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**Mission Support**

**FIRE PREVENTION AND PROTECTION**

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This instruction implements AFPD 32-20, *Fire Protection*. It establishes rules and procedures and defines responsibilities for an effective fire prevention and protection program at Maxwell Air Force Base and Gunter Annex. It applies to all activities and organizations (including tenants and contractors), military and civilian personnel assigned, dependents residing or visiting on base, and those off-base facilities under the jurisdiction of Maxwell Air Force Base.

**★SUMMARY OF REVISIONS**

This change incorporates Interim Change (IC) 2004-1 (Attach 7); updates the OPR for the instruction (page 1); provides additional information on submitting AF Form 332 for facility projects (para 7.3.7); adds additional responsibilities to facility managers (para 7.3.14, 7.3.15 and 7.3.16); clarifies tobacco use area approval procedures (para 9.5); provides additional guidance on the approval process for blocking doors (para 10.12 and 19.2); clarifies the approval process for the use of portable space heaters (para 11.1); provides additional guidance on the safe use of portable space heaters (para 11.2); requires coffee pots to be placed on noncombustible surfaces and prohibits the use of extension cords and multiple outlet strips with coffee pots (para 11.7); provides guidance on the use of turkey fryers (para 17.1.2); prohibits the use of microwave ovens with toast and bake capability in dormitory and BOQ facilities and prohibits the use of extension cords and multiple outlet strips with microwave ovens (para 17.2.5); prescribes the use of Maxwell IMT 1 for authorization to use flammable storage cabinets in the workplace (para 18.1.1 and 23.1); provides instructions for completing Maxwell IMT 1 (para 18.1.2); and updates the reference listing in Attachment 1. A star (★) indicates changed information.

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**1. Need for Fire Prevention.** Any delay in the performance of the mission of this installation or sacrifice of personnel or equipment due to fire is a waste of resources. The Air Force requires every activity to have an aggressive fire prevention program. All potential sources of accidental fire should be controlled or eliminated. This requires effective fire prevention programs and positive individual responsiveness in all phases of the Air Force Fire Protection Program. Unit commanders, facility/building managers, and supervisors must continuously monitor their fire prevention program with special emphasis on indoctrination of personnel regarding their responsibilities in the prevention of needless fires.

**2. Fire Prevention Authority and Standards.** In the absence of an applicable Air Force directive or policy relative to fire protection or prevention, criteria contained in National Fire

Protection Association, Underwriters' Laboratory, or other recognized agencies apply. The Fire Marshal resolves hazardous conditions for which criteria has not been established or published.

**3. Fire Reporting Procedures.** Any individual working or residing on Maxwell or Gunter Annex who discovers a fire immediately notifies the Fire Department by the quickest means available. Report all fires, suspected fires, and evidence of past fires to the Fire Department. For reporting a fire:

3.1. Maxwell and Gunter Annex:

3.1.1. On base - dial 911

3.1.2. MFH and commercial telephones - dial 911

3.1.3. Cellular telephones - dial 953-9911

3.2. Take the following actions when a fire is discovered:

3.2.1. Sound the alarm and evacuate the building.

3.2.2. Notify Fire Department and give the following information:

3.2.2.1. Facility number and location of fire

3.2.2.2. What is burning, if known

3.2.2.3. Name and grade of person reporting fire

3.3. Do not hang up until the operator tells you to do so.

3.4. After a fire emergency has been reported, the individual reporting should have someone available to direct the fire apparatus to the fire scene; if safe to do so, attempt to extinguish small fires.

**4. Authority.** The senior fire officer is in complete charge of all rescue and fire fighting operations at the scene of a fire. No personnel will interfere with the fire chief, fire fighting personnel, or any equipment operations during the time of the emergency. The fire chief may commandeer any available military vehicle, equipment, materials, or personnel for use as necessary for prompt control of fire.

## **5. Supporting Activities.**

5.1. MSD/CE craftpersons respond to fire emergencies when notified. The specialists are equipped to immediately disconnect electrical services, gas, etc., when directed by the senior fire officer.

5.2. Ambulance crews, designated by the medical group commander, respond to fires or aircraft emergencies when notified and report to the senior fire officer for instructions.

5.3. The Security Police desk sergeant, upon notification of a fire emergency, dispatches patrols to the fire scene to provide traffic control and security of government property.

## **6. Fire Inspection Program.**

6.1. Base fire prevention specialists conduct periodic visits to all facilities on Maxwell and Gunter Annex to detect fire hazards and deficiencies, and to start corrective action as required.

6.2. The facility/building manager or alternate accompanies the fire prevention specialist during the visit.

6.3. Upon completion of the visit, the facility/building manager is briefed on hazards and deficiencies found. The facility/building manager signs AF Form 218, **Facility Fire Prevention/Protection Record**.

6.4. A copy of AF Form 1487, **Fire Prevention Visit Report**, is given to the facility/building manager or alternate if discrepancies are noted as a result of the visit. One copy is sent to the functional manager stating the hazard or deficiency and the corrective action to be taken.

6.5. The functional managers begin immediate correction of fire hazards and process fire deficiencies. Their copy of AF Form 1487 with corrective actions indicated is sent to the Fire Protection Division to be reviewed and filed within the specified suspense time.

6.6. If the facility/building manager/functional manager encounters difficulty getting fire hazards corrected in a timely manner, he or she must contact the Fire Prevention Section (ext. 3-5870/7449), giving all pertinent information relating to the difficulty. Upon gathering all necessary information, the Fire Prevention Section elevates the problem to the level necessary for corrective action to be completed.

6.7. Except with written approval of the wing commander, the use of fireworks is strictly prohibited.

## **7. Fire Prevention Duties and Responsibilities.**

7.1. Commanders or functional managers and supervisors are responsible for the Fire Prevention Program in their areas of responsibility and establish fire-safe operational procedures for each functional activity or facility under their jurisdiction. They:

7.1.1. Develop an operating instruction for their unit to follow when fire is discovered. Instructions must include fire reporting, personnel evacuation, safeguarding classified information, first-aid fire fighting (application and use of extinguishers), emergency removal of aircraft/vehicles, as appropriate, protection of high-value and critical material, and accidents involving fuel, weapons, and toxic material handling.

7.1.2. Establish a Hazard Abatement Program under AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Program*.

7.1.3. Ensure complete fire prevention orientations of all assigned personnel, facility/building managers, and supervisors. Request Fire Prevention (ext. 5870) provide appropriate related lecture and fire safety demonstrations. Ensure annual fire drills are conducted. Supervisors are responsible for enforcing fire prevention practices in their work areas.

7.1.4. Ensure supervisors of locked or security areas arrange access for fire inspectors to perform scheduled fire prevention visits.

7.2. Commanders are responsible for considering whether administrative or disciplinary action is appropriate for violations of this instruction and are responsible for corrective actions to fire inspection discrepancies.

