

5.9 FACILITY STANDARDS, MAINTENANCE AND IMPROVEMENTS, AND CENTER SUSTAINABILITY

PURPOSE

- P1. To ensure that centers provide adequate facilities to meet student needs, and to achieve program goals.
- P2. To provide a place of employment that is free from recognized hazards.
- P3. To maintain center facilities in a safe, clean, and attractive manner.
- P4. To assess facility conditions and prioritize facility rehabilitation, construction, and maintenance needs.
- P5. To provide funds needed to affect facility improvements and emergency repairs.
- P6. To promote energy and water conservation, and waste diversion at Job Corps centers.
- P7. To reduce overall center operations costs by reducing energy and water use, and by reducing waste.
- P8. To integrate sustainability considerations with operations at Job Corps centers, in order to reduce long-term costs and reduce environmental and health impacts.
- P9. To promote compliance with Executive Order 13514, “Federal Leadership in Environmental, Energy, and Economic Performance,” and other requirements throughout Job Corps.

R1. Facility Standards Requirements

All persons involved in the design, construction, and rehabilitation of Job Corps centers shall adhere to mandated standards. Applicable codes include, but are not limited to:

1. Code of Federal Regulations:

a) Occupational Safety and Health	29 CFR Parts 1910, 1926 and 1960
b) Historical Preservation	36 CFR Part 800
c) Architectural/Engineering (A/E) Design Requirements	48 CFR Part 36
d) Disability/Accessibility	28 CFR Part 36
e) Life Safety Code	National Fire Protection Association (NFPA) 101
f) General Services Administration (GSA) Facility Standards (P100) (Note: GSA (P100) applies to all federally owned or leased property)	
2. Building codes used in the United States:

Centers shall adhere to the most recent applicable building codes adopted by the state or local jurisdiction that has authority over the center. Applicable codes may include, but are not limited to:

- a) Building Officials and Code Administrators/National Building Code (BOCA/NBC)
- b) Uniform Building Code (UBC)
- c) Standard Building Code (SBC)
- d) International Building Code (IBC)
- e) GSA P11, Facility Standards
- f) NFPA and other National Consensus Standards

R2. *Facility Maintenance Program*

Center Operators shall maintain all buildings, grounds, roads, sidewalks, and equipment for which the center is responsible by implementing a center maintenance program that includes:

- a. Written preventive maintenance procedures shall be submitted to the Regional Office for approval within 90 days of contract award, in accordance with Exhibit 5-1 (“Standard Operating Procedures”). Qualified maintenance personnel must be available or on call 24 hours per day;
- b. A tracking system that documents scheduled maintenance, work orders, Operations and Maintenance (O&M) deficiencies, and the amount of time taken to complete work;
- c. Procedures for inspecting, repairing, and/or removing asbestos containing materials and/or lead-based paint; procedures for updating and maintaining an asbestos and/or lead-based paint O&M plan that meets Federal, state, and local jurisdiction requirements; and assigning qualified staff to manage the asbestos and/or lead-based paint program;
- d. Procedures for obtaining assistance to handle specialized emergency problems beyond the scope and/or expertise of maintenance personnel;
- e. Procedures for maintenance staff to complete rehabilitation projects, provided that such projects are not subject to the prevailing wage provisions of the Davis-Bacon Act. If the projects are subject to the Act, centers must ensure requirements of the Act are met. Centers shall document the reasons the projects are exempt from the Act, and if they are not, centers must document actions taken to assure compliance;
- f. Procedures for handling emergency maintenance problems at all times including weekends and after-hours; and

- g. Provisions for qualified staff to supervise students performing maintenance work as part of an approved career technical training program or center support program.

