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SUBJECT

FACILITY STATUS CHANGE PROCESS

PURPOSE

The purpose of this process instruction is to identify primary responsibilities and establish standardized processing of changes in facility status by the Base Operations and Spaceport Services (BOSS) Engineering Services Activation and Turnover (A&T) office. These changes in status apply to *downgrades* and *upgrades* in status, resulting in changes of Operations and Maintenance (O&M) activities and/or Sustaining Engineering activities. *Turn-over* of facilities to the BOSS contract are processed in the manner defined in ENG-I-0005, Activation & Turnover Instruction. This instruction ensures that change of status activities which affect Facilities, Systems, fixed Equipment and/or Utilities (FSEU) constructed or installed on government property are coordinated with all appropriate organizations; any current and planned work is reviewed and assessed for continuation, modification or cessation; identify project documentation required to be revised/updated/canceled; any changes are communicated to O&M and/or SE personnel; and those changes are reflected in the Operation, Maintenance, Engineering User (OMEU) matrix and adjusted on the BOSS contract.

The Facility Abandon Status Transition (FAST) process provides an effective means of managing the National Aeronautics and Space Administration (NASA) facility status change activities at the Kennedy Space Center (KSC) and Cape Canaveral Space Force Station (CCSFS).

SCOPE AND APPLICABILITY

This instruction directs the processes for mothballing, abandoning, excessing or reactivating NASA facilities throughout KSC and CCSFS. When a building has been identified for change of status by the NASA Real Property Authority Officer (RPAO). BOSS will be notified to proceed with the Facility Change in Status activities via submission of an Electronic Work Request (EWR). Participants of the FAST process will then identify the facility systems affected and actions required. This process meets the requirements of BOSS Project Work Statement sections 2.4.1.2 (n) for Facility Management and 4.4.1.8 for Activation and Turnover.

PROCESS

1. NOTIFICATION OF CHANGE IN STATUS

A&T will be informed of anticipated changes in facility status.

- Notification of a project that will replace one (1) facility with another. The project will include downgrade or demolition of the replaced facility.
- Notification from the Customer of a project changing the status of one (1) or more facilities. This may not include construction of a new facility.
- Request from internal or external customer for support to a change in status.
- Specific Contract Action, i.e. a Facility Transition or exercising of an Option associated with the BOSS contract.
- Receipt of an “Add/Delete” notice (via email) from BOSS Real Property.

Upon approval of the notification, the FAST Team Administrator will notify the FAST team active participants of the required change process. The FAST Team will be required to perform a variety of functions to effectively manage the facility change of status. The level of effort may be adjusted depending on the size and scope of the project.

The process will be divided into three (3) separate processes as detailed below:

- 1) **Planning** process to determine costs to perform the change of state activities.
- 2) **Implementation** process to perform the funded activities for the facility change of state.
- 3) **Closeout** process to close documents and perform OMD.

2. CHANGE OF STATUS ACTIVE PARTICIPANTS

As part of the Change of Status process the following participants are required to give input and may be required to attend a FAST team meeting when requested by the FTA.

MEMBER	ROLE
ACAM	FAST Team Administrator (FTA)
Engineering Support	Team Coordinator
ACAM	Configuration/ Asset Management
Facility Manager (FM)	Facility Access and Planning
Environmental (QSE)	Environmental Hazards Review
System Engineering (SE)	Systems Review/Tasking
NASA SI	Review
Real Property (RPO)	Identify personal and tagged property
Property Disposal	Removal of personal and tagged property
Logistics System Engineer (LSE)	Identify Spare stockage
Planning and Estimating	Estimating EWRs, creating Implementation EWRs
Property Admin	Property Excessing
Design Engineering	Drawing/Eng Services

3. WORK FLOW – PROJECT PLANNING PHASE

The FAST team Stakeholders are persons required to complete the Facility FAST evaluation. These persons will be identified by the Engineering Support FAST team coordinator and notified of their involvement in the process. FAST team meetings may be

scheduled by the FAST Team Administrator (FTA) to bring the team members together for discussion of the change of status process.

The planning phase involves identifying all utility systems and real property end states as well as creating EWRs or EWR REQs needed to bring the systems or equipment to the end state desired.

3.1. Initiating EWR

The NASA Real Property Accountability Officer (RPAO) will start the process with the creation of a EWR action.

- WCC shall assign the FAST Job Category to the EWR (this new job category will be utilized to generate the required weekly progress reports).
- Attach any applicable information about the facility in EWRs.
- Submit one (1) EWR per facility group affected.

The BOSS Work Control Center (WCC) – Work Receipt shall:

- Work flow the EWR to Engineering Support for determining needed hours for planning phase.
- Generate an EWR REQ/WON based on the following:
 - If Eng Support estimate is less than ten (10) hours, set up Baseline ENGWO WON.
 - If Eng Support Estimate is greater than ten (10) hours, coordinate count approval w/customer, set up SO-ENG WON using applicable customer Project String.
- Creates Planning work steps using one of the following Job Plans:
 - Abandonment – FAST-ABDN.
 - Mothball – FAST-MBAL.
 - Reactivation – FAST-REAC.
- Generate a report of “all open work” for the facility specified in FAST EWR, and attach to SO-ENG WON
- Notify by e-mail, the FAST Team Administrator (FTA) and BOSS Activation Configuration and Asset Management (ACAM) lead of new FAST requirement.
- Workflow the WON to the ACAM FTA as status = APPR.

ACAM FAST team Administrator (FTA) shall start the facility change of state process per ENG-I-0005, *Activation & Turnover Instruction*.

- Receive the WON from WCC and change the status to INPRG.
- Create a new folder on the FAST team Shared Drive, [\\bossfile\engineering\\$\Shared\FAST team](#), for the end state process titled in the following format: 'Facility Id - Abandon', 'Facility Id - Mothball' or 'Facility Id - Reactivation'.

- Place any related documents to include open work runs in that folder.
- Notify the Engineering Support to identify stakeholders, hours required and coordinate estimated start and completion dates to add to Maximo.
- Notify all FAST members via e-mail of the facility change of state planning EWR/WON along with a link to the FAST team Sharepoint site for all links and forms associated with the process.
- Planning processes are per the following flowcharts:
 - Abandonment Planning - Figure #1.
 - Reactivation Planning - Figure #3 - Future.
- Implementation Processes are per the following flowcharts:
 - Abandonment Implementation - Figure #2.
 - Reactivation Implementation - Figure #4 - Future.

