

HEALTH FACILITIES ADVISORY COMMITTEE (HFAC)
MEETING MINUTES

February 18, 2010, 12:00 P.M. (Eastern Time)

Roll Call: [P – Present; NP – Not Present]

Chairman: Mr. Tommy Bowman - P

Vice-Chairman: CAPT Keith Shortall - NP

Members: CAPT Jose Cuzme - P CAPT Dale Mossefin - NP
Mr. James Biasco - P CDR Brian Hroch - P
Mr. Ken Harper - P CDR Mat Martinson - NP

Executive Secretary: Mr. Howard Wellspring - P

Alternates: CAPT Michael Jensen, CAPT Michael Weaver, and Mr. Ray Cooke

Guests: Mr. Joe Bermes and Suresh Shah

Quorum Requirement per Technical Handbook Chapter 4-1: "A quorum consists of at least 50 percent of the HFAC voting membership. A person attending as sit-in representative of another member shall not be counted in determining the quorum requirement and cannot vote."

Approval of the previous meeting minutes. Jose motioned to approve the December 8, 2009 Meeting Minutes (Atch 1) without revisions. Brian seconded motion. **Motion to approve previous meeting minutes passed without objections.**

Old Business:

- **Confirm results of e-mail voting on Proposed Chapter 4-1 Health Facilities Advisory Committee (Atch 2).**
 - James motioned to approve the revised Chapter 4-1 by CDR Hroch as is.
 - Keith seconded the motion.
 - Those in favor of approval were: Tommy, Dale, Mat, Jose, James, Keith, Brian. (7 of 8). No vote received from Ken.
 - **Motion to approve Chapter 4-1 as revised by CDR Hroch passes.**

- **Result of determination whether the draft Chapter 21-X Sustainability Guidelines for New Facility Construction requires HFAC approval.**
 - Jose reported the draft had been distributed to the Facility Managers for comments. Comments were due 15 Jan and no comments were received.
 - Ken added that Lee Robison was working to combined several other chapters related to sustainability to create only one sustainability chapter for both existing and new facilities and leased facilities.

CHAPTER 1 - HEALTH FACILITIES ADVISORY COMMITTEE

4-1.1 DEFINITION, SCOPE AND PURPOSE (4-1) 1
4-1.2 COMMITTEE MEMBERSHIP AND METHOD OF OPERATION (4-1) 2

4-1.1 DEFINITION, SCOPE AND PURPOSE

The Health Facilities Advisory Committee is an interdisciplinary body of nine professionals, versed in matters related to the design, construction, operation and maintenance of health facilities and facilities in-general. The body advises the Director of the Indian Health Service Office of Environmental Health and Engineering, and the recommendations are recorded through the Technical Handbook for Environmental Health and Engineering (OEHE Technical Handbook) and through occasional Technical Memoranda when appropriate. The HFAC operates in a senior staff capacity, as it identifies and establishes best-practices, standards and guidelines for the Agency to utilize in planning, design, construction and operation and maintenance of facilities. The HFAC does not substitute for the authority and priorities of the Area Directors over Area program management. The HFAC does not establish IHS management and/or operational policy.

- A. Background - The IHS Office of Environmental Health and Engineering (OEHE) is charged with implementing the planning, design, construction, operation, and maintenance programs for health care facilities and staff quarters serving American Indians and Alaska Natives as authorized and funded by the Congress. This requires coordination and communication among many different disciplines to stay current with changes in technology, model codes, and federal/state and local technical requirements. Because of the unique nature of IHS health care facilities (e.g., remote locations, cultural sensitivity, etc.), the model codes and standard practices of the regular government entity often do not adequately address all issues. These are the types of matters brought before the HFAC for evaluation and resolution.

- B. Purpose - The HFAC is established for the purpose of reviewing, evaluating, developing, and issuing technical criteria requirements used in the planning, design, construction, operation, and maintenance of IHS health care facilities and staff quarters as determined by the respective health care facilities program Division Directors. The HFAC's major thrust is in developing generic standards to provide continuity and consistency in IHS health care facilities. The standards will minimize the need to "reinvent the wheel." Recommendations by the HFAC will be documented and based on past experience, sound judgment, deductive risk management, and suitability for standardization in the IHS arena. The HFAC operates in a staff capacity, and does not substitute for line management or in any way exercise the prerogatives of the operating programs. Management of the programs is under the line authority of the Area Directors with management guidance set by IHS headquarters through the OEHE Technical Handbook.