R3. Use of Maintenance Funds (Operations Funds, non-Construction, Rehabilitation Acquisition (CRA) Funds)

- a. Centers shall not use maintenance funds for capital improvement projects. Capital improvements are defined as:
 1. The construction, installation, or assembly of a new asset, or the alteration, expansion, or extension of an existing asset to accommodate a change of function or un-met programmatic needs, or to incorporate new technology. This may include major renovation of an entire existing asset in order to properly restore and/or extend the life of the asset without change of function. This includes constructed asset deficiencies where there is non-compliance to codes (e.g., life safety, Americans with Disabilities Act, Occupational Safety and Health Administration (OSHA), environmental, etc.) and other regulatory or Executive Order compliance requirements.
 2. Capital improvements include expenses for constructing or making long-lasting physical improvements to structures, utilities (e.g., heating and plumbing), roads and grounds, as well as the purchase and installation of major pieces of equipment, during a rehabilitation or construction project, that are permanently attached to structures such as air conditioners, walk-in freezers, refrigerators, ovens and stoves, and cafeteria dishwashers.
- b. Centers are encouraged to use center maintenance and available under-run funds in excess of low on-board strength shortfall to address unfunded O&M deficiencies. Priority must be given to unfunded life-safety O&M deficiencies.

O&M deficiencies are defined as: A minor maintenance and repair action that is normally accomplished as part of the Job Corps center operating funds. This includes the cost of maintenance to repair unscheduled and scheduled deficiencies during the time period in which they occur.

O&M includes:

 1. Preventive maintenance for buildings, structures and Installed Building Equipment (IBE), including but not limited to heating, ventilation, and air conditioning (HVAC) equipment, fuel-burning and electric appliances, boilers, and plumbing, as recommended by the manufacturer;
 - Activities related to the normal functions intended for a facility or IBE, including costs for utilities (electricity, water, sewage), fuel, janitorial services, window cleaning, and pest control; and

- Upkeep of grounds, vehicle rentals, waste management, periodic condition assessments, roof inspections, specialized services, e.g., fire alarm/protection.
2. O&M also includes routine maintenance of center facilities, including painting, carpeting/flooring, curtains, etc., when such maintenance is not part of a classifiable construction and rehabilitation project.
 3. O&M also includes in-place management of asbestos-containing building materials and lead-based paint, in accordance with 40 CFR part 763 and 40 CFR part 745.

R4. *Inactive Center Facilities*

- a. The Job Corps National Director shall be responsible for protecting and maintaining a center when it is closed, in accordance with GSA requirements.
- b. The demolition of inactive center facilities shall be accomplished in accordance with Section R7, "Project Implementation."

R5. *Facility Survey*

- a. Purpose
 1. In accordance with 20 CFR 638.307, Facility Surveys, the Job Corps National Director shall issue procedures to conduct periodic facility surveys of centers.
 2. The purpose of the facility survey process is to assess and document the condition of facilities, identify deficient conditions, and provide recommendations and estimates for correction. These surveys serve as the primary method of assessing center conditions, and identifying future rehabilitation and repair projects.
 3. All building deficiencies are classified and prioritized for rehabilitation and repair as follows.

The classifications are (See R10 for sub-classifications and details):

- Class I – Life safety and health (highest priority)
- Class II – Code violation
- Class III – Repair and replacement
- Class IV – Programmatic needs

- b. Responsibilities:

The Job Corps National Office shall:

1. Arrange for a facility survey of each Job Corps center every 3 years.

2. Use the facility survey as the principal document to establish yearly and 5-year funding requirements and priorities for construction and rehabilitation activities at Job Corps facilities.
3. Establish a Job Corps Facilities Database to maintain center data and results of the facility surveys. Database shall include, but not be limited to:
 - (a) The site and building conditions for the center;
 - (b) Real estate assets and warranties;
 - (c) Observations concerning the site layout, drainage, site lighting, infrastructure, utility delivery, accessibility, and other conditions; and
 - (d) Type of construction, age of the facility, environmental, accessibility, and major system configuration of each building on center.
4. Ensure funded deficiencies are entered into the Facilities Database.
5. Ensure CRA contract modifications for approved and funded deficiencies are issued to center operating contractors in a timely manner.
6. Ensure Regional Offices continually track progress of Funded-Not-Corrected (FNC) deficiencies, and initiate appropriate action to address delays in completing funded projects closeout of funded projects.