7.3. Facility/building managers are responsible for:

7.3.1. Ensuring the fire-safe condition of their assigned facility.

7.3.2. Accompanying the fire prevention specialist during scheduled fire prevention visits.

7.3.3. Making monthly walk-through inspections using checklist in Attachment 2.

7.3.4. Ensuring extinguishers needing maintenance are brought to extinguisher maintenance shop, building 1092. Document monthly fire extinguisher inspections on Fire Extinguisher Monthly Inspection Record, Attachment 5.

7.3.5. Correcting noted fire hazards and reporting uncorrectable fire hazards to Fire Prevention Section.

7.3.6. Ensuring the unit operating instructions are used to brief occupants and newly assigned personnel on proper fire reporting procedures, location and proper use of fire extinguishers, evacuation procedures, and other items pertaining to the activity.

★7.3.7. Submitting an AF Form 332, **Base Civil Engineer Work Request**, for the following projects involving their facilities:

★7.3.7.1. Any addition to a facility

★7.3.7.2. Adding, removing or replacing interior walls or doors to include cubicle partitions

★7.3.7.3. Installation or removal of windows

★7.3.7.4. Adding, removing or replacing exterior doors

★7.3.7.5. Changing the occupancy of a room, portion of a building or the entire building. Examples include changing an office to a break room or converting an old administrative facility to a storage facility

- ★7.3.7.6. Installation of or relocating partitioned walls, cubicles or offices
  - ★7.3.7.7. Electrical work, including relocation of a fire alarm panel or fire detectors
  - ★7.3.7.8. Installation of false or suspended ceilings
  - ★7.3.7.9. Installation of any wall covering, including paint
  - ★7.3.7.10. Installation of carpet
  - ★7.3.7.11. Construction of decks or gazebos
  - ★7.3.7.12. Installation of computer LAN systems, particularly running LAN cables through ceilings, attics and walls.
- 7.3.8. Being familiar with the hazard abatement program as outlined in AFI 91-301.
- 7.3.9. Performing closing inspection at the end of each workday to ensure the facility or area is left in a fire-safe condition.
- 7.3.10. Keeping commanders informed on matters relating to fire prevention, including hazardous conditions.
- 7.3.11. Ensuring emergency lights/battery exit signs are tested monthly. The test should consist of pressing the test button or unplugging the emergency light for a period of three to four minutes. Facility/building managers must document the occurrence and the results of the test on a copy of attachment 6 of this instruction. This applies only to facilities having battery-type wall mounted emergency lighting. Emergency lighting that is integrated into backup power does not require this inspection. If for some reason the facility/building manager cannot test the emergency lights (for example, the lights are too high), he or she must contact MSD/CE at ext. 3-3333 to conduct the test.
- 7.3.12. Reporting fire hazards to Fire Department, ext. 3-5870.
- 7.3.13. Return damaged or inoperative fire extinguishers to fire extinguisher maintenance section, building. 1092.
- ★7.3.14. Ensuring flammable storage cabinet permits (Maxwell AFB IMT 1) are current and maintained in the facility manager's folder.
  - ★7.3.15. Ensuring candles and other open flame devices are not used in any base facility except as noted in paragraph 21.7.
  - ★17.3.16. Ensuring seasonal decorations meet the following requirements:
    - ★17.3.16.1. Electric string lights and wiring must be UL approved, or equivalent, and in good operating condition.

- ★17.3.16.2. Unplug all electrical decorations when buildings are unoccupied.
- ★17.3.16.3. Decorations will be noncombustible or fire retardant.
- ★17.3.16.4. Decorations will not block exits or paths of egress from buildings.
- ★17.3.16.5. Decorations utilizing an open flame are prohibited.

7.4. Employees are responsible for:

- 7.4.1. Practicing fire-safe personal work habits.
- 7.4.2. Bringing potential fire hazards to the attention of their supervisor or building manager.
- 7.4.3 Learning the unit operating instruction on what to do in case of fire.
- 7.4.4. Being familiar with the location of fire alarm pull boxes and fire extinguishers, and how to operate them, in their work area and building.

**8. Rules of the Road.** Vehicles and pedestrians must yield right-of-way to responding fire fighting vehicles.

**9. Smoking In Air Force Facilities.**

- 9.1. Smoking is not authorized in government facilities.
- 9.2. Smoking, striking matches, and using mechanical lighters is not permitted within 50 feet of aircraft, propane tanks, liquid oxygen carts, hangars used for aircraft parking and maintenance, paint and dope shops, and refueling vehicles/areas or within 100 feet of gasoline and jet fuel storage, fuel pump houses, and dispensing areas.
- 9.3. Supervisors are responsible for providing suitable noncombustible containers in areas where smoking is authorized.
- 9.4. Metal receptacles for the disposal of smoking material are furnished by the using organization and provided in areas where smoking is permitted. Do not use these receptacles for disposal of other waste materials. Supervisors ensure that contents of these receptacles are completely extinguished before they are disposed of in outdoor trash pickup points.
- ★9.5. Unit commanders designate outdoor tobacco use areas in accordance with AFI 40-102, *Tobacco Use in the Air Force*. The fire department reviews designated tobacco use areas only to ensure they are do not violate fire safety standards.

**10. Housekeeping.** Performance of good housekeeping standards relative to fire safety is the responsibility of all functional managers and supervisors regardless of whether or not contract custodial services are authorized and approved. Functional managers and supervisors will ensure that all buildings and grounds (including trash pickup areas) under their jurisdiction are policed and maintained in a fire-safe condition at all times.

10.1. Trash is removed from buildings as specified in appropriate janitorial services contracts. Supervisors are responsible for trash removal on a more frequent basis as needed to maintain a fire-safe environment and to prevent accumulation of trash.

10.2. Cardboard boxes shall not be used as trash receptacles. Trash receptacles in computer rooms and certain other areas required by Air Force directives must be non-combustible.

10.3. Storage is not permitted under stairways, in attics, mechanical rooms and non-sprinklered loading docks. Do not pile materials against buildings or in front of doors and exits.

10.4. Locate outdoor trash receptacles, including dumpsters, packing cases, etc., when practical, 15 feet from any building.

10.5. Store clean or dirty rags in separately marked metal containers with tight-fitting lids.

10.6. Remove sawdust and chips from all woodworking shops at the close of each workday. Under no circumstances are sawdust or sweeping compounds used as an absorbent material for fuel, oils, or other flammables. Use only approved sweeping compounds. Bags of sweeping compound that have been opened for use are stored thereafter in a closed metal container.