4-1.2 COMMITTEE MEMBERSHIP AND METHOD OF OPERATION

- A. Composition of Committee - The HFAC is composed of nine members selected from representative programs that deal with the planning, design, construction, cooperation, and maintenance of IHS health care facilities and staff quarters. Members are not expected to represent their organization or program, rather they are selected because they are knowledgeable professionals who represent a cross section of the interests, concerns, and responsibilities of IHS health care facilities and staff quarters programs.

The HFAC will consist of the following nine members:

- § Four IHS representatives from the Headquarters program (two representatives from Headquarters East, one representative from ES-Dallas and one representative from ES-Seattle);
- § One IHS representative from the Area Office institutional environmental health program; and
- § Three at-large Area Facilities Engineers, that occupy a position of Area Facility Director or equivalent.

One at-large Facilities Engineer (facility program head/director/chief) from an in-patient health care facility.

All members shall designate an alternate to attend on their behalf during their absence. Members may delegate their HFAC responsibilities in writing to an alternate representative within the same groupings indicated above.

HFAC members, or their delegated representatives, are to be Registered / Licensed / Certified professionals in their fields.

It is desirable to rotate membership between those eligible within the groupings as possible.

- A. Term of Appointments - Membership on the HFAC for the four representatives from the environmental health and engineering program will generally be the Headquarters Division Directors, other representatives will be appointed by the Director, OEHE. The length of term for the three at-large Area Facilities Engineers, the one Facility Engineer and one representative from the institutional environmental health program will normally not exceed three years. However, the HFAC membership may approve an extension for up to one year when justified, e.g., an individual is heavily engaged in ongoing committee tasks, or a member is elected to Chairperson or Vice-chairperson and total service beyond three years is appropriate. When the term of an at-large Area Facilities Engineer member and one Facility Engineer member has expired or that person no longer serves in an Area Facilities Engineer position or Facility Engineer position respectively, replacement members are jointly selected and appointed by the HFAC membership. At-large members may serve up to two consecutive terms.

PART 4 B TECHNICAL RESOURCE GROUPS

- B. Chairperson and Vice-Chairperson - The term of both the Chairperson and Vice-chairperson is three years. A person may not serve more than two consecutive terms in either one of these positions.

If the Chairperson must vacate that position for any reason, the remainder of the term will be served by the Vice-chairperson. If the position of Vice-chairperson becomes vacant for any reason, the membership will elect a new Vice-chairman to begin serving a new term.

Nominations – Upon a vacancy, the Chairman shall solicit nominations from the HFAC membership.

- C. Method of Operation - The HFAC shall develop its own internal procedures relative to its method of conducting business. These shall include, as a minimum, consideration of the following:

- (1) A meeting shall be held quarterly and may be conducted as conference calls. When possible, HFAC meetings should be scheduled in conjunction with workshops, conferences, etc., which are attended by HFAC members.
- (2) In accord with the HFAC procedures, provision may be made for the Chairperson to appoint an executive secretary.
- (3) A proposed agenda for each meeting will be developed and made available to the members prior to the meeting.
- (4) Minutes of each HFAC meeting will be drafted, distributed, and approved by the HFAC membership.
- (5) A quorum consists of at least 50 percent of the HFAC voting membership. A person attending as an Alternate representative of a member shall not be counted in determining the quorum requirement.
- (6) A person attending as an Alternate representative of a member cannot vote.
- (7) Where voting is required or appropriate, e.g., election of the Chairperson, action will be determined by the simple majority of the HFAC voting membership. Consensus is the method preferred in determining HFAC actions.
- (8) The HFAC may elect to establish standing or ad hoc subcommittees, said membership of which may include non-HFAC members provided that the chairperson of that subcommittee is a voting member of the HFAC.
- (9) The HFAC will adopt and follow an established procedure to develop, review, and issue standards or guidelines. This includes the following items:

§ The HFAC will establish specific priority areas where standard guidelines are needed. Written suggestions and concerns for topics to be considered by the HFAC are encouraged from any personnel involved in the planning, design, construction, operation, and maintenance of health care facilities. Specific assignments may be

made by the Chairperson and performed by individual members or subcommittees for later presentation and approval by the HFAC.

