facilities Administrator when the electrical systems or any part of the electrical systems are not functioning for more than 24 hours and may expose hazards or affect the safety and security of the facility.
- Ensuring electrical materials and equipment for new installations must be in accordance with the Bureau's TDG and the National Electrical Code (NEC).
- Ensuring all electrical safety codes and policy are implemented.
- Ensuring Only qualified employees work on electric circuit parts or equipment that have not been de-energized under the lockout and tagging procedures.
- Ensuring live-line tools comply with applicable tests and intervals.

c. **Generating Equipment**

Generator maintenance, testing, operating, and reporting procedures will be conducted in compliance with all applicable permits, codes, directives, and standards.

d. **Primary and Secondary Distribution Systems**

All primary and secondary electrical systems will have maintenance and inspections established and performed by qualified personnel per the requirements of NFPA 70B, and the Facilities Management Operational Standards posted on the FMB page of the Bureau's intranet site.

6. **PLUMBING SYSTEMS**

a. **Compliance**

All work related to new and existing plumbing systems must meet the requirements of the latest version of the International Plumbing Code (IPC).

b. **Methods, Materials, Maintenance, And Testing**

A Facilities Management Operational Standard will be issued to establish plumbing methods, materials, preventive maintenance, inspection/testing requirements, and reporting procedures.

7. **HVAC AND BUILDING AUTOMATION SYSTEMS**

a. **Compliance**

The purpose of this chapter is to provide standards to safeguard life, health, and property by regulating the design, construction, installation, quality of materials, location, operation, maintenance, and use of mechanical systems within the Bureau. This includes all heating, ventilating, cooling, refrigeration, non-Central Utility Plant (CUP) boilers, non-CUP chillers, and other heat or cooling producing equipment or appliances. This section is to be used in

conjunction with all applicable codes and Facilities Management Operational Standards posted on the FMB page of the Bureau's intranet site.

b. **Definitions**

- 1) **Commissioning.** Testing a new HVAC installation within a new or existing building to verify it meets the designer's and/or manufacturer's specifications.
- 2) **Inventory.** The orderly documentation of system and equipment data used to provide detailed identification of what is operated, inspected, and maintained.
- 3) **Recommissioning.** Testing an HVAC system that was commissioned in the past to verify it is still performing efficiently. It may include making repairs or any needed upgrades to meet codes and standards as well as the Bureau's requirements.
- 4) **Retro-commissioning.** Testing the HVAC system of an old building that was repaired and upgraded rather than replaced, to verify it meets the designer's and/or Bureau's requirements.
- 5) **Test and Balance.** Using specialized tools to perform air and hydronic measurements on HVAC systems with the intent to optimize performance.

c. **Changes To Existing HVAC Systems**

Modifications or additions to existing building, mechanical, or utility systems must comply with the requirements outlined in Chapter 2.

d. **Maintenance Program**

In accordance with ANSI/ASHRAE/ACCA Standard 180, the institution must have a maintenance plan that preserves the condition of the HVAC systems and all ancillary equipment in a manner that enables the system to provide the intended thermal comfort, energy efficiency, and achieve the intended indoor air quality required for the building it serves. All equipment under this umbrella must be considered a maintenance worthy item (MWI) and be applicably entered into CMMS.

Alternative Operations. As part of the institutional maintenance program, an alternative operation plan must be developed to ensure means of conditioning critical spaces in the event of equipment failure. Requirements of the alternative operation plans will be established in a Facilities Management Operational Standard, which will be available on the FMB page of the Bureau's intranet site.

e. Sub-Metering

Sub-metering of energy sources (e.g. electricity, natural gas, and steam) and water is required for all new construction buildings and major renovations to existing buildings.

All buildings containing industrial or agricultural processes must be metered separately for energy and water. Water sources dedicated to landscaping must be metered.

Chapter 4. EXTERNAL CODE COMPLIANCE

1. LIFE SAFETY/FIRE PROTECTION

a. General

The Bureau must comply with all applicable National Fire Protection Association (NFPA), National Fire Codes (NFC), the International Building Code (IBC), and the Program Statement **National Fire Protection Policy**. Where differences exist between the requirements of the NFPA, NFC, IBC, and Bureau policy, the more stringent requirement applies. The National Fire Codes impact fire protection and life safety in all areas of an institution. Multiple NFPA codes are applicable to an institutional setting. These include, but are not limited to, the Automatic Sprinklers Systems (NFPA 13); Standards for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems (NFPA 25); National Fuel Gas Code (NFPA 54); National Electrical Code (NFPA 70); National Fire Alarm and Signaling Code (NFPA 72); Life Safety Code (NFPA 101); etc. All institutions, regional offices, and Central Office, at a minimum, must have copies of the latest editions of the NFPA 13, 25, 70, 72, and 101. Electronic/internet versions are acceptable.

Systems that complied with code when installed are considered to be in compliance (grandfathered), as long as no modification or reconstruction has taken place requiring an upgrade to the system as described in NFPA 101.