3.2. FAST Engineering Support

The FAST Engineering Support will facilitate the process flow as follows.

- Requests estimated hours from the SEs, LSE, QSE groups upon receipt of a FAST EWR vetted requestor e-mail from the Work Control Center Tier 1.
- Coordinates with System Engineering (SE) Leads, Facility Manager (FM) supervisor, Logistics Support Engineer (LSE) Lead, Quality Safety and environmental Health (QSE) manager, Activation, Configuration & Asset Management (ACAM) Lead, and Real Property Office (RPO) Lead to determine the assigned reviewer.
- Assigns reviewers to Inspector field on Maximo task upon notification of the FAST team WON.
- Coordinates with FTA to determine Estimated Start Date (ESD) and Estimated Completion Date (ECD) for the reviewers.
- Assign ESD and ECD to respective reviewers on Maximo task lines.
- Tracks the MWO Status, [\\bossfile\engineering\\$\Shared\FAST_team](\\bossfile\engineering$\Shared\FAST_team), for completion of reviewer's tasks.
- Tracks progress of reviewers. When all are complete, notifies Work Control and the FTA to close out planning WON and create an implementation REQ based on Attachments in the Planning WON.
- Complete FAST Planning WON Task as required.

3.3. FAST reviewer process flow

The following BOSS departments will review and assess the facility change of state as identified in the EWR.

Facility Managers (FM) shall:

- Schedule and support all information gathering walkdowns.
- Support any scheduled FAST meeting to discuss coordination efforts.
- Provide access controls to the facility.
- Identify all facility services needing termination.
- Identify all AEDs in the facility to determine their end state.

- Identify all fire extinguishers to be removed.
- Notify other contractor tenants of intent for facility transition.
- Review Facility Turn-In Checklist (FTIC) for the project process end state located in Appendix B. C or D.
- Complete FAST WON Tasks by ECD.

System Engineering (SE) shall:

- Attend any FAST meetings to discuss requirements for the FAST change of status process.
- Complete a 'Facility Change in Status Support' form as obtained from the FAST Team SharePoint site [<LINK>](#) and attach to the WON as a **Company Sensitive** Document attachment.
- Perform walkdown of the facility as needed to determine process to bring the facility to the required change of state.
- Review Open Work report attachment to determine any work that needs to be completed before change of state and those that can be canceled. Notify FTA of review results.
- As needed, write task instructions for respective shop implementation to alter systems according to the desired end state and attach the task instructions to the WON, as part of or separately from the 'Facility Change in Status Support' form for P&E use.
- Identify OMD requirements to ACAM.
- Coordinate with Design Engineering (DE) to determine best means to change configuration drawings or power system distribution to bring the facility to the required change of state. DE shall create sketches as required.
- Work with the Customer to receive concurrence as to changes required.
- Detail all work requirements to bring the facility to the change of state as Maximo Log notes and attach any supporting documents. Include all EWRs generated.
- Review Facility Turn-In Checklist (FTIC) for the project process end state located in Appendix B. C or D.
- Complete FAST WON Tasks by ECD.

Quality Safety and environmental Health (QSE) shall:

- Upon receipt of the Notice of Change in Facility Status planning email, Environmental will perform an initial walk-down and identify any issues to be addressed during the implementation of the project. Additionally, Environmental will submit an Environmental Checklist (KSC Form 21-608) according to National Environmental Policy Act Review Process, EAP-P-4000, and work with System Engineers and Environmental Waste personnel to execute and submit Process Waste Questionnaire (PWQ) to the Integrated Mission Support Services Contractor (IMSS/KEMCOM) for approval and disposal requirements.
- Environmental Health shall identify any hazardous material in the facility and any remediation measures required.
- Safety shall identify any safety hazards associated with the facility.
- Detail all information regarding hazards and hazardous materials in Maximo WON Log notes.

- Complete an Environmental checklist and attach the WON.
- Review FTIC for the project process end state located in Appendix B. C or D.
- Complete FAST WON Tasks by ECD.

Logistics System Engineering (LSE) shall:

- Upon receipt of the Notice of Change in Facility Status planning email from the FTA, Logistics Systems Engineer (LSE) will perform a Property Search and Records Closeout of all materials associated with the facility involved in the Change of Status. The report will be attached to the MAXIMO WON for later processing during implementation phase.
- Attach the list of “to be excessed” materials to the Maximo WON.
- Review FTIC for the project process end state located in Appendix B. C or D.
- Complete FAST WON Tasks by ECD.

BOSS Real Property Office (RPO)

- Identify all Real Property (NASA or BOSS) in facility needing to be excessed during the implementation phase later.
- Upon receipt of initial email notification from the FAST Team Administrator that a facility is in the FAST process, Real Property will update the Facility Space Management System (FSMS) documenting the facility is in the abandonment process.
- Attach the list of “to be excessed” property to the Maximo WON.
- Review FTIC for the project process end state located in Appendix B. C or D.
- Complete FAST WON Tasks by ECD.

Activation, Configuration & Asset Management (ACAM) shall:

- Upon notification from the FAST Team Administrator (FTA) e-mail, ACAM shall create the Project & Configuration Management System (PCMS) record with the following information:
 - Project Number and Title.
 - Scope of Work.
 - Project Contact information, i.e. Design Engineer, Inspector, and Contracting Officer’s Technical Representative (COTR).
 - Facility/Facilities involved.
 - OMEU-listed systems currently assigned to BOSS, along with the System Engineer (SE) for each system.
 - Project-Specific Notes (including the project/task Work Order Numbers (WONs), if any).
- Create a physical file folder for notes and other information associated with the project/facility/system(s).
- Broadcast email acknowledging to NASA and others that BOSS has received the request for facility abandonment and are working toward that end.
- Generate the Maintenance Action Request (MAR Asset Template FAM-F-0006) and generate the Open Work report.
- Generate a “Facility System & Asset report”.

