

## **15 FAM 620 DEFINITIONS**

*(CT:OBO-5; 03-21-2006)  
(Office of Origin: OBO)*

### **15 FAM 621 ROUTINE MAINTENANCE AND REPAIR (M&R)**

*(CT:OBO-5; 03-21-2006)  
(Uniform State/USAID/Commerce/Agriculture/DIA)*

Routine maintenance and repair (M&R) provides for the preservation of U.S. Government-owned/long-term leased (GO/LTL) real property in such condition that it can be effectively used for its intended purposes:

- (1) *M&R includes* services and/or materials used for items of a recurring nature, such as painting, weather stripping, *and* termite repair. This *excludes* housekeeping chores such as cleaning and changing light bulbs *and filters*; cleaning or repairing furniture, drapes, or carpeting; or contracts for custodial services, *trash collection or grounds maintenance; and wages, benefits, travel, or training of building maintenance staff (e.g., carpenters, electricians, painters, gardeners)*. These are properly funded by Diplomatic and Consular Program (DCP) appropriations or by *funds provided by the parent agency of* individuals occupying U.S. Government quarters—see 15 FAM 120 and 15 FAM 730;
- (2) *A second category of M&R includes* services and/or materials used for items of a minor nature such as repairs of broken water pipes; replacement of broken/inoperable bathroom/kitchen fixtures; repairs to windows, doors, wooden shelving; repairs to a building system such as heating, central air-conditioning, and mechanical systems; repairs to electrical systems (*excluding* any repair that would result in a change in the amount of electrical service to a building); repairs to floors (*excluding* carpeting repair). Routine *M&R* funds may not be used to pay for escort, guard services, *or for moving furniture and equipment*; and
- (3) *A third category consists of* bulk M&R supplies for use in GO/LTL properties, such as paint, lumber, nails, plumbing supplies, and electrical wire (*excludes* the purchase or repair of tools).

## **15 FAM 622 SPECIAL MAINTENANCE AND IMPROVEMENT (M&I)**

*(CT:OBO-5; 03-21-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

*Most* special maintenance and *improvement (M&I)* projects *contribute to restoring* a building to a fully functioning condition. These projects can include repair or replacement of building systems or structures such as replacement of plumbing and modernization of bathrooms and kitchens as part of a general program to upgrade facilities at U.S. Government-owned/long-term leased (GO/LTL) properties. The following noninclusive list gives examples of special *M&I* projects:

- (1) Rewiring a building;
- (2) Replacing a roof;
- (3) Repaving a parking area or driveway;
- (4) Replacing (but not upgrading) major parts of a building such as elevators, central heating, or air-conditioning plants;
- (5) Repairing termite damage;
- (6) Replacing deteriorated water or sewage systems; and
- (7) Repairing or replacing (not painting) a building facade.

## **15 FAM 623 MINOR IMPROVEMENTS**

*(CT:OBO-5; 03-21-2006)*

*(Uniform State/USAID/Commerce/Agriculture/DIA)*

*Some special maintenance and improvement (M&I)* projects enhance the value of a building or change its functional nature *by design or to comply with building and fire codes*. *Minor improvement* projects can include improvements to a building, such as installing new building systems (adding *or upgrading* heating, ventilation, and air-conditioning, for example); adding a new kitchen or bathroom; *changing* the size, nature, or function of a facility such as enlarging *or completely renovating* bathrooms or kitchens; putting extensions of any kind on a building; combining two residential units into one or vice versa; and making offices out of residential space or vice versa. The following list gives examples of minor improvement projects:

- (1) Correcting building deficiencies (*e.g., creating improved means of egress* and/or *making* other required safety modifications);
- (2) Changing a property's use (*e.g., converting storage space to*

- cafeteria or office space);
- (3) Paving (not repaving) a *new* driveway, parking lot, patio; *and*
  - (4) Upgrading electrical power systems (i.e., uninterruptible power systems (UPS) or power conditioners), elevators, *or* water distribution.

## **15 FAM 624 THROUGH 629 UNASSIGNED**