10.7. Do not use janitors' closets as trash collection points. Keep closets clean and use for janitorial supplies only.

10.8. Keep soiled linens of any type in closed metal containers or approved hampers.

10.9. Hold storage of steel wool to the minimum and store loose portions in closed metal containers.

10.10. Do not allow dust and lint to accumulate on electrical motors, ventilation fans, vents, and clothes dryers. Check dryer vent hoses for proper connection.

10.11. Exercise care when storing materials to ensure that clear aisles are maintained as approach ways for fire fighters and for easy access to fire fighting equipment, sprinkler control valves and heads, fuse boxes, alarm boxes, Fire Department connections, risers, drains, and power switches. Do not obstruct these in any way.

★10.12. Do not block doors unless approved by the base fire chief. Submit a written request to 42 MSG/CEF for approval to block a door. Blocked doors must be marked "Door Blocked."

## 11. Heating Appliances or Equipment.

★11.1. Use of portable electric space heaters in the workplace must be approved by MSD/CE, by use of an AF Form 332. Approval is not granted unless there is a condition warranting the need for portable heaters such as a physician-documented medical condition of an employee or inoperative/ineffective heating systems in a building. The approval is only good for 6 months. A new request must be submitted each year prior to the heating season. Personnel working in facilities with fully operational heating systems are not normally authorized use of portable heaters.

★11.2. Space heaters will be the closed type; that is, a screen or guard is a part of the heater to prevent clothing or other combustibles from coming in contact with the heating element. Space heaters must have an automatic shut-off device that will shut off the heater if it tips over. Space heaters must also be equipped with an overheat protection device and an automatic thermostat control. Space heaters must never be in use while unattended and must be disconnected when not in use. Do not use extension cords with space heaters or plug them into multiple outlet strips. Kerosene space heaters are strictly prohibited.

11.3. Facility/building managers report malfunctions of building heating ventilation and air conditioning to MSD/CE.

11.4. All heating and air conditioning equipment rooms are off limits to all personnel except MSD/CE maintenance personnel and facility/building managers or their alternates. Storing materials in heating, electrical, air conditioning and mechanical equipment rooms is prohibited except equipment necessary for maintaining the installed systems.

11.5. Do not use fireplaces without hearth screens.

11.6. Use of cooking appliances in the workplace is prohibited except in designated break rooms. Appliances shall not be left unattended. While in use, appliances must be plugged directly into a wall receptacle. **NOTE:** Stove installations in unsprinklered facilities require range top domestic fire suppression systems that activate the building fire alarm system.

★11.7. Keep coffee pots on noncombustible surfaces and keep the area around them free of combustibles. Unplug coffee pots at the end of each day. Do not use extension cords with coffee pots or plug them into multiple outlet strips.

## 12. Powered Mechanical Equipment and Refueling.

12.1. Do not store motor vehicles in hangars or other shops not specifically designed for that purpose. Parking of equipment inside facilities using internal combustion must be approved by the base fire chief.

12.2. Do not refuel gasoline-powered equipment inside any building. Accomplish refueling only after the engine has been shut down, ignition is placed in the "OFF" position, and sufficient time is allowed for cooling.

12.3. When fuel is spilled during servicing, do not attempt to start the engine until all traces of fuel have been removed. Promptly report all fuel spillage to the fire department via 911.

12.4. In certain instances, fuel may be transported in approved safety cans. Do not transport fuel in open containers. Siphoning of fuel from powered equipment is prohibited.

12.5. Do not refuel or defuel aircraft inside or within 100 feet of hangars or buildings. During all refueling or defueling of aircraft, ensure a fire guard is present with an extinguisher. Ensure refueling and defueling operations are in accordance with T.O. 00-25-172 and other applicable checklists.

12.6. Store lawnmowers, portable motors, and powered garden tools using internal combustion engines inside only after complying with the following criteria:

12.6.1. Well ventilated area

12.6.2. Metal drip pan under engine

12.6.3. Fuel tank purged

### **13. Welding, Cutting, and Brazing.**

13.1. The use of welding, brazing equipment, or burning and heating torches in other than approved welding shops requires written approval by the base fire chief or his or her representative. A permit is issued following approval.

13.2. If the use of welding equipment and burning and heating torches is necessary for maintenance activities in buildings or open areas, remove all combustible material at least 35 feet from the operation and provide a fire guard with fire extinguishing equipment as determined by the fire department. Where the removal of combustible material is impractical, place a suitable fire resistant shield or welding blanket between the flammable material and operation.

13.3. Welding, cutting, or brazing is not permitted in the vicinity of flammable or explosive materials without special precautions being taken.

13.4. Ensure tanks and other containers, that have contained flammable liquids, are thoroughly purged, washed, steamed, and filled with water before welding. Ensure a vent is provided to permit the release of pressure that is generated in the tank by the heat from welding.

13.5. Keep oil and grease away from oxygen cylinders and fittings.

13.6. After welding or cutting operations have ceased, ensure the immediate area is inspected and patrolled until it is determined that no hazard exists. Remove gas cylinders from area after completion.

13.7. Do not leave welding or brazing equipment burning and heating torches unattended while activated at any time. Equipment not in use will have all valves secured in the "OFF" position. While not in use, store all gas cylinders in secured upright position.

13.8. It is the responsibility of personnel using torches to inspect and test equipment before use. Conduct inspection and soap test to ensure the following deficiencies are discovered and corrected:

13.8.1. Damaged hoses

13.8.2. Leaking hose connection couplings

13.8.3. Leaking torches and control valves

13.8.4. Nonworking or inaccurate pressure regulator gauges

13.8.5. Missing T-wrench for closing valves

13.9. All welding and cutting operations must meet the requirements of AFOSH Standard 91-5 and OSHA Standard 29 CFR 1910.252.

13.10. Welding, cutting, and flame or spark producing equipment is not permitted in pits, tunnels, basements, or other below-grade areas where flammable vapors are suspected until an explosion meter test is made and the area declared safe by the Fire Protection Division. A confined space entry permit from Wing Safety is required.

#### **14. Fire Protection Systems, Extinguishers, and Devices.**

14.1. Do not tamper with or use fire extinguishers for other than their intended purpose--fire suppression. Ensure they are readily accessible. Any person found damaging a fire extinguisher through negligence may be held liable for the damage.

14.2. Facility/building managers inspect fire extinguishers daily for detection of visible damages. Monthly inspections are required and documentation of the inspection maintained by the facility/building manager using attachment 5 of this instruction. Return damaged extinguishers or missing components to Fire Prevention Section, building 1092.

14.3. Supervisors responsible for aprons used to park, start, load, or maintain aircraft are responsible for the strategic placement of fire extinguishers around aircraft during those activities. Maintenance personnel inspect extinguishers daily. Return those in need of servicing to the Fire Prevention Section, building 1092.

14.4. The Fire Prevention Section, acting for the base fire chief, establishes initial extinguisher requirements; except those on aircraft, vehicles, and special equipment.