- Asset Management shall identify all Maximo assets for the facility and send to the SE(s) for review.
- Route the report to the SE community to review asset list to verify all will be affected by the facility change of state. Attach final list to Maximo WON.
- Start the change of state planning process per ENG-I-0005.
- Create Project Summary form (ENG-F-DE10) to identify OMD affected. Obtain review by SE community. Attach final DE-10 to Maximo WON for use by P&E to estimate OMD.
- Detail any unusual ACAM requirements other than the attachment to bring the facility to the change of state as Maximo Log notes and attach any supporting documents.
- Review FTIC for the project process end state located in Appendix B. C or D.
- Complete FAST Planning WON Tasks by ECD.

WCC – Work Receipt shall:

- Create ENG-SO Req upon receipt of EWR. Attach appropriate JP depending on transition type.
- Review Open Work report and coordinate with the FTA and NASA customer to determine all open work to be canceled or continued.
- Cancel all work approved for cancellation from review.
- Change status of WON based on input from FTA or Engineering support coordinator.
- Close out planning WON when required.

4. WORK FLOW – PROJECT IMPLEMENTATION PHASE

Upon completion of all reviews by the above organization a new Req for Implementation will be created. Depending on hours complied in Planning Phase this could be a Baseline ENGWO or a Task Order SO.

4.1. P&E Project Cost Estimating

Planning and Estimating (P&E) shall process the WON for Tasking.

- Upon completion of all reviews by the above organization a new Req for Implementation will be created.
- Verifies whether the FAST project is Baseline or Task Order.
- Review of all requirements to perform the implementation of the project from the System Engineers, Environmental, Facilities Management, ACAM, and Property Administration. P&E shall disposition the Implementation WON, documenting the tasks and hours for each supporting organization and add the appropriate names to the task line inspector fields. Cost estimates will be prepared in accordance with PIO-P-EST01 Estimating Process Guidelines. The P&E or Project Manager (PM) will provide status of the EWR during the ROM and Task Plan stage and status progress of the work during the implementation phase per Project Management Instruction, [PIO-I-PM02](#).

- For Support Orders, upon review of all requirements to perform implementation from System Engineering, Environmental, Facilities Management, ACAM, and Property Administration, P&E shall disposition the SO documenting the tasks and hours for each supporting organization and submit to the shops for work.
- Develop an OMD cost estimate based on attached Project Summary form (ENG-F-DE10) and assets MAR form.
- If required, create an OMD req per ENG-P-0002.
- Add Maximo Log entry to record any additional EWRs created to support the project.
- Add Maximo Log entry to detail any unusual processes needed to bring the facility to the required change of state.
- Review Facility Turn-In Checklist (FTIC) for the project process end state located in Appendix B. C or D.
- Complete FAST planning WON Tasks by ECD

Upon NASA approval of EWR funding for Demolition/Mothballing or Reactivation, the following efforts will move forward:

If Implementation is by Task Order:

- Engineering Project Control (EPC) will assign a Project Manager (PM) to the Project EWR.
- The Project Manager will manage the Facility Change in Status project per ENG-P-PM02.

The WCC – Work Receipt shall:

- For Task Orders, creates TO-SO WON for Shop support to the project. Status WPLN.
- For baseline work, creates baseline SO WON for shop support to the project. Status WPLN.
- Creates a Baseline SO-ENG WON to document engineering services to project. Attaches Job Plan FAST-ABIM for WON tasking. Status WPLN.
- Notify the FAST Team Administrator of approval to proceed to abandon/Mothball/Reactivate status.
- Move all identified WONS to planning or implementation status.
- Verify funding sources are approved.

The FTA Shall:

- Coordinates with SE's, ACAM, & RP to move all planned activities to implementation phase.
- Scheduled FAST team meeting as needed to discuss implementation tasks.
- If Excess of NASA Personal Property is identified, complete Purchase Request (Supplies / Equipment or Property Turn-In), KSC FORM 7-49, and forward to Property Administration at Ransom Road for processing.
- If an item is identified with a building number or a NASA Real Property tag, then complete NASA Form 1046 and send the document to the BOSS Real Property Office for initial notification of the asset's disposal.

FM shall:

- Schedule all access to the facility during FAST process.
- Coordinate utility disconnect/reconnect efforts.
- Apply facility status placards to all access doors after facility transition.

SE shall:

- Attend FAST meetings as required to discuss coordination of implementation efforts.
- Support implementation effort as needed and identified by task lines to oversee implementation.

QSE shall:

- Upon completion of the implementation tasks, Environmental will perform a final walk-down to ensure all issues are dispositioned properly. Review all project WONs for identified hazardous material removal or remediation procedures in the facility.
- Identify all safety measures to be implemented to mitigate identified safety hazards.

LSE shall:

- Perform a Property closeout for the subject facility.

RPO shall:

- Accepts Form 1046 from Fast Team Administrator and processes for disposal.
- Verify that all property is found and excessed properly.
- If Excess of NASA Personal Property is identified, complete Purchase Request (Supplies/Equipment or Property Turn-In), KSC FORM 7-49, and forward to Property Administration at Ransom Road for processing.
- If an item is identified with a building number or a NASA Real Property tag, then complete NASA Form 1046 for the asset's disposal.
- When Real Property receives the final email notification Real Property will update the Facility Status and notify NASA RPAO of project completion.

ACAM shall:

- A&T prepares and emails the Notice of Impending Change in Facility Status ENG-F-0005K, (NoIC) to the Team Members. The Notice is to be reviewed, and any discrepancies are to be forwarded to A&T within two (2) weeks of the send date of the Notice.
- When the FAST team receives notification to proceed with implementation ACAM shall:
 - CM Prepares and presents the OMEU Configuration Control Board (CCB) package to include the CCB Directive, ENG-F-DE10m (CCBD), NoIC(s), DE10(s) and Impact Cost Estimate (ICE) document(s), if required.
 - Upon facility change of status completion, Asset Management shall process the completed MAR.
 - Generate a final "Facility System & Asset Report".

- Processes Facility Change of Status per ENG-I-0005A.
- If OMD needs to be Updated, Created or Deleted to support closeout of facility Change of Status:
 - Verify EWR OMD Req has been created per ENG-P-0002.

Property Administration shall:

- Excess/Excessing – Disposal/Removal of Non-Hazardous equipment or material belonging to NASA or supplied by NASA which is no longer required to a Contractor shall be processed through the Reutilization, Recycling & Marketing Facility (RRMF) per KNPR 8500.1 Chapter 27, NPR 4300.1C Chapter 3 and LSV-P-5118. Request for retention of Personal Property will be screened by the NASA Contracting Officer for approval.

