



UNITED STATES MARINE CORPS
MARINE CORPS COMMUNITY SERVICES
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MCCSO 11000.1B
MCCS
2 Apr 13

MARINE CORPS COMMUNITY SERVICES ORDER 11000.1B

From: Chief Executive Officer
To: Distribution

Subj: CONSTRUCTION/MAINTENANCE PROCEDURES

Ref: (a) MCO P11000.2
(b) MCO P1700.27B

1. Purpose. To provide information, guidance, instructions and policy regarding construction, maintenance, repair, replacement, installation, alteration or improvements to Marine Corps Community Services (MCCS) property, fixtures, furniture, equipment and facilities.

2. Cancellation. MCCSO 11000.1A.

3. Policy. The Marine Corps policy is to provide, operate and maintain facilities that are adequate to meet the patron demand and to support the MCCS mission. All construction projects, regardless of project approval level or type of funds involved, must be the end product of the Facilities Planning and Programming System defined in reference (a). Guidance is also provided in reference (b).

4. Definitions. Definitions of maintenance, repair and construction work or projects are as follows:

a. Maintenance. The recurring day-to-day, periodic or scheduled work required to preserve real property in such a condition that it may be used for its designated purpose. The term includes work undertaken to prevent damage to a facility that otherwise would be more costly to restore.

b. Repair. The restoration of a real property facility to such condition that it may be used for its designated purposes. This may be completed by overhaul, reprocessing or replacement.

c. Construction. The installation or assembly of a facility; the addition, extension, alteration, conversion, or replacement of an existing facility; or the relocation of an existing facility. The term includes installed equipment as well as related site preparation, excavation, filling, landscaping and other land improvements. Construction includes demolition of facilities to be replaced, supporting utilities, roads, parking lots, and equipment installed in and made a part of such facilities.

5. Organization. All Marine Corps Community Services (MCCS) Construction/Maintenance activities, less golf course maintenance, are under the Construction/Maintenance Division (see enclosure (1)). The Construction/Maintenance Officer is directly responsible to, the MCCS Chief Operating Officer (COO) and shall have direct liaison with all Directorate Department/Division/Branch Officers/Managers. The COO is the representation of, and directly responsible to the MCCS Chief Executive Officer (CEO).

6. Mission. The mission of the Construction/Maintenance Officer is to assist the MCCS CEO, via the COO, to discharge his or her responsibility to the Command for construction/maintenance and policing of all activities over which the MCCS Director has operational control. In discharging his or her duties the Construction/Maintenance Officer shall:

a. Serve as the Environmental Coordinator for the Directorate.

b. Assist the MCCS Department Heads keeping them advised of any pertinent construction/maintenance or other matters concerning activities under their control.

c. Supervise all operational phases of construction/maintenance, control of all equipment, buildings and grounds under the cognizance of the MCCS COO.

d. Maintain liaison and coordinate the Station Facilities, Maintenance, Facilities Development, Facilities Maintenance, Facilities Engineering and the Resident-Officer-In-Charge of Construction for the maintenance and repair of facilities and new construction requirements.

e. Supervise maintenance and construction projects and provide input to policy inspections applicable to MCCS Facilities.

f. Through subordinate supervisors, manage a work force engaged in the maintenance and repair of MCCS facilities, and equipment.

7. Procedures

a. Marine Corps Community Services departments/divisions/sections desiring construction/maintenance work shall submit a maintenance work request via email, to the Construction Maintenance Officer. All work requests should be routed through the operational Department Heads or Support Division Heads.

b. The Construction/Maintenance Officer will screen all work requests to determine whether the work can be done internally with in-house personnel, by Station Facilities Maintenance or by contract. If Station Facilities Maintenance will be required to perform the job, the Maintenance Officer will submit a work request via the MAXIMO program to Station Facilities Maintenance. Follow up action on all work requests submitted to Station Facilities Maintenance will be conducted by the Maintenance Officer as required. Internal maintenance work orders will be prepared and forwarded to the proper maintenance employee for action as designated by the Maintenance Officer. . The Support/Maintenance Clerk will ensure that the history of each request is recorded in an internal database maintained by the maintenance department. Work to be performed by contract will be made by competitive quotation. A purchase request (PR) will be prepared and approved by the Maintenance Officer, COO or CEO of the Directorate. If the monetary limit of the PR is within the Cardholders limit that is assigned to the Maintenance Department, execution of payment and retention of all supporting documentation will be the responsibility of the Maintenance Officer. Contract support outside of the Maintenance Officer's approval limits will be forwarded to MCCS Procurement organizational mailbox for approval and execution.

c. Requests for emergency maintenance during normal working hours will be submitted via phone call to the Maintenance Officer and followed up with a work request via email. After normal

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working hours, call Station Facilities emergency maintenance at 466-4363 and follow up with a work request via email to the MCCS Maintenance Officer. Examples of an emergency maintenance request are; loss of product within a couple of hours if not resolved, immediate hazard to health or injury if not resolved, or any issue that cannot wait until the following workday to be resolved.

A handwritten signature in black ink, appearing to read "M. Largent", with a stylized, cursive script.

MIKE LARGENT

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