Variance Requests. All life safety code variance requests must be submitted in writing from the Chief, FMB or Designee to the Authority Having Jurisdiction per the Program Statement **National Fire Protection Policy**.

b. Construction Requirements

The institution's Facilities Manager and Safety Administrator must review all plans for new construction, alterations, and renovations affecting life safety and fire protection. Once reviewed, the documents will be forwarded to the Regional Facilities Administrator for submittal to the Chief, Construction and Environmental Review Section (CERS) for approval.

1) **Post-Construction Reviews.** Upon completion of new fire protection system(s) and/or construction affecting life safety issues (i.e., fire rated construction, fire suppression, detection and alarm systems, means of egress, etc.), the institution Facilities Manager will submit a request to the Chief, CERS through the Regional Facilities Administrator for a post-construction inspection.

2) **Flame Spread and Smoke Generation Requirements.** All construction materials used in renovations and new construction must comply with the flame spread and smoke

generation requirements of all applicable codes.

2. ENVIRONMENTAL

a. General

The purpose of this section is to provide guidance on environmental issues related to facilities operations, maintenance, repair, renovations, and construction. Refer to Program Statements **National Environmental Protection Policy** and **Environmental Management Systems** for additional environmental policy requirements. Facilities Managers must be aware of, and comply with all federal, state, and local environmental codes, regulations, and laws that apply to their institution.

b. New Activities with an Environmental Impact

During the project planning and review process, Facilities Managers must coordinate with the local Safety Administrator, Regional Facilities Administrator, and OGC REEL, if needed, to discuss potential environmental issues. This includes replacement or installation of equipment that may require a new or modified permit (i.e., boilers, generators, chillers, storage tanks, storm water, etc.). The National Environmental Policy Act (NEPA) requires an evaluation determining environmental impact be completed prior to the commencement of a wide variety of projects, which are identified in more detail in the applicable Facilities Management Operational Standard posted on the FMB page of the Bureau's intranet site.

c. Interactions With Regulators

The Facilities Manager must make notification of any planned or unplanned institution visits from regulatory agencies or companies contracted by a regulatory agency in accordance with the timelines and procedures established in Facilities Management Operational Standards.

d. Permits

The Facilities Manager will enter procedures in CMMS to review all permits, at a minimum of six months prior to the permit's resubmission/expiration date. See each permit for specific requirements. The Facilities Manager must ensure the conditions of all permits are adhered to and applicable compliance tasks are entered into CMMS to ensure timely completion.

e. Asbestos

All institutions known or suspected to have asbestos-containing material must submit a monthly report to document asbestos abatement in accordance with Facilities Management Operational Standards.

f. **Disaster**

Disaster, for the purposes of tracking maintenance and repair project information, is defined as An unexpected event resulting in significant, or catastrophic, damage to critical infrastructure disrupting communications and/or creating a need for significant support resources creating an unsafe environment that may result in the evacuation of occupants. This type of disaster would require a dedicated plan for the assessments of damage, development of priority projects, funding requests, and implementation.

3. **ACCESSIBILITY**

a. **General**

The Bureau must comply with the Architectural Barriers Act (ABA) Standards, as adopted by the General Services Administration (GSA) in 2006. This applies to existing areas, new construction, alterations, and renovations. The ABA scoping requirements provides guidance with regards to the accessibility of existing areas.

4. **ENERGY/WATER CONSERVATION AND GREENHOUSE GAS**

a. **Responsibilities**

Each Warden is responsible for the Energy Conservation Program for all activities within their institution. Each Warden must ensure the institution establishes and meets energy reduction goals.

b. **Energy Conservation Committee (ECC)**

An ECC will be established and meet in accordance with Facilities Management Operational Standards posted on the FMB page of the Bureau's intranet site. Responsibilities will include, establishing temperature set point guidelines, building energy management goals, reporting procedures and refrigerant tracking requirements.

5. **HISTORIC PRESERVATION**

a. **Responsibilities**

Facility Manager. The Facilities Manager at each institution is responsible for ensuring compliance with Bureau policy for any work with potential impacts on historic or cultural properties and resources. The Facilities Manager will coordinate any planned work through the Chief, Facilities Programs Section.

Chapter 5. VEHICLE FLEET

1. GENERAL PROCEDURES

To obtain maximum use, safety, and economy of operations, it is essential to follow an organized plan for maintenance, repair, and operation of all Bureau automotive and motorized equipment.

All Bureau institutions must follow the operating and preventive maintenance procedures described herein for Bureau-owned (including UNICOR) motor vehicles, motorized equipment, and GSA leased vehicles, whether serviced or maintained at the institution's garage or a commercial repair facility.

Various Executive Orders, federal and state laws, and regulations apply to the Bureau's fleet. These laws are frequently changing and being revised. The institution fleet must comply with the most current applicable requirements.

Seatbelts must be worn at all times while operating or occupying government vehicles. Hand-held cellphone use (including texting) by operators is strictly prohibited.

Institution Vehicles, staff assigned to utilize an institution vehicle must remain awake, alert, and attentive at all times when operating the vehicle.

