

# Memorandum

Michael Lindgren  
Accelerator Division Head

Headquarters  
Accelerator Division  
P.O. Box 500, MS 306  
Kirk Road and Pine Street  
Batavia, Illinois 60510-5011  
USA  
Office: 630.840.8409  
mlindgre@fnal.gov

**Date:** 3/16/2018

**To:** AD Department Heads, AD Building Managers, and AD Area Managers

**From:** Mike Lindgren 

**Subject:** Accelerator Division Building/Area Manager Program

---

## Message:

This memo is to redefine the duties, roles and responsibilities of the Accelerator Division's Building and Area Managers.

The Fermilab Directorate has assigned the Accelerator Division "landlord" responsibilities for specific buildings and geographical areas within the Fermilab complex. The Accelerator Division (AD) maintains and manages these areas through the assignment of responsible Division Departments and the assignment of Division personnel as Building and Area Managers. Each building and geographical area is assigned both a Building Manager and an Area Manager whose duties and responsibilities are defined below. A list of the AD Building and Area Managers is maintained on the ESH&Q Section Web site accessible from the following link: [https://ad-esh.fnal.gov/building/bldg\\_area\\_manager\\_list.pdf](https://ad-esh.fnal.gov/building/bldg_area_manager_list.pdf)

## Building Manager

The division's Building Managers hold overall responsibility for all division buildings and geographical areas. The Building Manager's primary responsibility is the physical building structure.

- The Building Managers have the primary responsibility for upkeep and modification of AD structures and utilities. The Building Managers and the Accelerator Associate Head for Engineering and Support share responsibility as division contacts with the Facilities Engineering Services Section (FESS). The Building Manager is the primary Division contact for FESS Operations and Maintenance, Roads and Grounds, Building Inspection and Repair, and T&M Coordination activities. The Building Manager, serving as liaison for these activities, provides appropriate oversight and coordination for the scheduling of building inspections, structural maintenance, repair and improvement activities involving structures and utilities. The Associate Head for Engineering and Support is the primary Division contact for FESS Engineering and

#### Planning activities.

- The Building Manager shall share responsibility with the AD ESH&Q DSO for coordination with FESS of testing, maintenance, repair, and modification of the fire protection systems.
- The Building Manager reviews and approves any general operational and physical changes to building structures and utilities requested by the AD Departments or Area Managers. Certain changes may require additional approval by the Division Head, FESS, and possibly by the Directorate.
- Where construction coordination is performed by FESS, the Building Manager generally serves as the Division representative for all major structure and utility modifications or additions. Other individuals within the Division may serve in this function at the discretion of the Division Head.
- The Building Manager reviews all T&M requisitions and Task Orders involving the assigned buildings for both safety implications and division standardization.
- Area Managers are to be given prior notice by the Building Manager of work controlled by the Building Manager being performed in an area assigned to the Area Manager.
- Professional differences of opinion between the Building Manager and an Area Manager regarding building modifications are to be resolved by Division management.

#### Area Manager

Area management responsibilities in the Accelerator Division are assigned by the Associate Head for Engineering and Support to the Department Heads. The Department Head appoints Area Manager(s) to cover those division areas assigned to that particular department with the concurrence of the Associate Head for Engineering and Support. Changes in Area Manager Appointments made by the Department Head are to be communicated to the AD DSO and approved by the Associate Head for Engineering and Support. The Area Manager's primary responsibility is the condition and state of the area enclosed by a building rather than the structure itself.

- In his/her Area Manager capacity, the Area Manager reports directly to his/her Department Head, or designee. Note that the Area Manager does not inherit line safety responsibilities with his/her Area Manager assignment. Line safety responsibilities are retained by the Department Head and Department line supervisors.
- Area Managers are required to participate in the Department Heads Inspections of their assigned areas with Department management, ESH&Q Section representatives,

and DOE FSO representatives as coordinated by the AD DSO. AD DSO. Validated findings of these inspections will be entered by the AD DSO into iTrack, the ESH&Q database, for purposes of tracking and trending. Accelerator operations may preclude the conduct of these inspections for certain areas of the accelerator complex, such as beam enclosures.

- The Area Manager is required to perform comprehensive, documented ES&H inspections of their assigned areas each month. The Area Manager is responsible for assuring that findings from these OSHA-type walkthrough inspections are tracked to abatement. Selected findings from these inspections may be reported by the Area Manager at the Department Heads inspection to facilitate more formal tracking to abatement. Copies of the monthly inspection reports should be transmitted to the AD DSO for trending purposes. The Department Heads Inspection, when conducted, may be considered as satisfying the requirement for one of the monthly inspections. Accelerator operations may preclude the conduct of these inspections for certain areas of the accelerator complex, such as beam enclosures.
- The Area Manager has oversight responsibility for housekeeping, means of egress clearance, and abatement of hazards presented by utility or operational equipment in the areas assigned to him/her. In the event that immediate abatement of the deficiency is not possible, the Area Manager is responsible for properly posting the hazardous area, with the assistance of the AD DSO, if the risk posed by the hazard warrants such posting.
- The Area Manager has responsibility for monthly/annual inspection and testing of emergency lighting units and monthly inspections of lighted EXIT signs located in the assigned area. For those cases where an Area Manager is responsible for areas above or below the main floor areas, he/she is also responsible for the monthly inspection and testing of emergency lighting units and lighted EXIT signs in the stairways that lead to those areas. The monthly/annual inspections shall be documented; tags for this purpose are available from the AD DSO.
- When accelerator operations have prevented performance of the required monthly/annual emergency lighting unit and lighted EXIT sign inspections/tests, a monthly inspection/test must be conducted within the first 10 days of any supervised access shutdown of 10 days or more. For any supervised access shutdown of 30 days or more, if the required annual 90-minute emergency lighting unit test has not been completed within the past 12 months, the annual test is required within the first 10 days of the supervised access shutdown instead of the monthly inspection/test. Monthly inspections/tests are required at 30-day intervals for the duration of the shutdown. Accelerator enclosure egress routes are to be verified as clear for any supervised access shutdowns greater than 10 days.
- Major structural or utility deficiencies identified by or brought to the attention of

the Area Manager which require the services of FESS or of the Fermilab Fire Department (ESH&Q Section, Emergency Services) to resolve, are to be forwarded to the Building Manager by the Area Manager.

- Remediation of minor deficiencies, (e.g. dead light bulbs, lack of heating or cooling, water leaks), identified by or to the Area Manager which require the services of FESS (Operations & Maintenance, Work Central) are the responsibility of the Area Manager. It is advised, however, that recurring deficiencies be brought to the attention of the Building Manager.
- Area Managers should be informed of new installations of fixed equipment in their areas.
- Area Managers are to be given prior notice by the Building Manager of work controlled by the Building Manager being performed in an area assigned to the Area Manager.

Copies:

Paul Czarapata

Mary Convery

File