14.5. Ensure extinguishers located in facilities are not removed or relocated from their installed locations by other than fire protection personnel except during fires, fire drills, or for servicing of the extinguisher.

14.6. Facility/building managers are responsible for notifying the Fire Prevention Section, extension 3-5870, of changing conditions within facilities or areas that require changes in the distribution of portable fire extinguishers. The using agency is responsible for purchasing fire extinguishers.

14.7. Use of fire hydrants for other than fire fighting purposes is prohibited except with approval of the base fire chief. A minimum clearance of 15 feet is maintained on the street and roadways. Parking lot clearance will be 5 feet in all directions.

14.8. Tampering with fire protection systems, controls, devices, etc., is prohibited. The use of fire alarm systems to conduct fire drills is encouraged and must be coordinated through the Fire Department.

14.9. Fire protection alarm systems are not used for any emergency situation other than fire or suspicion of fire.

## **15. Hazardous Locations and Aircraft Hangars:**

15.1. Park aircraft in hangars or docks in a manner to permit evacuation in the event of fire or other emergencies.

15.2. Ensure doors leading from hangar area to offices or partitioned rooms are closed at all times during aircraft occupancy or repairs.

15.3. Vehicles designed for the towing of aircraft are allowed in hangars while actually preparing for and towing aircraft. Ensure such vehicles are equipped with an approved spark arrester on the exhaust system.

15.4. Ensure hangar floors are free of fuels, oils, and greases. Use only approved sweeping compounds.

15.5. Ensure aircraft located inside hangars are effectively grounded at all times.

15.6. Limit aircraft maintenance painting in hangars to type 1 or type 2 as outlined in T.O. 42A-1-1.

15.7. Place drip pans under engines in hangars and under other units or parts of engines that are likely to drip.

15.8. Ensure no vehicles or aircraft start, taxi, or operate radar/radio equipment in a flammable atmosphere at any time.

15.9. Use only approved cleaning solvents for cleaning aircraft.

15.10. Oil and hydraulic fluid spills must be removed by the agency responsible for the spill.

15.11. Smoking is prohibited in government vehicles.

**16. Electrical Installations and Equipment.** Many of the facilities on Maxwell AFB and Gunter Annex were constructed 30 or more years ago when electrical systems routinely provided less load capacity. Many of the newer appliances such as microwaves, hair dryers, computers, fax machines, printers, etc. may either individually or collectively overtax electrical distribution systems that have not been upgraded. Organizations need to coordinate any large purchases of new equipment with MSD/CE at the beginning of the process to be sure their facility can handle the additional load. Misuse of electricity and electrical appliances often results in fire. Personnel should strictly observe the following rules:

16.1. All electrical appliances and electrical cords must bear the Underwriters' Laboratory (UL) seal or other approved testing authority.

16.2. Ensure extension cords are rated for a capacity equal to or in excess of the amount of current used by the appliance.

16.3. Under no conditions are extension cords used instead of permanent wiring.

16.4. Ensure extension cords are not tacked, allowed to drape over nails or other metal objects, wrapped or coiled around pipes, run under rugs, or allowed to lie on the floor where they may be subject to damage. Do not extend extension cords through doorways, windows, heat ducts, or other areas that can result in damage to the wiring insulation. Extension cords must be of a continuous length and not "piggy-backed."

16.5. Unplug all heat-producing appliances when not in use.

16.6. Any method used to prevent the normal operation of circuit breakers, or the installation of fuses with higher load capacity than recommended, is strictly prohibited. Do not make alterations, such as pennies or metal foil, to alter the function of fuses.

16.7. Correctly label all electrical switches in master panels to indicate the circuits or devices that they control.

16.8. The use of multiple appliances, in multiple outlet extension cords that could result in overloading the circuit, is prohibited.

16.9. Ensure all electrical installation and repairs are accomplished by a qualified electrician and in compliance with latest edition of the National Electrical Code.

**17. Family Housing and Unaccompanied Living Quarters.** First-time military family housing residents receive a fire safety briefing within 30 days of occupancy. This is optional for military members who have previously resided in base housing. A home fire prevention video is available for viewing from the family housing office.

17.1. Military Family Housing. Family sponsors have the primary responsibility for fire prevention in their quarters. Sponsors are fully responsible for the actions of their dependents. They must ensure dependents are familiar with the fire prevention instruction in the family housing brochure, know how to report fires, and know how to evacuate their

quarters. When hazards are detected, take immediate action to eliminate them. Hazards beyond the occupant's control are reported to Fire Prevention, ext. 3-5870.

17.1.1. The storage of gasoline in family housing (living quarters) is prohibited. Hold flammable liquids, if required for domestic use, to a minimum and store in approved safety containers in well-ventilated areas. Do not store lawn mowers, portable motors, small motor vehicles, and power garden tools using internal combustion engines in family housing units (living quarters). Use outside storage for this purpose.

★17.1.2. Do not use charcoal/gas grills or turkey fryers indoors, on porches, in garages or under carports. While in use, do not leave unattended. Locate all grills and turkey fryers at least 10 feet from any structure or overhang.

17.1.3. Do not use fireplaces without hearth screens.

17.1.4. The use of faulty electrical appliances, spliced wires, and overloading of electrical circuit breakers or fuses is prohibited. Extension cords should be kept to a minimum.

17.1.5. Smoking in bed is prohibited.

17.1.6. Maintain good housekeeping standards at all times in designated storage areas including basements, garages, and carports. Never allow old newspapers, boxes, unwanted items of clothing, or furniture to collect where they may constitute a fire hazard.

17.1.7. Clean kitchen range hood and grease filters as necessary to prevent accumulation of grease.

17.1.8. Empty lint traps on clothes dryers located in laundry rooms after each use. Ensure all ducts expelling lint are provided with lint collector unless dryer is vented to the outside.

17.1.9. The use of attic spaces, basements, or porch enclosures for sleeping purposes, even temporarily, is prohibited. These areas are designed for storage only and are not authorized for sleeping or living area. Storage is not permitted near hot water heaters.

17.1.10. Occupants are responsible for testing and cleaning smoke detectors monthly. Any defect in the detector should be reported to housing maintenance immediately.

17.2. Unaccompanied Living Quarters. Testing of smoke detectors is the occupant's responsibility. The test must be conducted monthly. Documentation must be maintained by the dormitory manager in all permanent party dormitories. The lodging manager ensures smoke detectors in transient facilities are tested and documented.

17.2.1. Smoking in bed is prohibited. Do not discard smoking materials on floors or in wastebaskets at any time. Use only noncombustible ashtrays.