- § The HFAC member assigned to specific tasks should prepare a completed draft guideline which will be distributed to the HFAC members and reviewed for editorial comments. The comments will be mailed to the preparer by the individual members. Then, the preparer will revise or correct the completed draft guideline and distribute to the HFAC members. The preparer will present the corrected draft guideline for discussion at the meeting.
- § After the discussion, the HFAC membership could accept or reject the corrected draft. If the draft is acceptable, the Chairperson will ask for a motion to adopt or follow the draft. If the draft is rejected, due to incomplete write-ups, or it needs additional information, etc., the chairperson will ask for resubmission at a later date.
- § The Chairperson is responsible for assuring that appropriate personnel have an opportunity to review and comment on the proposed guidelines, and that the membership has considered these comments, before they are approved by the HFAC.
- § The executive secretary will record the approved motion, prepare a decision notice outlining the HFAC position and actions taken; issue, decision, reference, and date when the guideline was voted by the HFAC membership. The decision notice may include a draft technical handbook chapter prepared by HFAC members or subcommittee or others. The decision notice may also include a published guideline or standards used by the Federal government or private sector.
- § The Chairperson will review and sign the decision notice, and the executive secretary will mail this notice to the HFAC membership and Area offices together with the draft technical handbook chapter subject to editorial revision.
- § The signed decision notice will be filed in the HFAC chapter of the Technical Handbook for Environmental Health and Engineering, and the draft technical handbook chapter will be appropriately formatted and forwarded to the Director OEHE staff for editorial revisions and comments.
- § The draft technical handbook chapter will be reviewed to address editorial comments as needed. These comments will be forwarded to the HFAC member or subcommittee or others who prepared who guideline as needed.
- § After the final edit, this OEHE staff will prepare and submit a transmittal notice to the Director of the OEHE program for approval.

§ When the final chapter is approved by the Director, OEHE, the chapter will be placed in the Technical Handbook for Environmental Health and Engineering by the manager of the Technical Handbook.

- Ken voiced concerns over the draft chapter because it contained “place holders” for goals that only a few people determined (e.g., 7.5% goal for renewable energy). He felt a broader group should have worked on it to ensure the goals were achievable and not overly ambitious. Ken, also, was concerned that the requirements for leased facilities did not match those from the Department.
 - Joe suggested that the draft chapter that Lee was consolidating should go back to the workgroup to workout the “nuts and bolts”, then submit it to the HFAC for approval. Ken concurred that the HFAC needs to agree upon the goals.
 - Jose volunteered to get with Lee to determine when the consolidated draft will be available for the sustainability workgroup.
- **Results of nomination for HFAC chairperson.**
 - Tommy sent e-mail requesting nominations no later than 24 Feb. So far he has received 2 nominations.
 - Tommy reminded the committee that the candidate must be able to serve the 3 year term as the chairperson. Also, an at-large member may serve up to 2 consecutive 3-year terms with an extension not to exceed 1 year to serve as a chairperson or vice-chairperson.
- **Results of assessment of technical handbook chapters that require updating.**
 - Michael provided 2 handouts (Atchs 4 & 5). He reported that the last chapter to be approved (Chapter 4-1 HFAC) had been approved during this conference call.
 - Attachment 5 is the Table of Contents for the Technical Handbooks. He highlighted those chapters that require updating based upon the following criteria:
 - The chapter is 10 or more years old.
 - The chapter is not in .pdf format.
 - Did not include SFC chapters.
 - Because of the large number of chapters requiring to be updated, Michael suggested forming a committee to prioritize and breakout the work.
 - James suggested consultation with Gary Hartz for guidance before updating these chapters.

New Business:

- **Draft A/E Design Guide Update.** (Atch 3 – Summary of Changes)
 - Suresh, chairperson of the A/E Design Guide Update workgroup, referred to the workgroup’s Executive Summary of proposed revisions. He asked if the HFAC had any questions or comments. Ken replied that the revisions appeared “fine” but before the HFAC considers final approval the outstanding issue regarding the Computerized Maintenance Management System (CMMS) needs to be resolved and included in the

A/E Design Guide. Ken asked if all the Area Offices were using CMMS. James replied yes except for a few.

