

DEPARTMENT OF THE ARMY
HEADQUARTERS FORT MONROE
FORT MONROE, VIRGINIA 23651

FORT MONROE REGULATION
NUMBER 420-2

1 December 1983

FACILITIES ENGINEERS
SELF-HELP PROGRAM

1. PURPOSE. The purpose of this regulation is to prescribe the policies and procedures relative to the performance of minor maintenance and repairs by military personnel and occupants of family housing to improve living conditions and general appearance of all government facilities.
2. SCOPE. This regulation is applicable to self-help repairs of all administrative buildings, troop billets, and government quarters.
3. DEFINITION. Self-help is defined as minor maintenance and repair work which can be accomplished by occupants of administrative buildings, government quarters--including BOQ and SEBQ, and troop billets.
4. STATEMENT OF POLICY. The Self-Help Program is a program whereby the occupants of a building or facility performs first level maintenance and repair with supplies furnished by the Directorate of Engineering and Housing. It is not intended to place all responsibility for repairs and maintenance of facilities upon the occupants. It is intended to relieve engineering craftsmen of the responsibility for performing many minor tasks that can be effectively and more economically performed by the occupants or personnel utilizing the government facility. The tasks listed in Appendix A are examples of what is expected of occupants. These tasks are those which would normally be performed by homeowners to conserve funds and to preserve their homes. Family housing occupants under this program will be held pecuniarily liable for damage to assigned government quarters which could be fixed by self-help.
5. RESPONSIBILITIES.
 - a. Commanders and all HQ Fort Monroe Directors and HQ TRADOC Special Staff Chiefs will:
 - (1) Appoint competent personnel to participate in an active self-help program for all assigned buildings and structures in their area of responsibility.

*This regulation supersedes Fort Monroe Regulation 420-2 dated 20 Oct 78.

(2) Establish a schedule for recurring inspections of each facility and insure that all deficiencies are corrected.

(3) Insure that materials requested are properly used.

(4) Notify Directorate of Engineering and Housing of all maintenance and repair work which is beyond the scope of the self-help program by listing items or accomplishment by the PM Team during the normal preventive maintenance cycle or submit a work request (DA Form 4283) to the DEH Engineering Resource Management Division, Building 28.

(5) Submit signature cards (DA Form 1687) indicating persons authorized by the commander or staff chief to receive self-help supplies from the Self-Help Issue Point (Bldg 28).

b. Directorate of Engineering and Housing will:

(1) Prescribe administrative procedures for the supervision and inspection of maintenance accomplished under the program.

(2) Provide proper training of self-help personnel and occupants of government facilities.

(3) Operate the Self-Help Issue Point (SHIP) and issue necessary self-help supplies and equipment.

(4) Perform maintenance and repairs on all post facilities beyond the scope of the Self-Help Program.

(5) Compile and submit monthly reimbursements for services and sales.

c. Family Housing Occupant.

(1) Sponsor will insure a responsible member of their household attends a Self-Help class or sponsor will provide a current certificate of attendance to a Self-Help class from another post to the Self-Help monitor.

(2) After attending a class, occupant will perform all authorized first level maintenance to assigned quarters.

(3) Insure all self-help tasks have been performed prior to quarters termination.

6. SPECIAL INSTRUCTIONS.

a. The Self-Help Issue Point (SHIP) is located at Building 28, phone number 3360.

b. Supplies will only be issued to properly identified individuals listed on the DA Form 1687 on file at the SHIP store.

APPENDIX A

PROCEDURES FOR THE SELF-HELP PROGRAM

1. This appendix outlines procedures for the accomplishment of minor repairs and maintenance work by all occupants of government facilities.

2. Occupants are responsible for the repairs and maintenance to buildings and grounds within the scope of their capabilities. Self-help will include, but is not necessarily limited to, such minor work as:

a. Carpentry and Hardware:

(1) Reset nails protruding from woodwork and other surfaces and fill holes with materials compatible with surrounding surfaces.

(2) Tighten and replace builder's hardware such as belts, screws, door hinges, door knobs, window lifts, door stops, and door closers.