Staff may not operate institution vehicles while under the influence of alcohol, drugs, or other medications which may impair their ability to operate a motor vehicle. Staff who are so impaired must notify the Operations Lieutenant and request sick leave or, if appropriate, to be reassigned to a different post.

Staff assigned to operate an institution vehicle must ensure the vehicle is utilized only for the purpose and in the manner indicated by the post or work assignment. This means institution vehicles must only be utilized on roads or other areas intended for their use.

Assignment of vehicles to specific employees or departments is prohibited.

Vehicle operators of government vehicles are responsible for paying all traffic infractions, excluding infractions for vehicle maintenance issues. Institutions located in areas with tolls must ensure vehicles are equipped with toll transponders. If a transponder is not available, vehicle operators must make every attempt to pay tolls and obtain receipts for reimbursement.

2. VEHICLE ACQUISITION AND REPLACEMENT

All vehicle acquisitions, replacements, additions, and disposals will be administered with the approval of the Fleet Manager, FMB, utilizing established Facilities Management Operational

Standards posted on the FMB page of the bureau's intranet site.

3. UNICOR

The Facilities Management Branch does not purchase vehicles/equipment for UNICOR; however, Facilities must track all UNICOR vehicles in CMMS. All UNICOR vehicle acquisitions must be approved by the Fleet Manager prior to purchase.

4. VEHICLE TAGS

Each Department of Justice (DOJ) reportable motor vehicle the Bureau operates, including UNICOR, must display properly assigned DOJ license plates (J tags) on both the front and rear of the vehicle. Each roadworthy trailer will display J tags ending in T assigned by the Fleet Manager.

Non-institution-assigned vehicles used primarily for law enforcement purposes, such as undercover pursuit and undercover inmate transportation, are eligible to use state tags. Institutions are not authorized to use state tags without approval. Before obtaining state tags, a written request must be submitted to the Fleet Manager for review and approval. The request for state tags must meet the guidelines of 41 C.F.R. § 102-34.185 and JPMR 128-38.51. State tags are not transferable, and all state-tagged vehicles must comply with state inspection requirements. When the vehicle is removed from service, the state tags will be returned to the state licensing office.

The Fleet Manager must maintain a central listing of all tag assignments.

a. **Lost, Stolen, or Missing J Tags.** The Facilities Manager will notify the Fleet Manager within 48 hours upon notification that a tag is lost, stolen, or missing. A memorandum must follow, indicating pertinent facts about the missing tag. If recovered, a lost or stolen tag may not be reused and is returned to the Fleet Manager.

b. **Surveyed Vehicle Tags.** The J tag will be mailed to the Central Office Fleet Manager within 30 days of the signed BP-A0100, Stores Requisition, Invoice and Transfer Receipt. Documentation will be maintained on file as to when the tag was mailed.

5. VEHICLE DISPATCHING

Cost-effective procedures must be established for controlling and scheduling vehicle usage to avoid driving unsafe vehicles as well as limiting unnecessary trips. An institution supplement including vehicle dispatch procedures will be issued in accordance with this policy and Facilities Management Operational Standards.

6. FLEET CARDS

Each location must designate a fleet card manager who is responsible for maintaining and reconciling fleet cards. An institution supplement including fleet card issuance and usage procedures will be issued in accordance with Facilities Management Operational Standards.

7. VEHICLE MAINTENANCE AND REPAIR

All vehicles/equipment (including UNICOR-owned and -leased) must be maintained, inspected, and reported in accordance with manufacturers' recommendations, Bureau policies, and Facilities Management Operational Standards.

Recall Notices – Vehicles. The Fleet Manager receives manufacturer recall notices. The Fleet Manager or designee will enter pending work orders for all recalls in the applicable database in CMMS for the institutions to process. The institution will maintain a copy of the completed work order and any complete recall invoices from the local dealership for the life of the vehicle. Locations without CMMS access that utilize Bureau fleet vehicles, will be notified electronically of recall notices.

a. **Accountability of Fuel Inventories and Deliveries.** The Garage Foreman or designee must maintain accountability records of fuel received and dispensed. An institution supplement including fuel dispensing procedures will be issued.

8. ACCIDENT REPORTING

All accidents must be reported promptly to the institution Safety Administrator and Facilities Manager, in accordance with the Program Statement **National Occupational Safety and Health Policy**. An institution supplement including institution specific accident reporting procedures will be issued.

9. BUS MAINTENANCE

All inmate transport buses will be maintained, inspected, and reported as directed by the Chief, FMB.

a. **Bus Modifications.** No alterations, modifications, or equipment additions to a Bureau prisoner transportation bus may take place without prior written approval of the Chief, Facilities Operations Section. The Chief, Facilities Operations Section, FMB, must coordinate requested changes with the Chief, Prisoner Transportation, Designation and Sentence Computation Center (DSCC); Correctional Services Administrator, Correctional Services Branch; and Bus Center Manager, FMB, before approval.