- CMMS's purpose, benefits, and details of how data was entered into the database were discussed. Also, discussed was the role of TMA, a vendor that populates the web-based CMMS, and the contractual strategy between the A/E and the firm that would enter the data. Ken asked Michael Jensen to work with the A/E Design Guide Update workgroup to complete this action.
- The other outstanding issue was the clarification of which NFPA 101 – Life Safety Code should be used in our design. The Center for Medicare & Medicaid Services (CMS) currently has adopted the 2000 edition for certification of health facilities for M&M reimbursement. Our technical handbook requires use of the current code at the time the A/E contract is executed. After some discussion whether the use of a later edition of NFPA 101 had caused any problems to obtain certification since the adoption of the 2000 edition, the conclusion was that the current 2009 edition of NFPA 101 meets or exceeds the compliance requirements of the 2000 edition.
- Joe asked should the A/E Design Guide (after inclusion of CMMS) be approved or wait until the sustainability chapter is approved. Michael Jensen asked if the comment period is closed. Ken replied yes. Ken suggested the proposed A/E Design Guide with the CMMS revision could be presented to the HFAC for a telephone vote without completion of the renewable energy requirement. James agreed because an addendum may be issued afterwards stating the renewable energy requirement.

Action Items:

- Jose will get with Lee to determine when the consolidated sustainability chapter will be available for the sustainability workgroup to complete the details (i.e., goals).
- James will seek guidance from Gary Hartz regarding the updating of the technical handbook chapters.
- Michael Jensen will work with the A/E Design Guide Update workgroup to incorporate CMMS into the Design Guide.
- Suresh will submit the A/E Design Guide to the HFAC Executive Secretary for distribution to the HFAC for a telephone vote before the next meeting on May 20.

Next Meeting: Thursday, May 20, 2010 at 12:00 p.m. (Eastern Time).

Adjournment: James motioned to adjourn. Jose seconded motion. **Motion to adjourn passed without objection.**

Attachments:

1. Dec 8, 2009, Meeting Minutes (Approved)

2. Chapter 4-1 Health Facilities Advisory Committee (Approved)
3. Summary of Proposed Revisions to the A/E Design Guide
4. Technical Handbook Update Listing
5. Table of Contents Listing Technical Handbook Chapters Needing Update

2010 AE Design Guide Update Summary

After an open call for comments to the current 2007 design guide the committee reviewed and addressed more than 240 individual comments that were collected from users, designers, and committee members.

Tracking change text

Content changes within the design guide edit are highlighted with **red** font.

Minor edits addressing layout, numbering, grammar, or spelling are not highlighted.

Organizational changes

Extracted detail from the Technical Handbook has been removed and a replaced with a summary reference Index of relevant Technical Handbook chapters with a direct web reference to the source documents.

Appendix layout and numbering has been coordinated and integrated with the main document body.

Notable content changes and additions

General

- additional detail on site and geotechnical requirements throughout the document
- code, standards, guidelines, and executive order references have been updated
- new drawing detail sheet cross reference requirements
- expanded detail on record drawing requirements
- use of old 16 division specification format has ended
- reorganized and expanded details for the code analysis and life safety code plan
- new paragraph on requirements for the design of a heliport (if required by the POR)
- non-technical specifications, division 0 and 1, are now specifically required as a deliverable
- expanded design intent / basis of design documentation requirements; provided with each submittal from schematic design on
- a specific security system drawing is required

Sustainability

- expanded details, requirements, and content of the sustainability report, provided with each submittal from concepts on, closely coordinated with energy consumption and reduction initiatives within EISA 2007, related executive orders, and the Technical Handbook
- Sustainability reports will provide the status of compliance with each of the guiding principles, and include a matrix of LEED points being sought (if applicable). Cost impacts attributable to sustainability are to be tracked
- new requirements for energy consumption benchmarks have been incorporated into the sustainability report

- projected energy water consumption reporting including baseline and projected consumption is required
- the AE is required to designate a specific LEED accredited professional (LEED-AP) on the integrated project team
- specific, and attainable guidance for daylighting has been provided
- expanded requirements for renewable energy including mandatory compliance with 30% solar heating for hot water demand and evaluation of onsite renewable energy technologies
- usage and reduction strategies of fossil fuel use are specifically evaluated
- life cycle costs related to alternative energy systems for fossil fuel reduction are calculated at 40 years instead of 25 years
- one of the proposed HVAC mechanical systems is specifically required to consider renewable energy technology

Outstanding Issues:

1. CMMS program input requirement in the AE Design Guide

- A/E shall provide complete required data for the Facility's CMMS-(Computerized Maintenance management System) program

Committee members do not have enough detail information on the CMMS software or its input data requirements and output report. Committee members unanimously rejected the proposal to include the above requirement in the Design Guide – It may be included in next update cycle.