The Engineering Support Contractor (ESC) shall perform the following:

1. Deploy a team to conduct the facility surveys. The length of the survey varies by the center size, but is typically 1 week in duration.
2. Execute a survey that includes a visit to each building and structure, a thorough review of the infrastructure and site, and validates previous survey findings and progress.
3. During the ESC's site visit all ongoing projects are evaluated and completed/funded projects will be verified and closed-out.
4. ESC will enter results of the facility survey into the Job Corps Facilities Database. Entries shall include, but are not limited to:
 - (a) A review of real estate assets and warranties;
 - (b) Specific observations concerning the site's layout, drainage, site lighting, general electrical outlet conditions, heating and ventilation system conditions, heat pump conditions, infrastructure, utility delivery, accessibility, and other conditions;

- (c) The type of construction, age of the facility, environmental, accessibility, and major system configuration of each building on center; and
- (d) Deficiencies that negatively impact center operations and training objectives.

The Regional Office shall:

Work with the Center Operator to plan facility-survey site visits. This includes the compilation of specific facility data.

The center shall:

1. Provide the facility survey team easy access to all on-site buildings and structures; and
2. Participate in the facility survey process that includes:
 - (a) Long-range planning;
 - (b) Review and discussion of the facility survey findings; and
 - (c) Development and implementation of measures to meet Federal mandates like resource conservation, green initiatives and other environmental issues.

R6. *Budget Planning and Inventory of Needs (ION)*

Annually, all centers and Regional Offices participate in the CRA budgeting process, and when directed:

- a. ESC shall assist the Office of Job Corps in participating in the CRA budgeting process, and when directed, shall:
 1. Prepare, update, and ready the ION Web site for use by all participants;
 2. Assist the centers and Regional Office with technical assistance in understanding the pre-selected building deficiencies from the ION; and
 3. Assist the centers and regions in navigating the ION Web site.
- b. Centers shall participate in the annual CRA budgeting process, and when directed, shall:
 1. Review the pre-selected building deficiencies in the ION;
 2. Propose other top priority building deficiencies; and
 3. Coordinate with the Regional Office in identifying the priority of major construction projects for budget consideration.
- c. Regional Offices shall participate in the annual CRA budgeting process, and when directed, shall:

1. Review the pre-selected building deficiencies in the ION;
 2. Review priority building deficiencies as submitted by the centers, and propose other top priority deficiencies; and
 3. Coordinate with the center in identifying the priority of construction projects for budget consideration.
- d. National Director shall participate in the annual CRA budgeting process, and shall:
1. Review the pre-selected building deficiencies in the ION;
 2. Review other priority building deficiencies as proposed by the centers and regions; and
 3. Review the priority of construction projects as proposed by the regions.

R7. Project Implementation

- a. National Office CRA Projects:

The National Office shall:

1. Arrange for the designated Federal staff to oversee the ESC to review and make recommendations for design and construction of identified, funded major construction projects; and
2. Federal staff will provide ESC oversight, including plan review and approval, specifications and cost estimates, at each stage of the design depending upon the complexity of the project.

The center, when directed, shall:

1. Participate in the 15 percent (schematic) design review and provide programmatic input;
2. Coordinate with the National Office Federal staff in requesting technical assistance from the ESC and the construction contractor during the construction phase to ensure a safe working environment; and
3. Provide sufficient access and space for construction.

The Certificate of Substantial Completion performed for National Office of Job Corps projects will satisfy Office of Job Corps pre-occupancy inspection requirements.