Engineering Services shall:

- Initiate Contract Change Request (CCR) due to changes in Operations and Maintenance requirements based on facility Change of State process implementation to Business Management Office.

Business Management office shall:

- Process Contract Change Request (CCR) initiated by Engineering Services.

ACAM shall:

- When notified of Project completion, start OMD process.
- Update OMEU systems to current status.

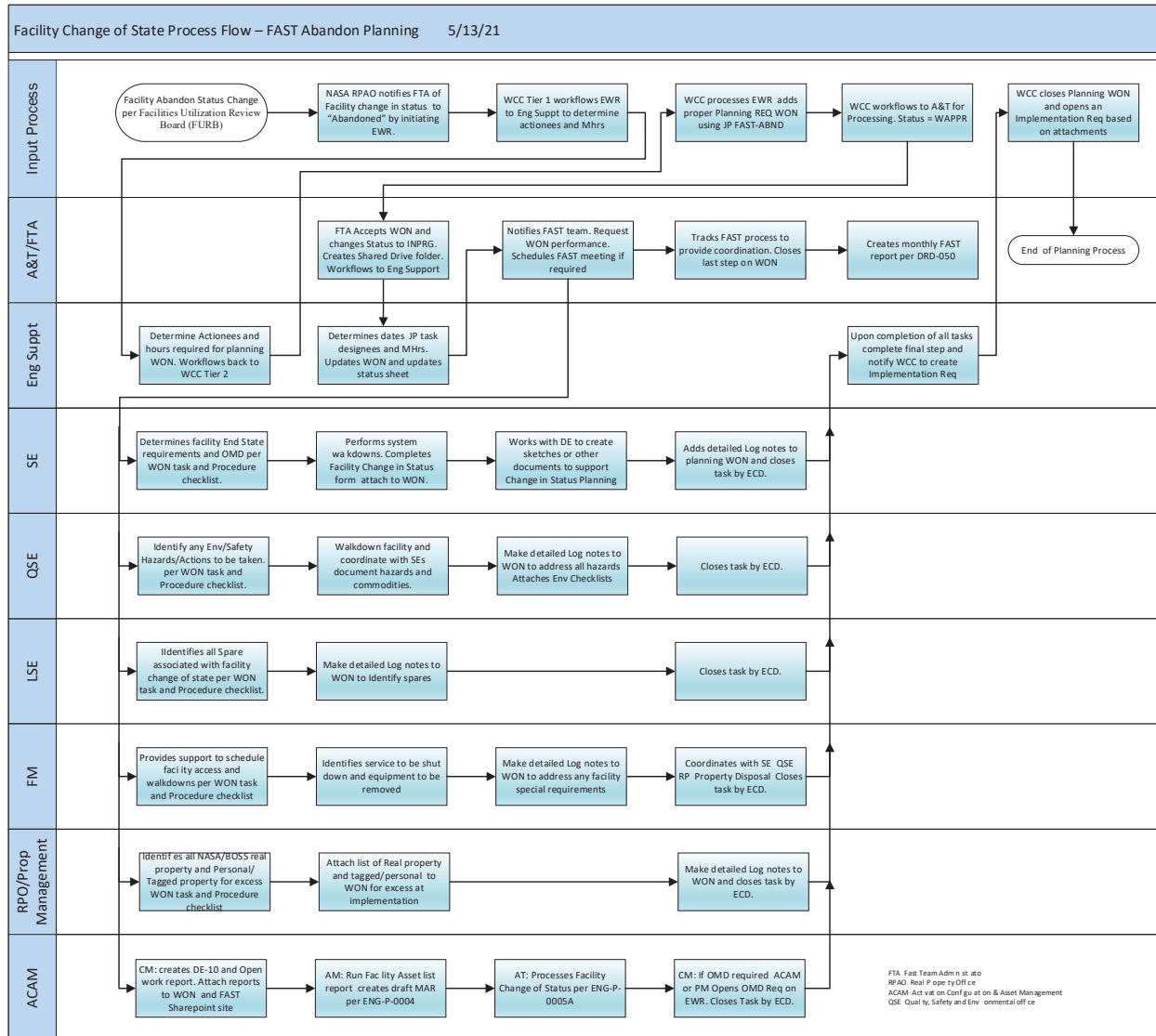


Figure 1: FAST Process Planning Flow Chart

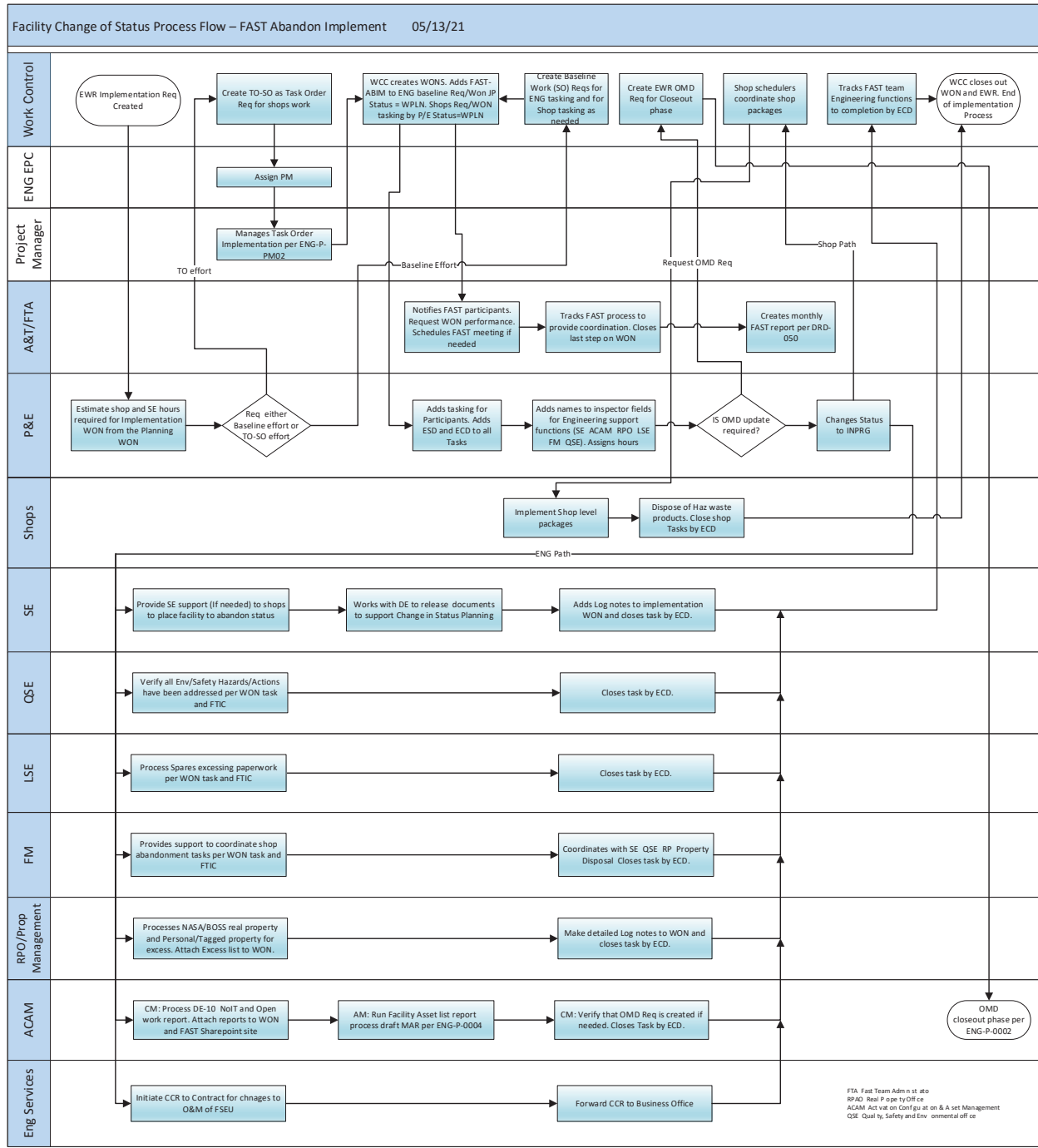


Figure 2 – FAST Process Implementation Flow Chart

Appendix A – Facility Abandonment signage example

Signage dimension to be 18" x 18" minimum per NASA Interim Directive [NID 8800.120](#)

THIS FACILITY IS ABANDONED

**FIRE PROTECTION AND UTILITY SYSTEMS
ARE NOT IN SERVICE**

DO NOT ENTER

**HAZARDOUS MATERIALS MAY BE
PRESENT. PERSONAL PROTECTION
EQUIPMENT IS REQUIRED FOR ENTRY**

AUTHORIZED PERSONNEL ONLY

----- FOR ACCESS CONTACT -----

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Appendix B – Abandonment checklist**Facility Turn-In Checklist (FTIC)****ABANDONED STATE**

Section	System or Discipline	Planning or Implement Phase	Task Description	BOSS Actionee (Name)
1.0 Documentation				
1.1	A&T	Planning	Notify non-BOSS Contractors of pending Facility Status Change and Effective Date and advise them to begin their process.	FM
1.2	A&T	Planning	For facility systems turnover, verify Contractor has provided a listing of all facility systems they are transferring in Abandon state.	ACAM
1.3	A&T	Implement	For facility systems turnover (NASA to Commercial), verify required documentation has been transitioned per KSC Form 21-136 (e.g., Operating Procedures, OMI/PMIs, SAAs, OMRSDs, drawings, etc.).	ACAM
1.4	A&T	Implement	For facility systems turnover, verify that DPI/DRL and the KSC Form 21-136 have been processed. For facility systems turnover, verify no open software or warranty issues. For facility systems turnover, verify certifications turned over for certified systems. (OMEU CCB is complete)	ACAM
1.6	Config Mgmt	Implement	Verify CMDS/OMEU reflects Abandon status or paperwork is in progress.	ACAM
2.0 Facility Systems				
2.1 Electrical - SE				
2.1.1	AC/HV	Planning	Identify final configuration of the facility electrical system.	SE
2.1.2	AC/HV	Planning	Identify any systems that must be refed after abandonment. Coordinate with DE if the changes will affect configured system, otherwise create an SE sketch as to final configuration and attach to WON.	SE
2.1.3	AC/HV	Planning	Identify all equipment to be salvaged at abandonment	SE