Chapter 6. Design and Construction Standards for New Institution Development

1. INTRODUCTION

CERS oversees budgeting, planning, programming, design, and construction of new institutions for the Bureau. Responsibilities include capacity planning, budget preparation, site evaluation, development of guidelines and standards, oversight of design and construction documents, contract requirements, procurement coordination, project monitoring, and technical support on architectural, engineering, and construction matters.

2. GENERAL POLICIES AND PROCEDURES

- a. **Project Budgeting.** Budget estimates for proposed new institution projects are based on project requirements, program scope, and estimating assumptions. Estimates are prepared for budget requests using historical cost information and updates as necessary.
- b. **Site Evaluation.** Site evaluation and selection are conducted through a documented process that incorporates environmental review, technical analysis, and other relevant studies to assess suitability and feasibility.
- c. **Federal Prison Industries (FPI) Factory and Outside Warehouse Design.** For new construction, including FPI factories or warehouses, design requirements for solicitation documents are developed in consultation with FPI and included subject to budget availability. Requirements are based on the Program Statement **Factory Construction and Activation Manual – FPI**.
- d. **Design Criteria Documentation.** CERS develops and maintains design criteria to guide the planning and development of new institutions including:
 - **Design Program Guidelines.** Define requirements for various types of institutions, including projected rated capacity, total capacity, space and equipment requirements of operational components, and other planning and design considerations.
 - **Concept Drawings.** Help clarify spatial design requirements, selected specifications, as well as standards and performance criteria for various types of institutions.
 - **Technical Design Guidelines.** Provide technical design requirements; specifications; direction for adherence to codes, standards, regulations, and laws; performance criteria and selected detail drawings, and their application to various types of institutions.
 - **Model Documents.** Provide security electronics and communications system design requirements, selected specifications and standards, and performance criteria relevant to various types of institutions.
- e. **Revisions or Exceptions to Design Criteria.** Routine or technical revisions or exceptions to

the above listed criteria are approved by the Chief, FMB. More significant revisions, as determined by the Chief, FMB, are referred to the Design Criteria Review Committee (DCRC) to ensure they receive adequate review before implementation. The committee includes representatives from each division within the Bureau.

3. APPLICABLE BUILDING CODES, REGULATIONS, STANDARDS, AND LAWS

Federal statutes, regulations, and executive orders require Bureau institutions to comply with nationally recognized model building codes.

a. **Building Codes.** The International Building Code (IBC) of the International Code Council and National Fire Protection Association (NFPA) 5000 – Building and Construction Safety Code are recognized. The latest edition is used, with IBC as default if none is specified.

b. **Life Safety Code.** NFPA 101 Life Safety Code and related NFPA standards apply. Where requirements differ, National Fire Codes take precedence. Compliance is confirmed through reports and inspections by Fire Protection Engineers.

c. **National Electrical Code.** NFPA 70 National Electrical Code and referenced NFPA standards are required.

d. **National Fuel Gas Code.** NFPA 54 National Fuel Gas Code and referenced NFPA standards are required. Compliance is confirmed through reports and inspections by registered engineers.

e. **Plumbing Codes.** The plumbing code corresponding to the selected model building code is used.

f. **Seismic Design and Construction Standards.** Executive Order 13717 requires compliance with seismic safety standards, including IBC and NFPA 5000. State specific requirements may also apply. Compliance is confirmed through reports and inspections by architects and engineers.

g. **Zoning Laws and Similar Laws.** OGC should be consulted to determine the extent to which zoning, landscaping, building height, historic preservation, and similar laws and regulations apply.

h. **State and Local Government Consultation.** Consultation, review, and inspection by state and local officials are part of the process. Recommendations are considered, but federal compliance may not be legally compelled.

i. **Accessibility.** Architectural Barriers Act of 1968, 42 U.S.C. § 4151 et seq., and Rehabilitation Act of 1973, 29 U.S.C § 701 et seq. include requirements concerning accessibility for disabled persons.

j. **Occupational Safety and Health.** Executive Order 12196, Occupational Safety and Health Programs for Federal Employees, dated February 26, 1980, requires federal agencies to comply with the Occupational Safety and Health Act of 1970, as amended (29 U.S.C. § 668). Specific requirements are contained in 29 CFR 1910, Occupational Safety and Health Standards.

k. **Environmental Standards.** The National Environmental Policy Act (NEPA) of 1969, as amended, ensures agencies consider the significant environmental consequences of their proposed actions and inform the public about their decision making. NEPA establishes procedural requirements for federal agencies to follow before undertaking major federal actions. Decision points likely to involve the NEPA process during Bureau projects include: (1) Construction of a new federal correctional institution; (2) Closing of an existing federal correctional institution; (3) Activation of a surplus facility for conversion to a federal correctional institution; (4) Significant change from the original mission of a federal correctional institution; and (5) New construction at an existing federal correctional institution which might significantly impact upon the existing community environment.

l. **Value Engineering.** Office of Management and Budget (OMB) Circular No. A-131, Value Engineering (VE), dated December 26, 2013, issued pursuant to 31 U.S.C. § 1111, requires federal agencies to use VE as a management tool, where appropriate, to reduce program and acquisition costs.

m. **Energy Standards and Laws.** Compliance with federal energy efficiency standards (CFR Title 10, Part 433, Energy Efficient Standards for the Design and Construction of New Federal Commercial and Multi-family High Rise Residential Buildings, Part 436A, Methodology and Procedures for Life Cycle Cost Analysis and CFR Title 10, Part 436 C, Agency Procurement of Energy Efficient Products), the Energy Policy Act of 2005, the Energy Independence and Security Act of 2007 (EISA 2007), and the Energy Act of 2020.

n. **Executive Order 14148, Section 2 Revocation of Orders and Actions.** Revokes Executive Order 14057.

o. **Sustainability.** Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings, as set forth in an Interagency Memorandum of Understanding.