2. Following item required advice

CMS and IHS has two different Life Safety Code requirements

- CMS (Centers for Medicare & Medicaid Services) has adopted NFPA 101-2000 edition per 42 CFR Parts 403, 416, 418, 460, 482, 483, and 485
- IHS has adopted latest Life Safety Code (NFPA 101-2009 edition)

CMS has authority to approve M&M fund to the present and future IHS Health Center. If the facility does not meet their life safety code requirements they would hold the fund until the facility is updated per CMS code.

AE Design guide committee members do not have enough detail information and members suggested that the **HFAC committee or the IHS HQ could provide advice** which code should be use for the health care facility

Following was my suggestion to the committee “insert the following paragraph in the present design guide”: (It was not agreed by all committee members)

AE shall review the CMS's Life Safety Code requirements per 42 CFR 416 and compare these with the latest NFPA-101 code requirements (as required to design the project) and provide list of differences between two different codes which could affect on the project design (This should be accomplish at the Pre-design phase of the project)

**HFAC DECISION AND
TECHNICAL HANDBOOK UPDATE LISTING**

Tech Hndbk Vol/Part/Chptr	HFAC Dec. No.	Title/Status/Action
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Completed Chapter Updates - No Action Needed

I - 4-3	NA	Codes Committee Organization. Completed and posted on web site.
III - 21-2.4	41	Radon Control and Mitigation. Completed and posted on web site.
III - 21-3.2	17	Civil/Structural Guidelines - Floodplain Criteria. Completed and posted on web site.
III - 21-3.3	17	Civil/Structural Guidelines - Storm Water Discharges From Constructon Sites. Completed and posted on web site.
III - 21-4.4	2	Smoke Damper Use (Toxic Vapor Cases) This decision was deleted on 9/2/98 and removed from the web site.
III - 21-4.9	37	Dental Ventilation. Completed and posted on web site.
III-21-5.3	42	Standby Power System Generator Selection Criteria. Completed and posted on web site.
III - 21-8	NA	Metrication. Completed and posted on web site.
III - 24-2	26	Applicability of Codes, Constrc. Codes and Stds. Completed and posted on web site.
III - 24.3	36	Clarification of the Application of Fire Protection/Life Safety Codes. Combined with chapter 24-2 above.
III - 24-2.5	30	Authority Having Jurisdiction. Completed and posted on the web site.
III - 24-4	24	A/E Design Guide. 1996 version. Decision No. 39 added August 03 version to web site. March 05 version added to web.
III - 24-9	25	Interim Life Safety Measures. Web site location needed updating and is complete.
III-21-4.10	NA	USP 797. Completed and posted on web site.
III - 24-11	34	Installation of Fire Sprinkler Protection in Healthcare Facilities. Completed and posted on the web site.
III - 21-4.7	35	Fire Sprinklers Versus Alternate Provisions (Quarters). HFAC approved combining with chapter 24-11 (see above) and dropping this sub-chapter. (Note: 2006 NFPA requires single family homes to be
VI-70-7	NA	International Property Maintenance Code. Completed and posted on the web site.
VI - 87-1	4	Asbestos Abatement: Removal Vs. Less Expensive Alternatives. Superceded by Part VI, Chapter 75-6 - Best Practices for Environmental Remediation and Management. Completed and posted on web site.
VI - 87-3	5	HVAC Refrigerants Use. Superceded by Part VI, Chapter 75-6 - Best Practices for Environmental Remediation and Management. Completed and posted on web site.

Chapters Needing Updates, Final Review, Signature, Web Site Posting

III - 21-15	33	Security Level Selection for Use in the Design of New Federal Facilities. Approved at 7/23/09 HFAC meeting. As of 11/13/09, Lee had questions from his final edit that require Darrell to address and return to HFAC.
I - 4-1	NA	HFAC Charter. HFAC to discuss most recent draft from James Biasco at 12/8/09 meeting.