2.1.4	AC/HV	Planning	Identify all equipment to be sent to hazardous waste stream at abandonment	SE
2.1.5	AC/HV	Planning	Identify all Temporary services required during abandonment or demolition process.	SE

2.1.6	AC/HV	Planning	Identify how system documentation will be affected by abandonment. Notify ACAM of requirements.	SE
2.1.7	AC/HV	Planning	Coordinate/Identify with power console or system drawings, the system(s) (circuit breakers/load break switches/Vacuum Fault Interrupters) to be secured.	SE
2.1.8	AC/HV	Implement	Review switching order with power console prior to performing the task.	SE
2.1.9	AC/HV	Implement	Obtain switching order from power console.	SE
2.1.10	AC/HV	Implement	Secure UPS power distribution system and remove the batteries and battery banks and dispose of properly.	SE
2.1.11	AC/HV	Implement	Secure mini UPS units in substations and systems and remove the batteries and dispose of properly.	SE
2.1.12	AC/HV	Implement	Secure power supply systems/racks and remove the batteries and dispose of properly.	SE
2.1.13	AC/HV	Implement	Apply LOTO main transformers and/or Vacuum Fault Interrupters (VFIs).	SE
2.1.14	AC/HV	Implement	Return switching order to power console at LCC after completion of task.	SE
2.1.15	AC/HV	Implement	Verify any dependent systems/facilities downstream are refed from new sources.	SE
2.1.16	AC/HV	Implement	Remove batteries from all emergency light units and dispose of properly.	SE
2.1.17	AC/HV	Implement	Remove batteries from all exit sign units and dispose of properly.	SE
2.1.18	AC/HV	Implement	Verify/Coordinate with HVAC shop prior to securing power to facility. Secure power to chillers/tooling towers/air compressors/AHU/CU units.	SE
2.1.19	AC/HV	Implement	Verify/Coordinate with elevator shop prior to securing power to facility. Secure power to elevators (passenger and freight).	SE
2.1.20	AC/HV	Implement	Verify/Coordinate with cranes/hoists shop prior to securing power to facility. Secure power to cranes/hoists.	SE
2.1.21	AC/HV	Implement	Secure/Disable Oxygen Deficiency Monitoring System analyzers.	SE
2.1.22	AC/HV	Implement	Remove Oxygen Deficiency Monitoring System analyzers' batteries and dispose of properly.	SE
2.1.23	AC/HV	Implement	Verify/Coordinate with sewage treatment plant/shop prior to securing power to facility. Verify/Secure power to lift station(s).	SE
2.1.24	AC/HV	Implement	Verify/Coordinate with fire alarm shop prior to securing power to facility. Verify/Secure power to Fire Alarm Control Panel(s).	SE
2.1.25	AC/HV	Implement	Open all electrical service entrance circuit breakers and/or Load Break Switches.	SE