4. INITIATION AND APPROVAL OF PROJECTS

Projects for new institutions are approved through the budget process and assigned to CERS, FMB, for implementation. Project initiation includes defining scope, budget, schedule, design criteria, contracts, and site information. Development follows the requirements set in the project initiative, with revisions documented as needed. Design submissions and directives clarify requirements and authorize construction documents. Final development and construction documents are managed according to approved directives, with revisions tracked and approved

by the chief responsible.

5. NAMING BUREAU PROPERTY PROCEDURES

Naming of Bureau Property after individuals who have made significant contributions to the Bureau or the field of corrections, covers Bureau-owned or leased buildings, rooms, outdoor structures, and roads. It includes existing facilities, new construction, renovations, and expansion.

Past employees and correctional, legislative, and judicial professionals may be honored. This honor is mainly bestowed on individual's post-mortem. If an individual is living or is a staff member on active duty, approval is granted only in extraordinary circumstances.

Proposals are submitted directly by the Regional Director, or by the Warden through the Regional Director to the Executive Staff for approval and include:

- The rationale for naming the structure.
- If an individual is still living.
- An indication that he/she does not object to the use of his/her name.

If approved, the proposal, related correspondence, and final approval are kept as part of the institution's permanent documentation.

Entire institutions continue to be named by type of facility and location, for example:

- United States Penitentiary (USP) Atwater.
- Federal Medical Center (FMC) Devens.
- Federal Correctional Institution (FCI) Englewood.

6. PROCURMENT AND CONTRACT SUPPORT

Procurement and contracting support are provided by the Office of the Procurement Executive (OPE). CERS program administration and project management staff coordinate work with OPE personnel.

Procurement activities and contract administration are governed by the Federal Acquisition Regulation (FAR), and the Justice Acquisition Regulation (JAR). Staff responsible for any aspect of contract procurement or administration must review the applicable portions of these documents carefully.

Only Contracting Officers (CO) have authority to enter into or modify contracts. Certain CERS

staff are designated as CORs for contracts for which they have management responsibility. CORs are appointed in writing by the CO, who also specifies the extent and limits of their authority for contractual matters.

The procurement process begins with advance planning and requests for contract action, which include scope, requirements, and budget estimates. Architect-Engineer (A-E) contracts, construction management contracts, construction contracts, design-build, and design-bid-build contracts are used depending on project needs. Evaluation boards and selection authorities review proposals and performance. Contract administration includes monitoring, reporting, and performance evaluations throughout the project lifecycle.

7. PROJECT FILE DOCUMENTATION

CERS supervises a process for maintaining files containing documents of government and contractor operational or technical activities, events, and actions associated with planning, programming, site evaluation and selection, contracting, design and construction management, close-out, and transfer of a completed project to activation staff. Three sets of files are maintained; official contract files by OPE, field office projects files by on-site Construction Representatives, and central office project files by Project Managers. Files are archived according to the Records and Information Disposition Schedule.

8. STAFF MEMORIALS

The term “memorial” is defined as a commemorative object that is intended as a reminder of someone who has died or an event in which people died. A commemorative memorial is intended as a reminder of a person or event or as a celebration of someone’s life and work.

Staff memorials will be planned and developed in accordance with established procedures and, when appropriate, honor persons who have significantly contributed to the Bureau or the field of corrections. Significant contributions are:

- Instrumental in the long-term, major development or growth of correctional programs or measures.
- Instituted or implemented improvements to Bureau or correctional operations that yielded significant cost, time, or other savings to the agency.
- Championed a major Bureau or correctional program, activity, or mission.
- Made the ultimate sacrifice to the Bureau by honorably giving his/her life in the line of duty.

Past employees and correctional, legislative, and judicial professionals may be honored. This honor is only bestowed on individual’s post-mortem.

This policy covers memorials such as benches, parks, fountains, pedestals, trees, and other plants. The memorial is installed only under the conditions that there be no expense or liability incurred by the Bureau in connection with its purchase, fabrication, transportation, delivery, and erection. The memorial is not permitted to bear an inscription that includes the name of the person(s) or entity responsible for its purchase or installation.