(3) Lubricate builder's hardware items to provide quiet and satisfactory operation.

(4) Repair small holes in door and window screens and ensure that all screens are properly attached and secured to building.

(5) Repair blinds and tighten brackets.

(6) Repair or replace window shades.

(7) Refasten damaged coat hooks, clothes poles, and closet shelves.

(8) Tighten bolts and screws on soap dishes and tissue holders.

(9) Adjust or repair/replace kitchen cabinet hardware.

b. Electrical:

Replace light bulbs, light globes, wall receptacle plates, and ensure that proper wattage light bulbs are used.

c. Plumbing:

- (1) Clean and unstop water closets.
- (2) Perform simple maintenance and repair of bathroom fixtures.
- (3) Replace shower heads.
- (4) Replace faucet washers and broken or missing faucet handles.
- (5) Replace caulking around bathtubs and ceramic tile.

d. General Housekeeping:

- (1) Perform minor phases of insect and rodent control.
- (2) Clean quarters to maintain sanitary conditions to keep insects from breeding.
- (3) Clean appliances and kitchen equipment.
- (4) Replace HVAC filters.

e. Miscellaneous:

- (1) Observe utilities conservation measures.
- (2) Maintain splash blocks in the proper position under downspouts to deflect water away from the building and prevent erosion.

3. The occupant will not perform the following unauthorized work:

- a. Repair leaking pipes
- b. Residual spraying for insect control
- c. Moving installed equipment from one location to another
- d. Replacing venetian blinds
- e. Altering locking devices on exterior doors

- f. Adjusting gas burners or any part of the heating equipment
 - g. Altering oil burner adjustments
 - h. Adjusting thermostats (other than setting by external means)
 - i. Caulking around windows and door frames or other miscellaneous areas
4. Call Directorate of Engineering and Housing Work Order Section, Extension 4228, for any repairs which are definitely beyond the capability of the occupant.

APPENDIX B

SELF-HELP MATERIALS

Brush, paint (assorted sizes)	0	F
Bolt for seat, water closet	0	F
Bolts (assorted sizes)	0	F
Bumper, rubber, for doors	0	F
Chain, pull, for flush tank	0	F
Clamp, hose, water	0	F
Clothesline (rope)	0	F
Connection pipe, flush valve	0	F
Curtain rods (assorted sizes)	0	F
Dish, soap, metal	0	F
Dispenser, toilet paper	0	F
Filler, wall, spackling compound	0	F
Filler, wood	0	F
Filters, rangehoods	0	F
Float, toilet	0	F
Globes, glass	0	F
Glue for wood	0	F
Handle, door	0	F
Handle, faucet	0	F
Handle for radiator	0	F
Hinges, hasp (assorted sizes)	0	F
Hinges (assorted sizes)	0	F
Holder, toothbrush	0	F
Hooks and eyes	0	F
Knobs, cabinet	0	F
Lamp, fluorescent, 18", 15 watt	0	F
Lamp, 15 watt, appliance	0	F
Latch, swing, for window	0	F
Nails (assorted sizes)	0	F
Nuts (assorted sizes)	0	F
Paint (see Family Housing, ext 2127)	0	F
Packing for water faucet	0	F
Pan, drip, stove (assorted sizes)	0	F
Pan, paint rollers	0	F
Plunger, w/suction cup	0	F
Polyethylene	0	F
Putty	0	F
Rack, towel	0	F
Receptacle, plates (assorted)	0	F
Roller, paint	0	F

Sandpaper (all grades)	0	F
Screen wire (for patching only)	0	F
Screws (assorted sizes)	0	F
Seat, toilet (white)	0	F
Shades, window (assorted sizes)	0	F
Shower head and flow restrictor (must be issued as set)	0	F
Spring door closer		F
Strainer for sinks		F
Stripping, weather		F
Tray, ice, plastic, w/turn-in		F
Washers, faucet (assorted sizes)		F
Mousetrap	0	
Rod, tank float	0	F
Stopper, waste drain	0	F
Brads	0	F
Grass seed (autumn)	0	F
Fertilizer (autumn)	0	F
Fuses	0	F
Spackling	0	F
Caulking compound	0	F
Holder, door	0	F
Cup, furniture	0	
Mat, door	0	
Cover, paint roller	0	F
Latch, cabinet door	0	F
Electric	0	F
Filters, air-conditioner	0	F
Bulbs, incandescent	0	
Lamp, fluorescent, 48", 36", 96"	0	
Dispenser, paper towel	0	
Bolts, barrel	0	
Window, shade, roll type (with turn-in)	0	F
Rope Caulking		F

