
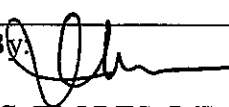


GUAM POWER AUTHORITY STANDARD OPERATING PROCEDURES	No. *SOP-143	Issued: 5/12/09
	Prepared By:  Thomas G. Borja, Facilities Manager	
Title: FACILITIES MANAGEMENT OPERATION	Approved By:  JOAQUIN C. FLORES, P.E. General Manager	
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1.0 PURPOSE

- 1.1 This policy is to identify responsibilities and procedures of the Facilities Management Operation.

2.0 SCOPE

This procedure shall apply to all GPA employees assigned to the Facilities Management Division for the purpose of maintaining buildings and other facilities owned or leased by the Authority.

3.0 ADMINISTRATION

- 3.1 **Duties and Responsibilities of the Facilities Manager:** it shall be the duty and responsibility of the Facilities Manager to perform the following functions:

- 3.1.1 Responsible for the proper maintenance of all GPA facilities including Lease Agreements with provisions identifying maintenance responsibilities. Management of contractual services as required for the operational support of the Authority.
- 3.1.2 Responsible for providing security of those GPA Facilities and assets which requires safeguarding from losses resulting from theft, larceny, and/or pilferage, unless provided by existing agreements.
- 3.1.3 Responsible for providing GPA Facilities protection from damages such as storms, fire, and other natural perils, unless provided by existing agreements.

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3.1.4 Responsible to explore other possible measures in upgrading of facilities such as buildings and other assets that will improve operational conditions.

3.1.5 Participate and assist in the exploration of better accommodation/facilities that would prove cost efficient and beneficial to both the Authority and rate payers.

3.1.6 Provide periodic activities report to the General Manager, via the Assistant General Manager for Operations.

3.2 Duties and Responsibilities of the Building Maintenance Supervisor: It shall be the duty and responsibility of the Building Maintenance Supervisor to perform the following:

3.2.5 Responsible for the scheduling of all maintenance of GPA buildings to include but not limited to the servicing of air conditioning units, standby generators, etc.

3.2.6 Responsible to ensure that materials and supplies required in support of operation is procured and staged in sufficient quantity.

3.2.7 Responsible for the proper training of subordinates assigned under his/her supervision.

3.2.8 Provide the Facilities Manager with daily activities report.

3.3 Duties and Responsibilities of the Carpenter Supervisor:

3.3.5 To survey and make assessment of work to be done in response to carpentry and woodwork needs of the Authority and ensure that quality work and repairs are provided.

3.3.6 Responsible to ensure that work is properly supervised and completed as agreed upon with the requesting entity.

3.3.7 Provide the Facilities Manager with daily activities report

4.0 FACILITIES OPERATION:

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- 4.1 All work requests must be made via memorandum originating from requesting Entity to the Facilities manager.
- 4.2.1 Work requests must be fully documented and acknowledged upon completion by the requestor.
- 4.2.2 Work requests shall be issued a Job Order Number by the Facilities Management Division and maintained until completion of project.
- 4.2.3 Projects not a part of the approved budget of Facilities at the start of the fiscal year shall be funded by the requesting Division and funds transferred to Facilities budget prior to commencement of the project.

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