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- 1-3 - Authorizing Legislation
- 1-4 - Functional Statement of Environmental Health and Engineering
- 1-5 - Delegations of Authorities
-  1-6 - Issuances to the Technical Handbook (PDF) (12/03/2008) (58Kb)

Part 2 - Administration and Management

-  2-1 - Technical Handbook Implementation (06/01/2007) (116Kb)
- 2-2 - Glossary
- 2-3 - Index

Part 3 - Financial Management

- 3-1 - Budgeting
- 3-2 - Estimating Systems
- 3-3 - Funding Sources
- 3-4 - Financial Management Reporting
-  3-5 - Reprogramming Procedures (02/28/1997) (740Kb)
- 3-6 - Allocation of Financial Resources

Part 4 - Technical Resource Groups

-  4-1 - Health Facilities Advisory Committee (03/30/2000) (39Kb)
- 4-2 - Environmental Health Technical Resources
-  4-3 - Codes Committee (01/06/2007) (40Kb)

Part 5 - Training and Staff Development

- 5-1 - Facilities Engineer Residency Program
- 5-2 - Project Officer Training for Health Care Facilities
- 5-3 - Construction Inspection Program
- 5-4 - Environmental Health Training Program
-  5-5 - Career Intern Program (08/22/2006) (107Kb)

Part 6 - Management Systems

- 6-2 - Quality Management Initiative
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Volume II - Health Care Facilities Planning

Part 11 - Facilities Planning Guidelines

- 11-1 - Planning Process
- 11-2 - Project Budget Estimating
- 11-3 - IHS Area Facilities Planning Master Plans
- 11-4 - Health Care Facilities Planning Manual
-  11-5 - Cost Analysis: Direct vs. Contract Inpatient Care (09/30/1996) (116Kb)
- 11-6 - Planning Protocols for Facility Staffing

Part 12 - Priority Systems

12-1 - Health Facilities Construction Priority System

 12-2 - Quarters Construction Priority System (09/30/1996) (176Kb)

12-3 - Dental Modular Unit Priority System

Part 13 - Planning Documents and Reports 13-1 - Project Summary Document (PSD) (09/30/1996) (41Kb) 1 - Project Summary Document (51Kb) 13-2 - Program Justification Document (PJD) (02/28/1998) (10Kb) 2 - Guidelines for developing a PJD using the HSP (357Kb) i - Health System Planning Process Implementation (74Kb) 13-3 - Feasibility Studies (09/30/1996) (55Kb) 13-4 - Site Selection and Evaluation Report (SSER) (06/02/1998) (324Kb) 13-5 - Program of Requirements (POR) (06/23/1998) (10Kb) 2 - Guidelines for developing a POR using the HSP (15Kb) i - Health System Planning Process Implementation (75Kb) 13-6 - Program Justification Document for Quarters (PJDQ) (05/26/1999) (203Kb) 13-7 - Program of Requirements for Quarters (PORQ) (03/05/2001) (105Kb) 1 - Authorized Sizes, Number of Rooms, and Appliances for IHS Staff Quarters (90Kb)**13-8 - Housing Verification Survey Report (HVSR)**

Volume III - Health Care Facilities Design and Construction

Part 21 - Design Criteria and Standards

21-1 - Minimum Design Standards

 21-2 - General/Architectural Guidelines (08/30/2006) (35Kb) 4 - Radon Control and Mitigation (2006) (34Kb) 21-3 - Civil/Structural Guidelines (09/08/2006) (24Kb) 2 - Flood Plain Management (49Kb) 3 - Construction Site Storm Water Discharge (60Kb) 21-4 - Mechanical Guidelines (03/03/2009) (58Kb) 10 - Design Requirements for Compounded Sterile and Hazardous Drug Preparation Areas (December 2008) (82Kb)

8 - Darkroom Ventilation

 9 - Dental Ventilation (106Kb) 21-5 - Electrical Guidelines (01/08/2009) (125Kb)**21-6 - Federally Assisted Construction** 21-7 - Accessibility Standards (09/30/1996) (11Kb) 21-8 - Metrication (08/20/2007) (33Kb)

-  21-9 - Seismic Standards (02/19/1997) (110Kb)
- 21-10 - Calculation of Building Areas
- 21-11 - Interstitial Space
- 21-12 - Space and Budget Reports
-  21-13 - Computer Aided Design (09/30/1996) (11Kb)
-  21-14 - Partnering (12/04/1996) (54Kb)
- 21-15 - Security Level Selection
- 21-16 - Applicability of Codes

