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HEADQUARTERS, U.S. ARMY MEDICAL COMMAND  
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FACILITY INFORMATION BULLETIN #97-039

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SUBJECT: Equipment Site Preparation Program

Facility Information Bulletins (FIB) are prepared by the Deputy Chief of Staff for Installations, Environment, and Facility Management (DCSIE&FM), U.S. Army Medical Command (MEDCOM) and distributed as needed to the MEDCOM HQ staff, the U.S. Army Health Facility Planning Agency (HFPA), MEDCOM major subordinate commands, and MEDCOM facilities worldwide. These bulletins provide facility related management policy, information or guidance of current interest to the MEDCOM DCSIE&FM, Chiefs of Logistics, and Facility Managers. Local reproduction and distribution is authorized and encouraged.

1. Purpose. To provide guidance for accomplishing equipment site preparation projects and to delete the requirement for the quarterly Site Preparation/Installation Status Report, HSC Form 107-R.

2. Applicability.

a. This guidance is applicable to all MEDCOM Medical Treatment Facilities and installations.

b. This guidance is applicable to new equipment (\$100,000 and greater in price) purchased through the MEDCASE Program, excess equipment approved for relocation to satisfy MEDCASE requirements, and other equipment on a case-by-case basis.

c. Any site preparation project under \$1,000 will be funded from local resources. All projects over \$1,000 will be submitted for site preparation funds.

3. Reference. HSC Reg 700-2, Operation and Maintenance, Army (OMA) Equipment Site Preparation Program.

4. General.

a. Installation normally consists of physically attaching the equipment to the real property facility (building) and providing devices, plumbing, cabling, or wiring necessary to attach the equipment to the existing utility systems or those

utility outlets previously made available through site preparation. Costs for the transportation, assembly, installation, calibration, and testing of equipment will not be included in the request for site preparation funding.

b. Site Preparation. Prior to delivery and installation of the equipment, certain utility and/or facility modifications may be required. Only that work which is specifically required to make the piece of equipment operate is eligible to be funded as site preparation. Work generated for aesthetic or functional reasons will not be included in equipment site preparation projects. The preparation of site may include, but is not limited to, items such as:

(1) Secondary utility work necessary to connect the equipment to existing utility services within the building. This work lies between the primary entry or source within the building and the room in which the equipment is to be placed.

(2) Installation of air conditioning for types of equipment where the manufacturer's written specifications states that the equipment must be operated in an air-conditioned space and provides temperature and/or humidity parameters which cannot be sustained by existing air conditioning.

(3) Provision of false floors or platforms required solely for the operation of the equipment.

(4) Installation of required shielding for electromagnetic radiating devices such as X-ray machines and linear accelerators.

c. Most work eligible for funding as site preparation will be classified as "nonconstruction" (i.e., engineer's "M" cost account) by the DPW. The DPW is responsible for properly segregating and classifying all work.

## 5. Specifics.

### a. Funding policy.

(1) Site preparation will be financed for any equipment purchased (costing \$100,000 or greater) through command managed programs (such as MEDCASE).

(2) Projects costing less than \$1,000 will be financed from local resources.

(3) Once design and project execution has been funded by DCSIE&FM in accordance with the HSC Form 255-R (OMA-Funded Equipment Site Preparation Project Request) submitted by the medical activity, request for additional funds will be made in writing. Prior to incurring any additional obligations for

which DCSIE&FM reimbursement is expected, the DCSIE&FM Program Manager must be consulted telephonically to ascertain the availability of funds and the appropriateness of the expense.

(4) Activities are not authorized to reprogram funds provided for a specific project to any other requirement unless such reprogramming is approved by the DCSIE&FM Program Manager in writing.

(5) Activities are required to intensively monitor site preparation projects and report excess funds to the DCSIE&FM Program Manager.

(6) Projects included maintenance and repair items ("K" Account) will contain a statement by the activity (facility manager) that funds will be provided to cover these requirements.

(7) Design can be initially funded by the medical treatment facility from their regular resource distribution, if available. The cost of design should not exceed 6 percent of the estimated project cost. Upon approval of final design, the cost for design will be reimbursed along with project funding.

b. Project approval and funding procedures.

(1) HSC FORM 255-R (OMA-Funded Equipment Site Preparation Project Request) will be used to justify all equipment site preparation submitted for MEDCOM funding.

(2) In addition to a completed HSC Form 255-R, the following documentation must be provided:

(a) An approved work request form (DA Form 4283) showing evidence of DPW approval and cost summary.

(b) A copy of DPW's detailed cost estimate showing the work items segregated into the various engineer work classifications: K--Maintenance/Repair, L--Minor Construction, and M--Equipment-In-Place.

c. Preplanning and coordination. The actual "installation" of equipment normally begins after receipt, acceptance, and issue of the item to the user: however, proper planning and preparation will be done before receipt so timely installation can occur. In most cases, site preparation should be planned and completed prior to the equipment delivery date. Early planning and coordination with the DPW to determine a realistic date when site preparation will be completed will assist in establishing a delivery date

for the equipment.

d. Reporting. The quarterly requirement for the equipment Site Preparation/Installation Status Report, HSC Form 107-R, is officially dropped. The basic information concerning obligation, work progress, completion, and final cost will be accomplished via telephone/email.

6. Response Required: None.

7. Suspense: None.

8. Preferred Media: Not applicable.

9. The MEDCOM DCSIE&FM point of contact for this Facility Information Bulletin is Mr. Greg Christensen, Program Manager at DSN 471-7154 or Commercial (210) 221-7154. Ms. Ruby Young is the DCSLOG point of contact and can be reached at DSN 471-7119 or Commercial (210) 221-7119.