17.2.2. All corridors, stairways, and exit doors must remain unobstructed.

17.2.3. Tampering with extinguishers and alarm systems is prohibited.

17.2.4. Open flame devices, including the use of candles and incense are prohibited.

★17.2.5. Cooking in dormitory and BOQ rooms is strictly prohibited except in designated cooking areas. While being used, cooking equipment cannot be left unattended. The only heating appliances authorized in sleeping rooms are coffee makers, irons, and hot air popcorn poppers, provided they are UL approved, placed on a noncombustible surface, and unplugged when occupants leave the rooms. Microwave ovens may be authorized for individual room use if approved by the MSD/CE Electrical Shop. Microwave ovens must not include a toast and bake capability. Do not use extension cords with microwave ovens or plug them into multiple outlet strips.

17.2.6. Do not store cooking appliances, with the exception of coffee makers, in individual rooms. Repeated false alarms to dormitories and BOQs with evidence of cooking in individual rooms is treated sternly and is reason for thorough inspection of rooms and removal of unauthorized appliances.

17.2.7. Storage of explosives, pyrotechnics, fireworks, or flammables in individual rooms is prohibited.

## 18. Flammable Liquids, Chemicals, and Gases:

18.1. Mark flammable liquids "FLAMMABLE" and prominently post "NO SMOKING" signs. All flammable storage lockers require a permit from the Base Fire Department.

★18.1.1. To obtain a permit for a flammable storage cabinet, complete Maxwell AFB IMT 1, **Flammable Storage Cabinet Permit**, and forward it to the Maxwell/Gunter Fire Prevention Office. File the permit in the facility manager's book. Have the permit available for review during fire prevention visits. Update the permit as necessary.

★18.1.2. Completing MAFB IMT 1.

★18.1.2.1. From. Enter your organization and complete mailing address (for example, 42 MSG/CEFO, 300 W. MAXWELL BLVD, MAXWELL AFB AL 36112-6523).

★18.1.2.2. Location of Storage Cabinet. Enter the building number and room number where the cabinet is or will be located. If there is not a room number, enter the area where the cabinet is or will be located (for example, VEHICLE STALLS, MAINTENANCE BAY, ENGINE REPAIR SHOP, etc.).

★18.1.2.3. New Permit/Change. Mark whichever block is applicable. If you are adding an additional flammable storage cabinet, mark the "NEW PERMIT" block. If you are changing the quantity of existing materials or are adding new materials, mark the "CHANGE" block.

- ★18.1.2.4. Materials to be Stored in the Cabinet.
  - ★18.1.2.4.1. Nomenclature. Enter the name of the material. This can be taken from the material container.
  - ★18.1.2.4.2. Container Size. Enter the size of the container (for example, PINT, QUART, GALLON, 12 OZ, etc.). If a material is stored in different sized containers, you must list them separately.
  - ★18.1.2.4.3. Quantity. Enter the number of containers for each material. List the quantity of different sized containers of the same material separately.
- ★18.1.2.5. All remaining portions of the form are for fire department use only.
- ★18.1.2.6. Once you have completed the form, bring the form to the Maxwell Fire Department, building 1092, forward it through BITS to 42 MSG/CEF or email it to 42 MSG/CEF-CCE. Provide a POC and phone number.

18.2. Use appropriate AFOSH standard for flammable liquid storage.

18.3. Identify all flammable liquids stored in drums by the appropriate name of the contents stenciled or marked on the outside of the container. Ensure flammable liquids stored in metal drums and used for dispensing purposes are installed on properly grounded metal stands or racks at least 20 feet from any building structure. Equip drums with a spring action or automatic closing dispensing device.

18.4. Store flammable liquids only in safety approved containers. Do not transport or store flammable liquids in glass, plastic, or open containers. No individual safety container will exceed 5 gallons in capacity.

18.5. Base Service Station does not permit delivery of gasoline to individuals in other than approved safety containers with appropriate warning labels.

18.6. Do not dispose of flammable liquids in sewer or storm drainage systems.

18.7. Do not bring fuel trucks and trailers into hangars or shops. Do not park them within 10 feet of any building except where maintenance is required, and then place such equipment only in shops especially designed for maintenance of refueling vehicles.

18.8. Do not store flammable liquids near exits, exit accesses, stairways, or other areas normally used for emergency exit of personnel.

18.9. Do not use gasoline, naphtha, lacquer and paint thinners, alcohol, turpentine, toluene, acetone, and similar liquids as cleaning solvents. Flammable liquids are not used as cleaning solvents.

18.10. Ensure fusible links to close safety vat lids in case of a fire are provided. Secure safety vat lids in a manner to cause the attached fusible links to properly close the lids in event of a fire incident in the vat.

18.11. Ensure the storage, handling, and use of compressed flammable and nonflammable gases are in accordance with National Fire Protection Association Codes.

18.12. Gas fires can only be effectively extinguished by stopping the flow of gas. Supervisors of personnel working around flammable gases ensure all personnel are fully aware of fire hazards associated with such gases and that personnel receive training and are knowledgeable of gas shutoff procedures.

18.13. Store gases only in authorized locations as designated by the base fire chief or his representative. Store supplies of oxygen and acetylene gas in areas free from oil and greasy substances. To prevent forming of hazardous explosive atmospheres, store all unlike gases separately.

18.14. Store cylinders as prescribed in AFOSH Standards.

18.15. Store cylinders permitted inside buildings away from highly combustible materials, and locate where they are not exposed to excessive increases in temperature.

**19. Warehouse Storage.** Warehouse storage procedures are in compliance with DODR 4145.19-1, *Storage and Material Handling*.

19.1. Store materials so as to not interfere with fire lanes or to inhibit access to fire valves, fire hoses, fire extinguishers, fire escapes, fire exits, or fire doors. Maintain a clearance of 18 inches minimum between sprinkler heads, ceilings, ceiling lights, and stored materials. Maintain a 36-inch clearance for stacks more than 15 feet high or that contain unusually hazardous materials.

★19.2. Do not block doors unless approved by the base fire chief. Submit a written request to 42 MSG/CEF for approval to block a door. Blocked doors must be marked "Door Blocked."

19.3. Supervisors ensure that fire doors are not blocked or that carts, material, etc., are left in door opening.

19.4. Store combustible materials such as excelsior, rags, shredded paper in fire-resistant bins with fusible link or self-closing covers.

19.5. Maintain a 24-inch space between stored combustible materials and interior fire walls and partitions.

19.6. Keep fire exits, fire lanes, and exit aisles clear at all times.

19.7. Do not store containers, drums, or other approved receptacles containing flammable liquids in general storage areas. Store in locations specifically constructed, according to

current directives, for this type storage. This also applies to empty flammable liquid containers.

19.8. Keep packing materials in metal containers with lids. Do not allow waste from packing or unpacking or other sources to accumulate in hazardous quantities. Remove all waste daily to the outside at the end of the workday or shift and dispose of in designated containers.

19.9. Store floor-sweeping compound in a metal container with a tight-fitting metal lid.

19.10. Do not use mechanical equipment rooms, utility rooms, or hot water heater enclosures for any other use, including storage purposes.