- b. Center Construction or Rehabilitation Projects (FNC Projects)

1. Where the contracting responsibility for approved construction or rehabilitation has been delegated to a center, the center shall:

- (a) Submit a recommended award for the construction contract to the regional office. The center's recommendation package must include, but is not limited to:
 - i. Results of the bid opening;
 - ii. Bid abstract; and
 - iii. Results of investigation of contractor recommended for award;
 - (b) Receive the approval of the Regional Director before awarding the contract.
 2. Before engaging in facility rehabilitation, including Career Technical Skills Training (CTST) projects, which meets either of the conditions listed below, centers must seek and receive approval from the National Office. Requests must be submitted through Regional Offices (or agency headquarters for Civilian Conservation Centers [CCCs]), which must forward the requests, with recommendations for modification or approval, to the National Director of Job Corps.

Attention: Approval must be obtained if the project involves:

 - (a) Changes to any building's structural system; or
 - (b) Changes to major mechanical, electrical, plumbing, egress, or fire and safety systems.
 3. Projects to construct new facilities, rehabilitate existing facilities, or repair or replace existing facilities shall be constructed in conformance with professionally prepared plans and specifications, in accordance with 48 CFR part 36.
 4. Before proceeding with a demolition project:
 - The center shall prepare and submit Parts 1 and 2 of the Demolition Request package to the region (or agency headquarters for CCCs).
 - The region shall review and forward the Demolition Request package to the National Office.
 - The National Office shall review and approve the Demolition Request package. The National Office review includes environmental, real estate, and historic preservation issues, all of which must be resolved before approval.
 - Following approval by the National Office, the center should obtain quotes for the demolition and submit a request for funding.
 - c. Career Technical Skills Training (CTST) projects

The center shall ensure that all CTST projects that involve student labor and cost more than \$25,000, or that involve significant facility alterations, are accomplished in accordance with a set of professionally prepared plans and

specifications. These plans and specifications shall be submitted as part of the CTST project approval process for review and final approval by the Job Corps National Office, Division of Facilities and Asset Management.

(See Chapter 3, Section 3.13, Career Technical Training.)

R8. *Emergency Repairs, CRA Funding Requests, and CRA Re-directs*

Emergency Repair – a condition that if not immediately corrected would seriously disrupt the program, jeopardize the health and well-being of students, or result in significant facility damage.

Emergency Repair Fund – CRA funding provided to a center for emergency repairs. These funds will be placed on the center operating contract, and may only be used for emergency repairs. Approval authority for these funds has been delegated to the Regional Director. The Regional Director may further delegate approval authority within his/her staff.

Note: Use of the emergency repair fund for non-emergency work will result in removal of emergency repair fund privileges, and re-direct privileges for all centers for that operating contractor for 1 year.

a. Emergency Repair Requests

1. The center shall immediately notify the region and submit the request via the CRA Funding Request system. Consistent with the emergency, for repairs exceeding \$25,000, every effort shall be made to obtain three estimates.
 - The request shall indicate the intent to use the emergency repair fund.
 - The request shall identify the current balance of their emergency repair fund and the amount required for the repair.
 - An updated CRA Construction Rehabilitation report and all estimates shall be attached to the request.
2. The region shall review and approve the request and forward to the national office for information and documenting.
3. The Engineering Support Contractor shall document the repair on the FNC website.
4. The National Office shall document the repair and use of the emergency repair fund.

b. CRA Funding Requests for Demolition, Supplemental, and Non-emergency funds

1. The center shall submit the request via the CRA Funding Request system. For repairs exceeding \$25,000, every effort shall be made to obtain three estimates.
 - An updated CRA Construction Rehab report and all estimates shall be attached to the request.

2. The region shall review and forward to the National Office for approval.
3. The National Office shall review the request to ensure the request is valid, reasonable, and consistent with the goals and objectives of the program.

c. CRA Re-directs

When the deficiency numbers are listed on the CRA modification, these CRA funds shall be used to correct these deficiencies. Re-directs of those funds are prohibited and any excess funds remaining must be de-obligated.