			Adhere/Use switching order when switching/securing power.	
2.1.26	AC/HV	Implement	Apply LOTO to all electrical service entrance circuit breakers and/or Load Break Switches.	SE
2.1.27	AC/HV	Implement	Open all facility main breakers.	SE
2.1.28	AC/HV	Implement	SE verify no open issues (e.g., documentation, software, certification, etc.) , system walk down is complete and system is in safe state, otherwise document in concerns/issues section.	SE
2.1.30	AC/HV	Implement	Provide Demarcation Point if applicable	SE
2.1.31	AC/HV	Planning	Verify Projected O&M at Abandonment is identified on a DE-10.	SE
2.2 HVAC - SE				
2.2.1	HVAC	Planning	Identify final configuration of the facility HVAC system.	SE
2.2.2	HVAC	Planning	Identify any systems that must remain after abandonment. Coordinate with DE if the changes will affect configured system, otherwise create an SE sketch as to final configuration and attach to WON.	SE
2.2.3	HVAC	Planning	Identify all equipment to be salvaged at abandonment	SE
2.2.4	HVAC	Planning	Identify all equipment to be sent to hazardous waste stream at abandonment	SE
2.2.5	HVAC	Planning	Identify all Temporary services required during abandonment or demolition process.	SE
2.2.6	HVAC	Planning	Identify how system documentation will be affected by abandonment. Notify ACAM of requirements.	SE
2.2.7	HVAC	Implement	All hydronic systems have been drained.	SE
2.2.8	HVAC	Implement	Document which valves require a "Do Not Operate" tag and verify action is complete.	SE
2.2.9	HVAC	Implement	All refrigerant(s) has been removed.	SE
2.2.10	HVAC	Implement	Verify any dependent systems/facilities downstream that would be affected are now refed and supporting	SE
2.2.11	HVAC	Implement	SE verify no open issues (e.g., documentation, software, certification, etc.) , system walk down is complete and system is in safe state, otherwise document in concerns/issues section.	SE
2.2.12	HVAC	Implement	HVAC system has been secured and interior thermostat has been reset to a level to maximize energy savings. List in the Comments column any equipment requiring special temperature settings.	SE
2.2.13	HVAC	Implement	Provide Demarcation Point if applicable	SE
2.2.14	HVAC	Implement	Verify Projected O&M at Abandonment is identified on a DE-10.	SE

2.3 Compressed Air - SE				
2.3.1	HVAC	Planning	Identify final configuration of the facility Compressed Air system.	SE
2.3.2	HVAC	Planning	Identify any systems that must remain after abandonment. Coordinate with DE if the changes will affect configured system, otherwise create an SE sketch as to final configuration and attach to WON.	SE
2.3.3	HVAC	Planning	Identify all equipment to be salvaged at abandonment	SE
2.3.4	HVAC	Planning	Identify all equipment to be sent to hazardous waste stream at abandonment	SE
2.3.5	HVAC	Planning	Identify all Temporary services required during abandonment or demolition process.	SE
2.3.6	HVAC	Planning	Identify how system documentation will be affected by abandonment. Notify ACAM of requirements.	SE
2.3.7	HVAC	Implement	All pneumatic systems have been drained/vented to ambient pressure.	SE
2.3.8	HVAC	Implement	Document which valves require an "Out of Service" tag and verify action is complete.	SE
2.3.9	HVAC	Implement	All oil(s) have been removed.	SE
2.3.10	HVAC	Implement	Verify any dependent systems/facilities downstream that would be affected are now refed and supporting	SE
2.3.11	HVAC	Implement	All hydraulic fluid has been completely drained from applicable systems and components.	SE
2.3.12	HVAC	Implement	SE verify no open issues (e.g., documentation, software, certification, etc.) , system walk down is complete and system is in safe state, otherwise document in concerns/issues section.	SE
2.3.13	HVAC	Implement	Provide Demarcation Point if applicable	SE
2.3.14	HVAC	Implement	Verify Projected O&M at Abandonment is identified on a DE-10.	SE
2.4 Water - SE				
2.3.1	SS, WP	Planning	Identify final configuration of the facility Potable water and Sewage systems.	SE
2.3.2	SS, WP	Planning	Identify any systems that must remain after abandonment. Coordinate with DE if the changes will affect configured system, otherwise create an SE sketch as to final configuration and attach to WON.	SE
2.3.3	SS, WP	Planning	Identify all equipment to be salvaged at abandonment	SE
2.3.4	SS, WP	Planning	Identify all equipment to be sent to hazardous waste stream at abandonment	SE
2.3.5	SS, WP	Planning	Identify all Temporary services required during abandonment or demolition process.	SE