19.11. Smoking is prohibited in warehouses and storage areas.

19.12. Areas in warehouses used for changing or charging forklift batteries must be approved in writing by the base fire chief or representative.

**20. Fire Prevention Rules for Contractors and Concessionaires.** Fire prevention responsibility for contractors and concessionaires is the same as required for all Maxwell and Gunter Annex personnel. Contractors and concessionaires are given a briefing and presented a copy of the Air University Fire Prevention Standard for Contractors and Concessionaires at the pre-work conference. Contractors and concessionaires must maintain the standard so it is readily accessible at the work site.

**21. Places of Public Assembly, Educational, Health Care, and Industrial Occupancies.**

21.1. Managers of places of public assembly, retail sales, and recreational facilities establish a fire prevention program and ensure that all employees have been adequately trained and understand their fire prevention responsibilities, fire reporting and facility evacuation procedures, and first-aid fire fighting procedures. Maintain a certification system to ensure training is accomplished to include indoctrination of newly hired employees. All training must be documented.

21.2. Managers or assistants of places of public assembly, designated in writing, conduct closing inspections using checklist in attachment 3. Do not delegate this responsibility to janitorial personnel.

21.3. Limit the number of persons permitted in places of public assembly at any time to the number established by the base fire chief using National Fire Code Standard 101.

21.4. Check all exits daily before opening to ensure all doors are unlocked and exit lights are functioning properly. Occupant load information is kept in the facility/building manager's office. Every room constituting a public but not having fixed seats shall have the occupant load of the room posted in a conspicuous location near the main exit from the room.

21.5. A visit by the Fire Prevention Section is conducted before the start of any social or unusual event that involves use of decorations.

21.6. Managers of public assembly facilities in which commercial or restaurant-type cooking is performed establish and enforce the following procedures:

21.6.1. All grease filters and exposed surface of kitchen range hoods must be thoroughly cleaned by the operator daily or as often as necessary to prevent accumulation of grease. Spare filter sets are required in kitchens that are operated continuously. In kitchens equipped with automatic hood washers/cleaners, the washer fluid levels are to be maintained at an operational level by the using organization.

21.6.2. Kitchen range hoods and grease extraction systems must be thoroughly cleaned by a contractor as often as necessary (at least every 6 months). The Fire Department establishes cleaning cycles.

21.6.3. Managers maintain the following information on file for each range hood:

21.6.3.1. Date hood and filters last cleaned

21.6.3.2. Date ducts last cleaned

21.6.3.3. Ducts cleaned by (MSD/CE or contract)

21.6.3.4. Ensure cooking is permitted only under a range hood with grease filter installed and exhaust fan operating.

21.6.3.5. Provide a metal-clad cover for each deep fat fryer. Position covers for immediate use in case of a grease fire. Deep-fat fryers must be equipped with primary and secondary thermostats--the primary thermostat to limit temperature to 400 degrees Fahrenheit. The second thermostat must be nonadjustable fusible or manual resetting with a maximum cutoff temperature of 475 degrees Fahrenheit. The MSD/CE Electrical Shops or contractor tests thermostats annually.

21.7. Do not use open-flame lighting in any facility except as listed below:

21.7.1. Exception 1. Where necessary for ceremonial or religious purposes, the authority having jurisdiction (commander of using activity) may permit open-flame lighting under such restrictions as are necessary to avoid danger of ignition of combustible materials or injury to occupants.

21.7.2. Exception 2. Open-flame devices may be used on stages where they are a necessary part of theatrical performances provided adequate precautions, satisfactory to the authority having jurisdiction, are taken to prevent ignition of any combustible materials.

21.7.3. Exception 3. Gaslights may be permitted provided adequate precautions, satisfactory to the authority having jurisdiction, are taken to prevent ignition of any combustible materials.

21.7.4. Exception 4. Candles may be used on tables used for food service if securely supported on substantial noncombustible bases, located to avoid danger of ignition of combustible materials, and only if approved by the authority having jurisdiction. Protect candle flames.

21.8. Ensure all decorations to be used for special events (for example, bunting, banners, artificial floral designs, lights, and Christmas decorations) are approved by the Fire Prevention office before each use. Live trees are **not** allowed (except in family housing). Artificial trees must be listed as fire retardant and Christmas lights must have a Underwriters Laboratory (UL) tag. Do not block exits or exit paths with trees or decorations.

21.8.1. Take down all seasonal or special decorations immediately following the occasion, and remove from the building.

21.8.2. Managers of public assembly conduct no-notice inspections of assigned facilities to ensure compliance with this instruction. Use fire prevention checklist and take prompt and appropriate action on discrepancies noted.

**22. Fire Safety Education and Training.** The effectiveness of any fire prevention program is directly dependent upon the degree of interest and participation by each individual. Each individual must also possess knowledge of what conditions favor starting of fires and how to avoid and correct these conditions.

22.1. Public education presented by qualified Fire Department personnel has significantly reduced fire incidents. For this purpose, the Fire Prevention Section has established fire safety lectures and demonstration briefings for presentation to a variety of audiences. Functional managers, supervisors, and groups are urged to contact the Fire Prevention Section (953-5870) to schedule this training for their personnel. A lead time of at least three duty days is required for scheduling purposes. Fire extinguisher videotapes are available for extinguisher training.

22.2. Fire Drills.

22.2.1. It is recommended that all organizations (especially industrial occupancies) have fire drills for their branches and sections at least annually. The fire prevention section is available to assist in conducting fire drills.

22.2.2. Fire drills are required at the elementary school, preschools, childcare centers, and kindergartens at a frequency of at least 10 per year. When applicable, two of these drills are conducted during the first 2 weeks of school and within the first week of a new program.

22.2.3. Fire drills are required at the hospital and other health care facilities at frequencies determined by the hospital commander using applicable hospital instructions.

**23. Contract Management.** The base fire chief or designated representative attends preconstruction pre-performance meetings with the engineering contract manager to coordinate

fire prevention requirements. This includes all Air Force, Navy, Corps of Engineers, and AAFES controlled projects. Project engineers notify the fire chief of all pre-design, pre-construction and pre-performance conferences, board reviews, and modifications of projects. All construction projects, whether new or maintenance and repair, are monitored to ensure they comply with base fire prevention regulations. Each contract contains a specific section of fire prevention. When fire hazards or unsafe practices or conditions are found, the quality assurance evaluator (QAE) or contract monitor is notified. The QAE or monitor advises the responsible contractor to take corrective action.

23.1. Forms Adopted: AF Form 218, **Facility Fire Prevention/Protection Record**; AF Form 332, **Base Civil Engineer Work Request**; AF Form 1487, **Fire Prevention Visit Report**.