A detailed explanation of where donations will come from for the memorial, and how the donations are collected, is submitted to the Bureau's Ethics Office for approval before solicitation. Government employees cannot solicit contributions from outside entities; all donations must be in accordance with the Program Statement **Acceptance of Donations** and applicable laws and regulations. While plaques and small displays are acceptable (upon approval from the Ethics Office), any capital improvements to federal property must be approved by the Bureau's Ethics Office; by the Departmental Ethics Office, Justice Management Division; and by the Deputy Attorney General.

a. **PROCEDURES FOR NAMING**

No special form or format is required. Proposals:

- Are submitted directly by the Regional Director, or by the Warden through the Regional Director.
- List the person or persons to be memorialized and the other data to be inscribed on the memorial.
- Include the rationale for the memorial.
- Include a scale plan depicting the details of the design, materials, finish, carving, lettering, and arrangement of the proposed inscription.
- Include a breakdown of all costs related to the memorial, and specific information on how the memorial will be funded.
- Include specific information on who will be performing the work involved in creating this memorial (staff, inmates, etc.).
- Are forwarded to the Ethics Office for review.
- Are forwarded to the Bureau's Executive Staff for approval.

If the Executive Staff approves, the proposal, related correspondence, and final approval are retained in accordance with Bureau Records and Information Management Programs.

Chapter 7. Mobile Home Sites, Staff Housing

1. INTRODUCTION

To define the Federal Bureau of Prisons' minimum requirements for establishing sites for staff-owned and -occupied mobile homes. Care must be taken in the needs assessment, planning, construction, and operation of these sites to meet the goal of decent, affordable housing for staff and their families.

For this program statement's purposes, a "mobile home" is a structure transportable in one or more sections that is built on a permanent chassis and designed to be used as a dwelling when connected to utilities. Plumbing, heating, air-conditioning, and electrical systems are contained within the structure.

The shortage of safe, affordable housing is acute in some regions. Public Law 88-459 (5 U.S.C. 5911) authorizes Government agencies to provide quarters and facilities to civilian employees when conditions of employment or housing availability warrant. Constructing mobile home sites to serve as reservation housing in areas of excessive housing costs and low rental vacancy rates is one way of alleviating this problem.

2. NEEDS ASSESSMENT AND COMPLIANCE WITH THE NATIONAL ENVIRONMENTAL POLICY ACT

Construction of mobile home sites may be undertaken only when the need has been clearly identified by a survey of the availability of privately owned rental housing, including rental mobile home sites, and approved by the Regional Director before final approval by the Assistant Director, Administration Division.

- a. **Survey.** Institutions considering construction of mobile home sites have a survey conducted by a licensed appraisal firm focusing on the cost and vacancy rates of privately owned rental housing within 20 miles of the institution. The survey includes information pertaining to qualifying income and vacancy rates, and identifies proximity to public services, crime rate, and other attributes of the area related to the desirability of existing rental housing.
- b. **Review and Approval.** Survey results are forwarded to the Regional Director, who reviews prior to submitting to the Assistant Director, Administration Division, who makes the final approval or disapproval to proceed.
- c. **Compliance with the National Environmental Policy Act.** After approval of the Needs Assessment, but prior to the commitment of any resources, the proposed action must be evaluated in accordance with the National Environmental Policy Act.

d. **Institution Supplement.** Following final approval to proceed with a project and compliance with the National Environmental Policy Act, an institution supplement shall be issued prior to occupancy. At a minimum, the supplement shall include the current “Articles of Covenant” available on the FMB page of the Bureaus intranet site, rental rate procedures, procedures for eviction, Housing Committee procedures, ensure all operating standards are met, and annotate construction standards exceeding those established in section three of this chapter.

3. CONSTRUCTION STANDARDS

Construction standards in this program statement are minimum standards. Any federal, state, or local codes requiring more stringent standards, including those related to environmental legislation, supersede these requirements. Institutions may also establish more stringent construction requirements.

a. **Construction Restrictions.** No construction may take place within a 100-year flood plain, in areas protected as wetlands (where soil conditions prohibit proper placement of mobile home pads), or before completion of Section 106 efforts of the National Historic Preservation Act, where applicable. The ability to anchor mobile homes to resist seismic, wind, and snow loads per American Society of Construction Engineers (ASCE) 7-05, “Minimum Design Loads for Buildings and Other Structures,” is mandatory.

b. **Streets and Sidewalks.** Streets leading to individual pads must be paved and a minimum of 20 feet wide. The width of the street is increased by 8 feet for each side where parking is permitted. A sidewalk, minimum of 4 feet wide, is provided along the front edge of the pad. The sidewalk connects with either the driveway (if one is provided) or the street. It is installed to promote drainage away from the pad and prevent the ponding of water.

c. **Lot Requirements.** Each lot is provided with a poured concrete pad to reduce the formation of ditches and odor buildup. The pad is sized to accept a double-wide mobile home and contains provisions for anchoring a single-wide home. It must be at least 12 feet from the front lot line, 20 feet from the side lot lines, and 20 feet from the rear lot line, and is poured so as to prevent the flow of storm water under the home. A driveway may be provided for each lot. It must be a minimum of 20 feet in length and 10 feet in width, paved and constructed so as to allow for proper drainage away from the pad.