When the deficiency numbers are *not* listed on the CRA modification, these CRA funds are to be used for deficiencies approved on the Funded-Not-Corrected (FNC) website. These CRA funds may be re-directed with concurrence by the Regional Office (or agency headquarters for CCCs) and National Office approval. The National Office will consider approval for re-directs when:

- Received bids or quotes exceed the estimate for a deficiency or group of deficiencies, or
- Excess funds remain after completion and verification for a deficiency or group of deficiencies.

If all of the deficiencies have been completed on the program approved list, the center may request remaining funds to be re-directed to other unfunded deficiencies on the facility survey report. If there are no unfunded deficiencies, the center may request funds to be re-directed to center identified facility issues.

1. The center shall submit the re-direct request via the CRA Funding Request system
 - An updated CRA Construction Rehabilitation report and all estimates shall be attached to the request.
2. The region shall review and forward to the National Office for approval.
3. The National Office shall review the request to ensure the request is valid, reasonable, and consistent with the goals and objectives of the program.

R9. Funded-Not-Corrected (FNC) Reporting

- a. The National Office shall ensure all approved CRA deficiencies are placed on the FNC Web site.
- b. The Regional Office shall use the FNC Web site to assist in the management of CRA projects and funds
- c. Centers shall update the status of each FNC deficiency at least monthly or more frequently as the status changes from receiving funds, procurement, or construction award. The updates shall include:

- a. CRA modification number, date, amount and CRA funding code
 - b. Project Status
 - c. Project Schedule
 - d. Comments on the progress
 - e. Reasons the project is delayed if applicable
- d. Every effort shall be made to complete the FNC within the time frames detailed in R11.
 - e. Centers shall ensure funds are used within the 3-year period of obligation. When the 3-year period of obligation has passed those funds are “stuck” on the center operating contract, and if not used before the end of the operating contract, must be de-obligated by the region and returned to the U.S. Treasury.

R10. CRA Furniture, Furnishings, and Equipment:

When a National Office project is performed for a dormitory, cafeteria, or new Job Corps Center, the National Office will assist in the selection of the furniture and furnishings.

1. Approximately 6-9 months from completion, the ESC interior design specialist will contact the center to arrange a presentation of the proposed furniture and furnishings.
2. The ESC will complete a furniture and furnishings binder that contains the specifications and quotes from three vendors which includes delivery and installation. The ESC will provide the completed recommendation binder to the center.
3. The center shall prepare a CRA funding request for the furniture and furnishings. Additionally, the center shall prepare a CRA funding request for the additional equipment needed for the initial fit out of the building(s). For example, microwaves, common area television, etc. These requests shall be submitted via the CRA Funding Request system.
4. The region shall forward and the National Office shall approve the requests and prepare a Financial Operating Plan (FOP).
5. The CRA funds shall be modified to the center operating contract.
6. The center shall proceed with the purchases, and coordinate delivery and installation.

R11. Timeframes for Completion of FNC Deficiencies:

- a. Class IA – Life Safety and Health (top priority)
 1. Depending on the complexity and potential harm associated with the deficiency, a Class IA deficiency may be corrected within a few days, but in any case, will be funded and completed within 30 days.