★23.2. Forms Prescribed: MAFB IMT 1, **Flammable Storage Cabinet Permit**.

JOHN A. NEUBAUER  
Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCE AND SUPPORTING INFORMATION*****References***

*National Electrical Code*

*National Fire Code*

*National Fire Protection Association Codes*

OSHA Standard 29 CFR 1910.252, *Welding, Cutting, and Brazing (General Requirements)*

DoDR 4145.19-1, *Storage and Material Handling*

★AFI 40-102, *Tobacco Use in the Air Force*

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Program*

Technical Order (T.O.) 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding (ATOS)*

T.O. 42A-1-1, *Evaluation and SVC Testing of Materials – Cleaning, Painting, Sealing, Protective Treating, Anti-Corrosion, Inspection Materials and Related Items*

AFOSH Standard 91-5, *Welding, Cutting, and Brazing*

***Abbreviations and Acronyms***

**AAFES** – Army and Air Force Exchange Service

**AFOSH** – Air Force Occupational Safety and Health

**BOQ** – Base Officers Quarter

★**IMT** – Information Management Tool (formerly form)

**OSHA** – Occupational Safety and Health Administration

**QAE** – Quality Assurance Evaluator

**UL** – Underwriter's Laboratory

**Attachment 2****INSPECTION CHECKLIST FOR FACILITY/BUILDING MANAGERS**

It is the responsibility of each facility/building manager to ensure the fire-safe condition of his or her assigned facility at all times. This checklist has been developed to assist in accomplishing this task.

A2.1. Are exit lights operating properly? If exits signs are equipped with a battery back up system facility/building managers must test the sign.

A2.2. Are fire extinguishers full and in their proper locations? (For servicing, bring to building 1092). Facility/building managers must document monthly fire extinguisher inspections on Attachment 5 or other general purpose forms.

A2.3. Are exits unobstructed and unlocked while the building is occupied?

A2.4. Are Fire Department connections and equipment unobstructed and unblocked at all times?

A2.5. Do telephones have the fire reporting number affixed to them? Users are responsible for purchasing telephone stickers.

A2.6. Are all electrical outlets, switches, fixtures, and wiring in good repair?

A2.7. Are flammables and hazardous materials stored properly? (When in doubt, call the Fire Prevention Section, ext. 3-5870/7449 for proper guidance).

A2.8. Are waste or trash containers checked for improper disposal of smoking materials? Facility/building managers must provide "butt cans" when deemed necessary).

A2.9. Are janitor's closets kept clean and orderly?

A2.10. Is trash removed from the building daily? (If janitorial service is not provided daily, the building manager ensures trash is removed).

A2.11. Do occupants know what actions to take in the event of fire? Facility/building managers ensure they use unit fire prevention operating instructions to indoctrinate all newly assigned personnel.

A2.12. Are you familiar with the Hazard Abatement Plan as outlined in AFI 91-301?

A2.13. Are functional managers informed of the fire-safe condition of the facility?

**Attachment 3****CLOSING INSPECTION CHECKLIST FOR PLACES OF PUBLIC ASSEMBLY  
FACILITIES**

- A3.1. Is all cooking equipment clean and free of grease?
- A3.2. Is all trash removed and placed in approved containers outside building?
- A3.3. Are all smoking materials properly disposed of outside building?
- A3.4. Are all soiled linens stored in metal, closed containers?
- A3.5. Are all electrically operated devices, not essential to preservation of food, disconnected from power source?
- A3.6. Have all removable cushions in chairs and sofas been upended and inspected for smoldering smoking material?
- A3.7. Have all restrooms and closets been inspected and rendered fire safe?
- A3.8. Are all mops, brooms, and cleaning materials properly stored with storage room door closed?
- A3.9. Are all flammable liquids properly stored outside building?
- A3.10. Have all open-flame devices been extinguished?
- A3.11. Has the entire facility been checked to ensure no one is left in building?
- A3.12. Has the fire department been notified that a physical fire safety inspection was made of the entire facility and it is in a fire-safe condition?

**Attachment 4****OPERATIONAL CHECKLIST FOR PLACES OF PUBLIC ASSEMBLY FACILITIES**

- A4.1. Are all exit doors unobstructed, working properly, and equipped with approved panic hardware?
- A4.2. Are all exit lights operative?
- A4.3. Are all fire extinguishers operational and unobstructed?
- A4.4. Are all range hood exhaust fans in cooking facilities operational and with filters installed?
- A4.5. Are spare filters available for replacement so grease filters can be cleaned during operation?
- A4.6. Have open flame and temporary decorations been approved by the base fire chief?
- A4.7. Have all newly hired employees been indoctrinated in fire prevention practices? All training must be documented.
- A4.8. Are fire alarm pull boxes visible and unobstructed?
- A4.9. Is seating neatly arranged, and are unobstructed aisles maintained to permit exit in case of fire?
- A4.10. Have all deep-fat fryers been tested and approved for use by the MSD/CE Electrical Shop or responsible agent?
- A4.11. Are covers available and located by each deep-fat fryer for immediate use in case of grease fire?
- A4.12. Are adequate approved self-closing metal receptacles available for disposal of smoking material?
- A4.13. Are adequate self-closing metal waste receptacles provided in restrooms?





**Attachment 7****INTERIM CHANGE (IC) 2004-1**

IC 2004-1 TO MAFBI 32-2003, FIRE PREVENTION AND PROTECTION

12 JANUARY 2004

**★SUMMARY OF REVISIONS**

This interim change incorporates Interim Change (IC) 2004-1 (Attach 7); updates the OPR for the instruction (page 1); provides additional information on submitting AF Form 332 for facility projects (para 7.3.7); adds additional responsibilities to facility managers (para 7.3.14, 7.3.15 and 7.3.16); clarifies tobacco use area approval procedures (para 9.5); provides additional guidance on the approval process for blocking doors (para 10.12 and 19.2); clarifies the approval process for the use of portable space heaters (para 11.1); provides additional guidance on the safe use of portable space heaters (para 11.2); requires coffee pots to be placed on noncombustible surfaces and prohibits the use of extension cords and multiple outlet strips with coffee pots (para 11.7); provides guidance on the use of turkey fryers (para 17.1.2); prohibits the use of microwave ovens with toast and bake capability in dormitory and BOQ facilities and prohibits the use of extension cords and multiple outlet strips with microwave ovens (para 17.2.5); prescribes the use of Maxwell IMT 1 for authorization to use flammable storage cabinets in the workplace (para 18.1.1 and 23.2); provides instructions for completing Maxwell IMT 1 (para 18.1.2); and updates the reference listing in Attachment 1. A star (★) indicates changed information.