d. **Grading.** Public areas, individual lots, and sidewalks are graded to control storm water runoff and prevent ponding. These areas must comply with federal accessibility standards per the Architectural Barriers Act (ABA).

e. **Site Lighting.** Adequate lighting is provided to illuminate streets, driveways, and walkways at night. Lighting levels limitations will be included in the institution supplement, but reference to local codes and standards is recommended.

f. **Services Included.** Each lot is provided with water, sewer, electrical, telephone, and trash removal services. Natural gas services are provided if available. Utilities extend upward from the pad and are protected by a concrete collar extending a minimum of 3 inches above the pad and a minimum of 12 inches from the outside of any conduit. Utilities must be protected from freezing. Utilities entering the site must contain shutoffs activated by ground shaking if the site is located in seismic zone 2 or higher as identified by the Seismic Zone Map of the United States in the Uniform Building Code (UBC). All utilities are located underground.

g. **Water Service.** Water service to the site must meet National Fire Protection Association (NFPA) requirements. Local municipal fire departments are consulted before ordering hydrants to ensure compatibility with their equipment.

h. **Sewer.** Sewer lines four inches or less in diameter must have cleanout intervals no greater than every 50 feet. Sewer lines larger than four inches have cleanout intervals no greater than every 100 feet.

4. RENTAL RATES

Rental rates are set by the Central Office, Property Management Section, per Office of Management and Budget (OMB) Circular A-45, revised using the Quarters Management Information System (QMIS) and the Program Statement **Property Management Manual**.

5. HOUSING COMMITTEE

A Housing Committee is established per the **Property Management Manual** and sets criteria for selecting tenants. The Housing Committee also ensures periodic inspections of each lot and its surrounding area and establishes time frames for correction of deficiencies for inclusion in each rental agreement. Owners not maintaining their homes and lots to a high standard of appearance are notified of any deficiencies. If the owner does not correct these within a period set by the Housing Committee, the committee, with the Warden's approval, can terminate the rental agreement and require removal from the premises of the mobile home and all personal property.

6. OPERATING STANDARDS

Operating standards in this program statement are minimum standards and may be superseded by state or local occupancy codes prescribing more stringent standards.

a. **Financial Responsibility.** Owners must obtain liability insurance per the institution supplement. The owner of the mobile home is solely responsible for payment of fees and taxes related to the home.

- b. **Mobile Home Size and Safety.** Minimum dimensions of a mobile home eligible to occupy a pad are 50 feet in length and 10 feet in width. The institution supplement may increase these dimensions. The mobile home must meet the Federal Manufactured Home Construction and Safety Standards, 24 CFR 3280. A seal is affixed to a mobile home meeting 24 CFR 3280.
- c. **Occupancy.** Pad occupancy is limited to owner-occupied mobile homes. At least one occupant must be a current Bureau employee, under no circumstances may a mobile home be subleased or rented. A mobile home purchased with financing is considered to be owner-occupied. The owner is solely responsible for installation and removal of the home.
- d. **Utility Connections.** Procedures for connecting utilities are defined by the Housing Committee. Connections must comply with local codes.
- e. **Parking.** Parking is limited to driveways (if provided) and streets where permitted. Each lot is limited to two passenger-carrying vehicles. Vehicles must be registered and maintained in a safe operating condition. Exceptions are at the institution's discretion. (See Current Articles of Covenant Document, available on the FMB page of the Bureau's intranet site.)
- f. **Accessory Building.** One accessory building may be permitted at the institution's discretion. It must be of wood or metal construction, no more than 140 square feet in area, and located in an area designated in the institution supplement.
- g. **Skirting.** Skirting must be applied to the mobile home within 30 days of placement on the pad. The skirting material must be durable, compatible with the material of the home, and allow adequate ventilation under the home.
- h. **Mobility/Site Restoration.** Mobile homes must be maintained in such a state that it is capable of being removed from the property via typical movement for a home of this type. The site must be restored to its initial condition by the owner when vacated. Accessory buildings and similar items brought to the site are removed within seven days of vacating.
- i. **Firearms Prohibition.** Per the Program Statement **Property Management Manual**, personal firearms and/or weapons may not be kept in staff owned mobile homes located on Bureau institution grounds. This includes all firearms and other types of weapons such as, but not limited to, crossbows, bows, arrows, explosive devices, ammunition, or pellet guns. Persons violating this provision may be subject to administrative discipline.