2. Class I life safety and health violations include, but are not limited to:
 - a. Inadequate or deficient fire alarm systems in residential, classroom, instructional or administration buildings;
 - b. Inadequate or deficient emergency exit signage or lighting in a residential, classroom, or administration building;
 - c. Inadequate or deficient sprinkler systems in a residential, administration, classroom or instructional building.
- b. Class II – Code Violation
 1. Depending on the complexity and possible results associated with the deficiency, a Class IIA deficiency (that may shut down center operations) may be corrected within a few days, but in any case, will be funded and completed within 30 to 90 days. Corrective actions, including engineering controls that require more than 30 days to complete will require an abatement plan.
 2. Class IIA deficiencies include, but are not limited to:
 - a. Lack of or deficient emergency shut-off switches for power tools or appliances;
 - b. Large roof leaks in a residential, administration, classroom or instructional building;
 - c. Lack of portable fire extinguishers.
 3. A Class IIB deficiency (that would not result in interruption of center operations) would depend on complexity but would be corrected within 90 days (3 months). This would have a lower priority than Class IIA deficiencies.
 4. Class IIB deficiencies include, but are not limited to:
 - a. Dryer ducts posing fire hazards in residential buildings;
 - b. Kitchen hoods without fire suppression or power shut down;
 - c. Ceiling panels not fire-rated in residential buildings.
 5. Class IIC deficiencies would be corrected when performing a significant renovation of that area. It could take a few weeks or several months to complete.
 6. Class IIC deficiencies include, but are not limited to:
 - a. Asbestos abatement in a non-residential or non-instructional buildings;
 - b. Mold abatement in a residential areas;

- c. Inadequately operational HVAC system in a cafeteria.
- c. Class III – Repair and Replacement
 - 1. Depending on the complexity of the correction and availability of funding, a Class IIIA deficiency (that may shut down center operations) may take up to 2 years or longer to get funded and completed.
 - 2. A Class IIIB deficiency (that would not result in interruption of center operations) may await funding through multiple CRA budget cycles and take several years before completion.
- d. Class IV – Programmatic Needs
 - 1. Class IVA deficiencies for work that would improve the quality of instruction, may be completed within 1 year if funding is available, and longer if it has to await funding.
 - 2. A Class IVB deficiency would be a desirable enhancement that might take 10 years or more to complete, depending on available funding.

R12. Pre-Occupancy Survey

Centers are responsible for ensuring that all construction projects conducted on center meet Federal, state and local building code requirements. The National Office does not have the authority to inspect and approve a building, structure, or facility for occupancy.

Pre-occupancy surveys shall be arranged by the center, with the assistance of the architect, engineer, or project manager in charge of the project, or local jurisdiction.

- a. A pre-occupancy survey shall be performed prior to moving students and staff into:
 - 1. A new center, dormitory, or administration or other center facilities (e.g., temporary classroom buildings);
 - 2. A facility that has been renovated so as to change any building structural system or major mechanical, electrical, plumbing, egress, or fire and safety system.
- b. Certificate of Substantial Completion shall be issued to indicate that the project is “turn-key” ready, and approved for student and staff occupancy. Punch list shall be generated containing those items that must still be completed. Remaining punch-list non-NFPA 101 Life Safety Code items must be completed within 30 days of occupancy.
- c. Certificate of Substantial Completion **will not be** issued if punch-list includes NFPA 101 Life Safety Code deficiencies. NFPA 101 deficiencies must be abated prior to occupancy.

- d. Centers shall refrain from contacting the Office of Job Corps to arrange for pre-occupancy inspections.

Note: For Office of Job Corps Projects, the Certificate of Substantial Completion will satisfy Office of Job Corps preoccupancy inspection requirements.

- e. Career Technical Skills Training (CTST) Projects

1. Projects are approved and funded by the Regional Office in accordance with PRH Appendix 303.
2. Projects include major facility renovations such as new classrooms, remodeled bathrooms, or new dorm rooms. This includes total project costs of \$2,500 or more.
3. CTST projects that include construction activities requiring professional design and installation by licensed contractors, including structural changes, installation of electrical wiring and/or utility upgrades, shall be reviewed and approved by the Office of Job Corps as recommended by the ESC in accordance with PRH Appendix 303.
4. Centers shall coordinate with the state or local jurisdiction of authority to obtain all required construction permits.
5. CTST projects that construct new facilities or perform significant renovations without professional approval when required will be directed to be removed.