O - Other (troop housing, administrative buildings, etc.)
 F - Authorized for issue to Family Housing

APPENDIX C
SELF-HELP TOOLS FOR FAMILY QUARTERS

Stepladders, general use, wood, mod duty, 4' - 8', loan basic (temp hand receipt)
Edger, lawn, rot blade, hand operated
Rake, garden bow type, iron, 59" handle, 6" blade
Hose, water, garden w/std rolled brass couplings
Nozzle, garden hose, 3/4"
Shears, grass, cutting scissors type, 5-1/2" blade
Shears, hedge, 9-1/4" to 10-1/4" blade
Shears, pruning
Spade, hand
Sprinklers, lawn, 2 arm nozzle, adj 3/4" hose connection
Shovel, general purpose, long handle, sq pt #2
Shovel, general purpose, long handle, round pt #2
Lawnmowers, push type
Wheelbarrow (3-day temp hand receipt)
Spreader, fertilizer (3-day temp hand receipt)

APPENDIX D

REPRESENTATIVE COSTS

1. This appendix is a guide to occupants on the cost to DEH to perform Self-Help tasks. The prices listed are estimates based on the average task and includes time to perform the task and the paperwork to document any action taken.

2. TASK	COST
a. Carpentry & Hardware	
(1) Reset nails.....	14.00
(2) Fill holes in wall.....	9.80
(3) Tighten builder hardware.....	14.00
(a) door knobs	
(b) door hinges	
(c) window lifts	
(d) door stops	
(e) door closer	
(f) screws	
(4) Lubricate builder hardware.....	14.00
(a) door hinges	
(b) window sashes	
(5) Screens	
(a) repair small holes.....	14.00
(b) attach screen to frames.....	8.40
(c) secure frames to building.....	8.40
(6) Repair blinds and tighten brackets.....	16.80
(7) Repair or replace window shades.....	15.40

- (8) Clothes closets..... 14.00
 - (a) replace damaged coat hooks
 - (b) repair damaged clothes poles
 - (c) repair closet shelves..... 8.40
- (9) Tighten bolts and screws..... 14.00
 - (a) soap dishes
 - (b) tissue holders
 - (c) towel racks
 - (d) shower curtain poles
- (10) Adjust or repair cabinet hardware..... 14.00
 - (a) kitchen
 - (b) bath

b. Electrical

Replace

- (a) light bulbs..... 8.21
- (b) light globes..... 5.47
- (c) fluorescent tubes..... 8.21
- (d) wall receptacle plates..... 13.68
- (e) switch plates..... 13.68
- (f) appliance bulbs..... 8.21
- (g) fuses..... 8.21

c. Plumbing

- (1) Clean and unstop water closets..... 15.58

- (2) Replace
 - (a) shower heads..... 10.58
 - (b) faucet washers..... 7.56
 - (c) broken or missing faucet handles..... 10.58
 - (d) caulking around bathtubs..... 33.26
 - (e) caulking around ceramic tile..... 33.26
- (3) Perform simple maintenance and repair
of bathroom fixtures..... 60.48
- d. General Housekeeping
 - (1) Clean quarters.....250.00
 - (2) Clean appliances and kitchen equip..... 75.92
 - (3) Replace HVAC filters..... 9.49

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(ATZG-EH)

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read 'M. L. Quincy', with a stylized flourish at the end.

MICHAEL L. QUINCY
1LT, AGC
Adjutant

DISTRIBUTION:

HQ Fort Monroe: A, B, C

HQ TRADOC: H1, H2