★OPR: 42 MSG/CEF (Mr. James K. Smith)

★7.3.7. Submitting an AF Form 332, **Base Civil Engineer Work Request**, for the following projects involving their facilities:

★7.3.7.1. Any addition to a facility

★7.3.7.2. Adding, removing or replacing interior walls or doors to include cubicle partitions

★7.3.7.3. Installation or removal of windows

★7.3.7.4. Adding, removing or replacing exterior doors

★7.3.7.5. Changing the occupancy of a room, portion of a building or the entire building. Examples include changing an office to a break room or converting an old administrative facility to a storage facility

★7.3.7.6. Installation of or relocating partitioned walls, cubicles or offices

★7.3.7.7. Electrical work, including relocation of a fire alarm panel or fire detectors

- ★7.3.7.8. Installation of false or suspended ceilings
- ★7.3.7.9. Installation of any wall covering, including paint
- ★7.3.7.10. Installation of carpet
- ★7.3.7.11. Construction of decks or gazebos
- ★7.3.7.12. Installation of computer LAN systems, particularly running LAN cables through ceilings, attics and walls.
- ★7.3.14. Ensuring flammable storage cabinet permits (Maxwell AFB IMT 1) are current and maintained in the facility manager's folder.
- ★7.3.15. Ensuring candles and other open flame devices are not used in any base facility except as noted in paragraph 21.7.
- ★17.3.16. Ensuring seasonal decorations meet the following requirements:
  - ★17.3.16.1. Electric string lights and wiring must be UL approved, or equivalent, and in good operating condition.
  - ★17.3.16.2. Unplug all electrical decorations when buildings are unoccupied.
  - ★17.3.16.3. Decorations will be noncombustible or fire retardant.
  - ★17.3.16.4. Decorations will not block exits or paths of egress from buildings.
  - ★17.3.16.5. Decorations utilizing an open flame are prohibited.
- ★9.5. Unit commanders designate outdoor tobacco use areas in accordance with AFI 40-102, *Tobacco Use in the Air Force*. The fire department reviews designated tobacco use areas only to ensure they do not violate fire safety standards.
- ★10.12. Do not block doors unless approved by the base fire chief. Submit a written request to 42 MSG/CEF for approval to block a door. Blocked doors must be marked "Door Blocked."
- ★11.1. Use of portable electric space heaters in the workplace must be approved by MSD/CE, by use of an AF Form 332. Approval is not granted unless there is a condition warranting the need for portable heaters such as a physician-documented medical condition of an employee or inoperative/ineffective heating systems in a building. The approval is only good for 6 months. A new request must be submitted each year prior to the heating season. Personnel working in facilities with fully operational heating systems are not normally authorized use of portable heaters.
- ★11.2. Space heaters will be the closed type; that is, a screen or guard is a part of the heater to prevent clothing or other combustibles from coming in contact with the heating element. Space heaters must have an automatic shut-off device that will shut off the heater if it tips over. Space

heaters must also be equipped with an overheat protection device and an automatic thermostat control. Space heaters must never be in use while unattended and must be disconnected when not in use. Do not use extension cords with space heaters or plug them into multiple outlet strips. Kerosene space heaters are strictly prohibited.

- ★11.7. Keep coffee pots on noncombustible surfaces and keep the area around them free of combustibles. Unplug coffee pots at the end of each day. Do not use extension cords with coffee pots or plug them into multiple outlet strips.
- ★17.1.2. Do not use charcoal/gas grills or turkey fryers indoors, on porches, in garages or under carports. While in use, do not leave unattended. Locate all grills and turkey fryers at least 10 feet from any structure or overhang.
- ★17.2.5. Cooking in dormitory and BOQ rooms is strictly prohibited except in designated cooking areas. While being used, cooking equipment cannot be left unattended. The only heating appliances authorized in sleeping rooms are coffee makers, irons, and hot air popcorn poppers, provided they are UL approved, placed on a noncombustible surface, and unplugged when occupants leave the rooms. Microwave ovens may be authorized for individual room use if approved by the MSD/CE Electrical Shop. Microwave ovens must not include a toast and bake capability. Do not use extension cords with microwave ovens or plug them into multiple outlet strips.
- ★18.1.1. To obtain a permit for a flammable storage cabinet, complete Maxwell AFB IMT 1, **Flammable Storage Cabinet Permit**, and forward it to the Maxwell/Gunter Fire Prevention Office. File the permit in the facility manager's book. Have the permit available for review during fire prevention visits. Update the permit as necessary.
- ★18.1.2. Completing MAFB IMT 1.
  - ★18.1.2.1. From. Enter your organization and complete mailing address (for example, 42 MSG/CEFO, 300 W. MAXWELL BLVD, MAXWELL AFB AL 36112-6523).
  - ★18.1.2.2. Location of Storage Cabinet. Enter the building number and room number where the cabinet is or will be located. If there is not a room number, enter the area where the cabinet is or will be located (for example, VEHICLE STALLS, MAINTENANCE BAY, ENGINE REPAIR SHOP, etc.).
  - ★18.1.2.3. New Permit/Change. Mark whichever block is applicable. If you are adding an additional flammable storage cabinet, mark the "NEW PERMIT" block. If you are changing the quantity of existing materials or are adding new materials, mark the "CHANGE" block.
  - ★18.1.2.4. Materials to be Stored in the Cabinet.
    - ★18.1.2.4.1. Nomenclature. Enter the name of the material. This can be taken from the material container.

- ★18.1.2.4.2. Container Size. Enter the size of the container (for example, PINT, QUART, GALLON, 12 OZ, etc.). If a material is stored in different sized containers, you must list them separately.
- ★18.1.2.4.3. Quantity. Enter the number of containers for each material. List the quantity of different sized containers of the same material separately.
- ★18.1.2.5. All remaining portions of the form are for fire department use only.
- ★18.1.2.6. Once you have completed the form, bring the form to the Maxwell Fire Department, building 1092, forward it through BITS to 42 MSG/CEF or email it to 42 MSG/CEF-CCE. Provide a POC and phone number.
- ★19.2. Do not block doors unless approved by the base fire chief. Submit a written request to 42 MSG/CEF for approval to block a door. Blocked doors must be marked “Door Blocked.”
- ★23.2. Forms prescribed: MAFB IMT 1, **Flammable Storage Cabinet Permit**.

## Attachment 1

**GLOSSARY OF REFERENCE AND SUPPORTING INFORMATION*****References***

*National Electrical Code*

*National Fire Code*

*National Fire Protection Association Codes*

OSHA Standard 29 CFR 1910.252, *Welding, Cutting, and Brazing (General Requirements)*

DoDR 4145.19-1, *Storage and Material Handling*

★ AFI 40-102, *Tobacco Use in the Air Force*

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Program*

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★ **IMT** – Information Management Tool (formerly form)

**OSHA** – Occupational Safety and Health Administration

**QAE** – Quality Assurance Evaluator

**UL** – Underwriter's Laboratory