- f. Civilian Conservation Centers

Pre-occupancy surveys or substantial completion walk-through of new construction and/or renovation projects performed on CCCs, including CTST and projects funded through the CRA, shall be performed by U.S. Department of Agriculture (USDA) Forest Service engineers.

- h. Written inspection reports, including Certificates of Substantial Completion, Punch List of items completed, and inspections performed by jurisdiction of authority, shall be maintained on center. Copies shall be distributed to National Office and the appropriate Regional Office project manager.
- i. Centers are responsible for providing the Office of Job Corps Occupational Safety and Health (OSH) program contract reviewers with information about construction or renovation projects completed, and deficiencies outstanding since the last annual OSH review. Copies of all inspection reports, including Certificates of Substantial Completion and inspections performed by jurisdiction of authority, must be made available to the reviewers at the time of the annual OSH program review.

R.13 Center Sustainability

Executive Orders (EO) and Federal statutes require Job Corps to meet certain sustainability requirements, including those found in EO 13423, “Strengthening Federal Environmental, Energy, and Transportation Management,” and EO 13514, “Federal Leadership in Environmental, Energy, and Economic Performance.” Also, it is the Department of Labor’s policy to continue to be a Federal government leader by example in creating a clean energy economy.

Job Corps centers must adhere closely to the sustainability and high-performance building requirements and principles, and shall implement sustainable practices wherever feasible and cost-effective on a life-cycle cost basis.

- a. Centers shall assign responsibility for each sustainability requirement and goal below to key individuals. Centers should educate and encourage staff and students on the importance of resource conservation.
- b. Centers shall develop and implement written policies and procedures that include:
 1. Procedures to reduce energy and water consumption. Centers with advanced meters shall review data at least monthly and implement changes in facility usage based on this data. In addition, with approval from the National Office, centers shall investigate and participate in utility-sponsored programs for demand-response, advanced metering with load shedding, and incentives for the installation of energy conserving equipment.
 2. Procedures to reduce fuel consumption by motor vehicles.
 3. Solid Waste Management Policies that include reuse and recycling strategies to reduce the amount of solid waste and increase the waste diversion rate. Waste diversion means redirecting solid waste that might otherwise be placed in the waste stream to reuse, recycling, composting, or recovery.
- c. Greenhouse Gas (GHG) Emissions Reduction: Centers shall reduce direct GHG emissions, primarily from building energy usage and fleet energy usage, by 2.5 percent per year or more. Centers shall take steps to reduce indirect GHG emissions from business travel, waste disposed, commuting travel, student transportation, and from the increased use of renewable energy.
- d. Executive Order 13514 mandates that 15 percent of agency buildings and leases (more than 5,000 gross square feet) must meet the Guiding Principles of Federal Leadership in High Performance and Sustainable Buildings by 2015, and agencies must make annual progress toward 100 percent compliance. Centers shall demonstrate compliance or consistent progress in addressing each requirement below.
 1. Integrated Operations and Maintenance: Centers use an integrated team to develop and implement policies regarding sustainable operations and

maintenance. Centers assess existing condition and operational procedures of the building and major building systems and identify areas for improvement. Centers use a computerized maintenance management system with occupant feedback capabilities.