2.3.6	SS, WP	Planning	Identify how system documentation will be affected by abandonment. Notify ACAM of requirements.	SE
2.4.1	SS, WP	Implement	Ensure all water lines have been blown down to remove residual material (high point bleed and blow through to maximize draining of all water).	SE
2.4.2	WP	Implement	Ensure all potable water systems have been drained and their isolation valve(s) have been closed and tagged "Do Not Operate".	SE
2.4.3	SS, WP	Implement	Verify any dependent systems/facilities downstream that would be affected are now refed and supporting	SE
2.4.4	SS, WP	Implement	SE verify no open issues (e.g., documentation, software, certification, etc.) , system walk down is complete and system is in safe state, otherwise document in concerns/issues section.	SE
2.4.5	SS	Implement	The sewage/drain systems have been secured to prevent sewer gases from coming back into the facility.	SE
2.4.6	SS	Implement	Provide Demarcation Point if applicable	SE
2.4.7	SS	Implement	Verify Projected O&M at Abandonment is identified on a DE-10.	SE
2.5 Structure - SE				
2.5.1	SR	Planning	Identify final configuration of the facility structure.	SE
2.5.2	SR	Planning	Identify any systems that must remain after abandonment. Coordinate with DE if the changes will affect configured system, otherwise create an SE sketch as to final configuration and attach to WON.	SE
2.5.3	SR	Planning	Identify all equipment to be salvaged at abandonment	SE
2.5.4	SR	Planning	Identify all equipment to be sent to hazardous waste stream at abandonment	SE
2.5.5	SR	Planning	Identify all Temporary services required during abandonment or demolition process.	SE
2.5.6	SR	Planning	Identify how system documentation will be affected by abandonment. Notify ACAM of requirements.	SE
2.5.7	SR	Implement	SE verify the facility is in hurricane-ready state (remove/store loose items), otherwise document in concerns/issues section.	SE
2.5.8	SR	Implement	SE verify no open issues (e.g., documentation, software, certification, etc.) , system walk down is complete and system is in safe state, otherwise document in concerns/issues section.	SE
2.5.9	SR	Implement	Provide Demarcation Point if applicable	SE
2.5.10	SR	Implement	Verify Projected O&M at Abandonment is identified on a DE-10.	SE

2.6 Protective Systems				
2.6.1 Fire Systems - SE				
2.6.1.1	FA, SC, SY	Planning	Identify final configuration of the facility Protective systems.	SE
2.6.1.2	FA, SC, SY	Planning	Identify any systems that must remain after abandonment. Coordinate with DE if the changes will affect configured system, otherwise create an SE sketch as to final configuration and attach to WON.	SE
2.6.1.3	FA, SC, SY	Planning	Identify all equipment to be salvaged at abandonment	SE
2.6.1.4	FA, SC, SY	Planning	Identify all equipment to be sent to hazardous waste stream at abandonment	SE
2.6.1.5	FA, SC, SY	Planning	Identify all Temporary services required during abandonment or demolition process.	SE
2.6.1.6	FA, SC, SY	Planning	Identify how system documentation will be affected by abandonment. Notify ACAM of requirements.	SE
2.6.1.7	FA	Implement	Notify the AHJ that fire protection and fire detection systems are to be shut down and obtain written authorization before proceeding with each.	SE
2.6.1.8	FA	Implement	Verify power has been de-energized prior to disconnecting Fire Alarm system.	SE
2.6.1.9	FA	Implement	Fire detection systems are turned off (if authorized).	SE
2.6.1.10	FA, SC, SY	Implement	Fire Sprinkler/Fire Suppression/FireX/Deluge (Co ₂ , Halon) have been safed.	SE
2.6.1.11	SY	Implement	Ensure water sources tagged "Do Not Operate".	SE
2.6.1.12	SY	Implement	Verify any dependent systems/facilities downstream that would be affected are now refed and supporting	SE
2.6.1.13	SY	Implement	The facility exterior has been stenciled "OUT OF SERVICE" at Fire department standpipe connection (FDC) locations, or a sign to this effect has been posted.	SE
2.6.1.14	SY	Implement	Backflow Preventer(s) (BFPs) and/or Post Indicator Valve(s) (PIVs) have been painted white and provided with a sign designating them as "OUT OF SERVICE".	SE
2.6.1.15	SY	Implement	Fire hydrant(s) has been painted white and fitted with a circular collar with Retro-Reflective material indicating they are out of service.	SE
2.6.1.16	SC	Implement	CO ₂ and HALON bottles have been removed and commodity retained and/or disposed of properly.	SE
2.6.1.17	SE - SY, SC	Implement	Fire Systems/Fire Sprinklers/Fire Suppression/Fire Deluge/FireX control panels have been tagged "Do Not Operate".	SE

2.6.1.18	FA, SC, SY	Implement	Per AHJ, install "OUT OF SERVICE" signage on Protective Systems placed in non-operational conditions.	SE
2.6.1.19	FA, SC, SY	Implement	SE verify no open issues (e.g., documentation, software, certification, etc.) , system walk down is complete and system is in safe state, otherwise document in concerns/issues section.	SE
2.6.1.20	FA, SC, SY	Implement	Provide Demarcation Point if applicable	SE
2.6.1.21	FA, SC, SY	Implement	Verify Projected O&M at Abandonment is identified on a DE-10.	SE
2.6.2 Electronic Security Systems - SE				
2.6.2.1	KP	Planning	Identify final configuration of the facility ESS systems.	SE
2.6.2.2	KP	Planning	Identify any systems that must remain after abandonment. Coordinate with DE if the changes will affect configured system, otherwise create an SE sketch as to final configuration and attach to WON.	SE
2.6.2.3	KP	Planning	Identify all equipment to be salvaged at abandonment	SE
2.6.2.4	KP	Planning	Identify all Temporary services required during abandonment or demolition process.	SE
2.6.2.5	KP	Planning	Identify how system documentation will be affected by abandonment. Notify ACAM of requirements.	SE
2.6.2.6	KP	Implement	Access control system has been turned off. Place system in inactive status, verify final endstate has been coordinated and notify NASA Security.	SE
2.6.2.7	KP	Implement	SE verify no open issues (e.g., documentation, software, certification, etc.) , system walk down is complete and system is in safe state, otherwise document in concerns/issues section.	SE
2.6.2.8	KP	Implement	Provide Demarcation Point if applicable	SE
2.6.2.9	KP	Implement	Verify Projected O&M at Abandonment is identified on a DE-10.	SE
2.7 Elevators/Powered Doors - SE				
2.7.1	ELEV	Planning	Identify final configuration of the facility Elevator systems.	SE
2.7.2	ELEV	Planning	Identify any systems that must remain after abandonment. Coordinate with DE if the changes will affect configured system, otherwise create an SE sketch as to final configuration and attach to WON.	SE
2.7.3	ELEV	Planning	Identify all equipment to be salvaged at abandonment	SE