REFERENCES

Program Statements

Environmental Management Systems
Factory Construction and Activation Manual - FPI
Information Security
National Occupational Safety and Health Policy
National Environment Protection Policy
National Fire Protection Policy
Property Management Manual
Records and Information Management Programs
Use of Appropriations
Acceptance of Donations

Other References

Federal Bureau of Prisons Technical Design Guidelines
Office of Management and Budget Circular A-131
Executive Order 12196 (as amended)
Executive Order 13717
Executive Order 14148
Federal Acquisition Regulation
Justice Acquisition Regulation

Other Regulations

Federal Acquisition Regulation (FAR), including 40 U.S.C. § 541-544
Code of Federal Regulations (C.F.R.)
Federal Property Management Regulations (FPMR)
Standard for Electrical Equipment Maintenance from the National Fire Protection Association (NFPA), NFPA 70B
ANSI/ASHRAE/ACCA Standard 180, Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems
Architectural Barriers Act (ABA) of 2006
Environmental Protection Agency (EPA) Guidelines for Air and Water Quality and applicable state and local air and water quality environmental regulations.
National Environmental Policy Act of 1969 (as amended) (42 U.S.C. § 4321-4347)
Energy Efficiency Standards for the Design and Construction of New Federal Commercial and Multi-Family High-Rise Residential Buildings (10 Code of Federal Regulations [CFR] Part 433)
Federal Energy Management and Planning Programs (10 CFR Part 436)
Occupational Safety and Health Standards (29 CFR Part 1910)

National Fire Protection Association's (NFPA's) National Fire Codes:

- Life Safety Code (NFPA 101)

- National Electrical Code (NFPA 70)
- National Fuel Gas Code (NFPA 54)
- National Fire Alarm Codes and Standards (NFPA 72)

Energy Policy Act of 2005 (P.L. 109-58)

Energy Independence and Security Act of 2007 (P.L. 110-140)

Energy Act of 2020

ACA Standards

Performance-Based Standards and Expected Practices for Adult Correctional Institutions (5th Edition): 5-ACI-2A-01, 5-ACI-2A-02(M), 5-ACI-2E-11, 5-ACI-1A-22, 5-ACI-4A-24, 5-ACI-3A-28, 5-ACI-2A-02(M), 5-ACI-3B-01(M), 5-ACI-3B-02(M), 5-ACI-2B-03(M), 5-ACI-3B-04(M), 5-ACI-3B-06, 5-ACI-3B-08, 5-ACI-3B-09, 5-ACI-1B-01, 5-ACI-1B-12, 5-ACI-2C-01, 5-ACI-2C-02, 5-ACI-2C-04, 5-ACI-2C-05, 5-ACI-2C-06, 5-ACI-2C-07, 5-ACI-2C-08, 5-ACI-2C-09, 5-ACI-2C-10, 5-ACI-2C-11, 5-ACI-2D-01, 5-ACI-2D-02, 5-ACI-2D-03, 5-ACI-2D-04, 5-ACI-2D-05, 5-ACI-2D-06, 5-ACI-2D-07, 5-ACI-2D-08, 5-ACI-2D-09, 5-ACI-2D-10, 5-ACI-2E-02, 5-ACI-2E-03, 5-ACI-2E-04, 5-ACI-2E-05, 5-ACI-2E-06, 5-ACI-2E-07, 5-ACI-2E-08, 5-ACI-2E-09, 5-ACI-2E-10, 5-ACI-2E-11, 5-ACI-2E-12, 5-ACI-2E-13, 5-ACI-2F-01, 5-ACI-2F-02, 5-ACI-2F-03, 5-ACI-2G-01, 5-ACI-2G-02, 5-ACI-2G-03, 5-ACI-3A-03

Performance-Based Standards and Expected Practices for Adult Local Detention Facilities (5th Edition): 5-ALDF-1A-05, 5-ALDF-1A-06(M), 5-ALDF-1A-09, 5-ALDF-1A-11, 5-ALDF-1A-13, 5-ALDF-1A-15, 5-ALDF-1A-16, 5-ALDF-1A-17, 5-ALDF-1A-18, 5-ALDF-1A-19, 5-ALDF-1A-20, 5-ALDF-1A-21, 5-ALDF-1A-22, 5-ALDF-2A-01, 5-ALDF-2A-02, 5-ALDF-2A-06, 5-ALDF-2A-17, 5-ALDF-2A-22, 5-ALDF-2A-31, 5-ALDF-1B-01, 5-ALDF-1B-03, 5-ALDF-1B-04, 5-ALDF-1B-05, 5-ALDF-1C-04(M), 5-ALDF-1C-07(M), 5-ALDF-1C-08M, 5-ALDF-1C-09(M), 5-ALDF-1C-10(M), 5-ALDF-1C-11(M), 5-ALDF-1C-12, 5-ALDF-1C-13, 5-ALDF-1C-14, 5-ALDF-1C-15, 5-ALDF-7D-12, 5-ALDF-7D-14, 5-ALDF-2E-09, 5-ALDF-4A-01, 5-ALDF-4A-02, 5-ALDF-4A-01, 5-ALDF-4A-02, 5-ALDF-4B-23, 5-ALDF-4B-08, 5-ALDF-4B-09, 5-ALDF-5A-10, 5-ALDF-5B-01, 5-ALDF-5C-26, 5-ALDF-5B-01, 5-ALDF-6B-01, 5-ALDF-7E-05, 5-ALDF-7D-23

Standards for the Administration of Correctional Agencies, 2nd Edition: 2-CO-2A-01, 2-CO-2A-02, 2-CO-2B-02, 2-CO-2B-03

Records Retention Requirements

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on the Bureau's intranet site.