2. Retro-commissioning: Centers chosen to participate in the retro-commissioning process cooperate fully with the commissioning agent in order to produce a comprehensive and effective retro-commissioning study. Retro-commissioning is an exercise to assess the existing facility and the associated building systems to ensure that all building components and systems are functioning as intended by the original design.
3. Environmental Purchasing: Centers establish an environmentally preferred purchasing policy for ongoing consumables and durable goods that will protect the environment and public health, conserve natural resources, and minimize waste. The policy should include purchasing:
 - Energy Star and Federal Energy Management Program-designated energy efficient products.
 - Environmental Protection Agency (EPA) WaterSense-labeled products or other water conserving products when available.
 - Products meeting or exceeding EPA's recycled content recommendations for building modifications, maintenance, and cleaning. For other products, use materials with recycled content where available at a reasonable cost. If EPA-designated products meet performance requirements and are available at a reasonable cost, a preference for purchasing them shall be included in all solicitations relevant to construction, operation, maintenance of or use in the building.
 - Materials with low Volatile Organic Compounds (VOC) and other pollutants. Consideration of using low-VOC material shall apply to composite wood products, adhesives, sealants, interior paints and finishes, solvents, carpet systems, janitorial supplies, and furnishings.
 - Products with the highest content level per USDA's biobased content recommendations. For other products, use biobased products made from rapidly renewable resources and certified sustainable wood products. If these designated products meet performance requirements and are available at a reasonable cost, a preference for purchasing them should be included in all solicitations relevant to construction, operation, maintenance of or use in center buildings.

4. Products that have a lesser or reduced effect on human health and the environment over their lifecycle when compared with competing products or services that service the same purchase.
 5. Outdoor Water Irrigation: Centers identify ways to reduce potable water irrigation use or to no longer use potable irrigation water through the use of water conserving products such as EPA's WaterSense-labeled products and to use landscape design concepts that incorporate low impact design and native, drought resistant plant.
 6. Storm water Management: Centers identify ways to reduce storm water runoff via a storm water runoff mitigation strategy and a storm water pollution plan.
 7. Integrated Pest Management: Centers use integrated pest management techniques as appropriate to minimize pesticide usage. Use EPA-registered pesticides only when needed.
 8. Ozone Depleting Compounds: Centers eliminate the use of ozone-depleting compounds where alternative environmentally preferable products are available. Lists of acceptable and unacceptable substitutes, which are updated several times a year.
 9. Tobacco Smoke Control: Centers prohibit smoking within buildings (as required by PRH Section 6.11 R3), and within 25 feet of all building entrances, operable windows, and building ventilation intakes.
 10. Moisture Control: Centers provide policy and illustrate the use of an appropriate moisture control strategy to prevent building damage, minimize mold contamination, and reduce health risks related to moisture. Centers shall investigate and repair where possible, water leaks within 48 hours of their start.
- e. Reporting: Centers shall make the following reports in accordance with Exhibit 5-2 ("Plan and Report Submission Requirements").
1. Centers shall upload energy and water consumption data into the designated online system (currently Energy Watchdog) on a monthly basis. The system may be used to review performance data and trends.
 2. Centers shall submit Quarterly Waste Reports directly to the ESC electronically.
 3. Centers shall submit updates on center sustainability measures implemented, and any new or modified procedures, using the most recent

version of Appendix 5-11, to the National Office through the Regional Office bi-annually.

QUALITY INDICATORS

- Q1. Job Corps facilities meet all legally mandated standards, state and local building codes.
 - Q2. Job Corps facilities are adequate to support the delivery of the Job Corps services.
 - Q3. Center buildings, grounds, roads, sidewalks, and equipment are clean, well maintained, and free of hazards.
 - Q4. Facilities, equipment, and systems are maintained in operating condition.
 - Q5. Center facilities provide a safe and attractive living and learning environment for students and staff.
 - Q6. Facilities are upgraded, improved, and repaired in a systematic fashion according to long-range plans.
 - Q7. Facility improvements are accomplished in an orderly, timely, and cost-effective manner.
 - Q8. Centers demonstrate resource conservation awareness, including through written policies and procedures.
 - Q9. Centers reduce their energy consumption by 3 percent or more a year and achieve a 30 percent reduction by year 2015 using 2003 as a baseline. (Source: Executive Order 13423.)
 - Q10. Centers reduce their water consumption by 2 percent or more a year and achieve a 26 percent reduction by year 2020 using 2007 as a baseline.
 - Q11. Centers achieve a waste diversion rate of 60 percent or higher by 2015. The 60 percent target is adjusted to account for regional variability in markets for recycled materials.
- 