Part 22 - Design Services

-  22-1 - Architect/Engineer Selection (02/28/1997) (29Kb)
 -  A02 - Planning (35Kb)
 -  A03 - Evaluation and Selection (31Kb)
 -  A04 - Negotiation and Award (28Kb)
 -  X - Exhibits Listing (17Kb)
 -  X01 - A/E Acquisition Schedule (24Kb)
 -  X02 - Selection Board Appointment (12Kb)
 -  X03 - CBD Synopsis (13Kb)
 -  X04 - CBD Numbered Notes (11Kb)
 -  X05 - Justification for Restriction (11Kb)
 -  X06 - Evaluation Criteria and Weight Factors (11Kb)
 -  X07 - Score Form (20Kb)
 -  X08 - Individual Evaluation Summary (15Kb)
 -  X09 - Selection Evaluation Summary (18Kb)
 -  X10 - Contracting Officer Briefing Memo (16Kb)
 -  X11 - Transmittal of Qualification Statements to Board (12Kb)
 -  X12 - Notification to Non Short-Listed Firms (12Kb)
 -  X13 - Interview Confirmation to Short Listed Firms (13Kb)
 -  X14 - Reference Check Worksheet (13Kb)
 -  X15 - Evaluation Board Report (21Kb)
 -  X16 - Source Selection Memorandum (13Kb)
 -  X17 - Short-List Notification of Non Selection (12Kb)
 -  X18 - Selection Notification (11Kb)
 -  X19 - Request for Proposal (12Kb)
 -  X20 - Negotiation Memorandum (19Kb)
 -  X21 - Notification of Award (10Kb)
 -  X22 - Debriefing Response (18Kb)
 -  Z - End Notes (11Kb)
- 22-2 - Indefinite Delivery Contracts
- 22-3 - Design Build Contracts and Others
-  22-4 - Architect/Engineer Guide (09/11/2007) (21Kb)

Part 23 - Design Studies

-  23-1 - Environmental Reviews (02/28/1997) (43Kb)
- 23-2 - Archeological/Historic Studies
-  23-3 - Value Engineering (09/30/1996) (97Kb)

- 23-4 - Constructability Analysis
- 23-5 - Post Occupancy Evaluation

Part 24 - Construction Guidelines

- 24-1 - Contractor Selection
-  24-2 - Applicability of Codes, Construction Codes and Standards (06/23/2008) (31Kb)
-  24-2.4 - Occupancy Classification (37Kb)
-  24-2.5 - Authority Having Jurisdiction (498Kb)
- 24-3 - Construction Contract Administration
- 24-4 - Contract Amendments and Change Orders
- 24-5 - Construction Inspection
- 24-6 - Final Inspection and Start-up Activities
- 24-7 - Activation and Start-Up Costs
-  24-8 - Project Final Report (09/30/1996) (98Kb)
-  24-9 - Interim Life Safety Measures (02/28/1997) (217Kb)
-  24-10 - Environmental & Occupational Monitoring (03/10/1998) (11Kb)
-  24-11 - Installation of Fire Sprinkler Protection in Health Care Facilities (06/21/2005) (28Kb)

Part 25 - Construction Procurement

- 25-1 - IHS Direct Federal Construction
- 25-2 - Public Law 93-638 Title I Contracting
- 25-3 - Public Law 93-638 Title III Compacting
-  25-4 - Major Health Facilities Grants (02/01/1997) (4396Kb)
- 25-5 - Small Ambulatory Care Facilities Grants & Construction Program
- 25-6 - HUD Block Grant Support
- 25-7 - Major Equipment Procurement

Part 26 - Construction Funding Sources

- 26-1 - IHS Facilities Appropriation
- 26-2 - Joint Venture Construction Program
- 26-3 - Tribal Sharing of Costs
-  26-4 - Level of Need Funding (02/18/1997) (253Kb)
-  26-5 - Medicare/Medicaid Projects (09/30/1996) (51Kb)
-  26-6 - Health Services Carryover Funding (12/02/1996) (45Kb)

Volume IV - Real Property Management

Part 30 - Asset Management

-  30-2 - Guidelines for Real Property Assets Accountability (06/21/2005) (668Kb)
-  30-4 - Guideline for Determination of Deferred Maintenance (04/11/2007) (234Kb)
-  30-5 - Reporting Heritage Assets and Lands Held in Trust (11/26/2007) (31Kb)
-  30-6 - Calculating Imputed Rents (05/31/2007) (38Kb)
-  30-7 - Capital Lease Reporting (28Kb)

Part 31 - Governemnt Owned Real Property

[31-1 - Ownership Responsibilities/Requirements](#)

[31-2 - Utilization Requirements](#)

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