2.7.4	ELEV	Planning	Identify all equipment to be sent to hazardous waste stream at abandonment	SE
2.7.5	ELEV	Planning	Identify all Temporary services required during abandonment or demolition process.	SE
2.7.6	ELEV	Planning	Identify how system documentation will be affected by abandonment. Notify ACAM of requirements.	SE
2.7.7	ELEV	Implement	SE verify no open issues (e.g., documentation, software, certification, etc.) , system walk down is complete and system is in safe state, otherwise document in concerns/issues section.	SE
2.7.8	ELEV	Implement	Safe elevators and power doors on the first floor, secure and tag "Out of Service".	SE
2.7.9	ELEV	Implement	Provide Demarcation Point if applicable	SE
2.7.10	ELEV	Implement	Verify Projected O&M at Abandonment is identified on a DE-10.	SE
2.8 Cranes/Hoists - SE				
2.8.1	CR, KR, HT	Planning	Identify final configuration of the facility Protective systems.	SE
2.8.2	CR, KR, HT	Planning	Identify any systems that must remain after abandonment. Coordinate with DE if the changes will affect configured system, otherwise create an SE sketch as to final configuration and attach to WON.	SE
2.8.3	CR, KR, HT	Planning	Identify all equipment to be salvaged at abandonment	SE
2.8.4	CR, KR, HT	Planning	Identify all equipment to be sent to hazardous waste stream at abandonment	SE
2.8.5	CR, KR, HT	Planning	Identify all Temporary services required during abandonment or demolition process.	SE
2.8.6	CR, KR, HT	Planning	Identify how system documentation will be affected by abandonment. Notify ACAM of requirements.	SE
2.8.7	CR, KR, HT	Implement	Safe cranes/hoists and tagged "Out of Service". Store any cranes' wireless remote controllers.	SE
2.8.8	CR, KR, HT	Implement	SE verify no open issues (e.g., documentation, software, certification, etc.) , system walk down is complete and system is in safe state, otherwise document in concerns/issues section.	SE
2.8.9	CR, KR, HT	Implement	Provide Demarcation Point if applicable	SE
2.8.10	CR, KR, HT	Implement	Verify Projected O&M at Abandonment is identified on a DE-10.	SE
2.9 Propellants - N/A				
3.0 Other Facility Support				
3.1 Petroleum Fuels (i.e., Diesel), Oils, Grease - SE				

3.1.1	EX, GE, TN	Planning	Identify final configuration of the facility backup systems.	SE
3.1.3	EX, GE, TN	Planning	Identify all equipment to be salvaged at abandonment	SE
3.1.4	EX, GE, TN	Planning	Identify any commodities to be routed to the hazardous waste stream at abandonment	SE
3.1.7	EX, GE, TN	Implement	All systems have been drained, safed and secured.	SE
3.1.8	EX, GE, TN	Implement	Provide Demarcation Point if applicable	SE
3.1.9	EX, GE, TN	Implement	Verify Projected O&M at Abandonment is identified on a DE-10.	SE
3.2 KCCS				
3.2.1	N/A		No Action	N/A
4.0 Physical Security - FM or Prop Management				
4.1	Fac Mgr	Planning	Identify final configuration of the facility systems.	FM
4.2	Fac Mgr	Planning	Identify any systems that must remain after abandonment. Coordinate with SEs to document the systems remaining.	FM
4.3	Fac Mgr	Planning	Identify all equipment to be salvaged at abandonment	FM
4.4	Fac Mgr	Planning	Identify Automated External Defibrillator(s) (AED) to be removed during Implementatation. Determine if BOSS owned and if needing to be relocated	FM
4.5	Logistics	Planning	Identify all tagged or untagged Personal Property to be salvaged at abandonment	Prop Management, LSE
4.6	Fac Mgr	Planning	Identify all Temporary services required during abandonment or demolition process.	FM
4.7	Fac Mgr	Planning	Identify all facility services requiring (Dumpsters, Mail Service, Janitorial services, Etc...) termination and/or removal during implementation phase	FM
4.8	Fac Mgr	Implement	Verify no open issues (e.g., documentation, software, certification, etc.), system walk down is complete and system is in safe state, otherwise document in concerns/issues section.	FM
4.9	Logistics	Implement	Tagged personal property has been removed (prior to power shutdown).	Prop Management
4.10	Logistics	Implement	Untagged personal property has been removed (prior to power shutdown).	Prop Management
4.11	Logistics	Implement	Email notification has been sent to non-BOSS custodians for their action(s).	Prop Management
4.12	Fac Mgr	Implement	Excess/Unwanted furniture (not reusable by NASA) that has been left behind will be removed by the demolition contractor or vendors.	FM

4.13	Fac Mgr	Implement	Automated External Defibrillator(s): Contact Stephen Pilkenton (7-4662) to request pickup/removal of any AED(s). If they are BOSS-owned, they may be relocated by BOSS, however he needs to know when and where they are being moved.	FM
4.14	Fac Mgr	Implement	Rich Griffin, Renee Ponik, Jim Lorence (dumpsters) and Jennifer Layton (janitorial services) have been notified via email (cc: FTC) that the facility has been cleared of all personnel and the closeout process is INWORK.	FM
4.15	Fac Mgr	Implement	FTC has been notified via email that all implementation work is COMPLETE, the facility is in Abandoned End State and exterior sign has been posted.	FM
4.16	Fac Mgr	Implement	Locks: Verified all KSC Best® cores are installed, allowing NASA (Fire, SAFETY and Security) access.	FM
5.0 Storage/Equipment - FM or LSE				
5.1	Fac Mgr	Implement	Verify sensitive equipment (e.g., computers, telephones, etc.) have been removed.	FM
5.2	Env	Implement	Verify no fire hazards exist and combustible materials have been removed, otherwise document in concerns/issues section.	ENV
5.3	Log	Implement	All “stocked” hardware has been removed (spares, etc.).	RP
5.4	Fac Mgr	Implement	Perform walk down to verify items are properly secured or removed.	FM
6.0 Environmental				
6.1	Env	Planning	Walk down/Investigate and identify any environmental concerns with moving the facility to abandon and demolition. Complete environmental forms for attachment to the planning WON.	ENV
6.1	Env	Implement	Walk down is complete; no environmental issues remain open.	ENV
7.0 Cabling				
7.1	N/A		No Action	N/A
8.0 Signs				

8.1	Fac Mgr	Implement	Send email request to Alice Meyer to construct and post warning signs (NOTE: only ONE sign required per facility. To be placed on MAIN ENTRY door. All other doors will be secured for no entry.) Sign is to be 24" x 24" (alternate size = 18" x 18"), and shall be secured with Velcro. Indicate on the ESR the Facility Number, quantity of signs and exact location where it is to be posted: FACILITY IS IN ABANDON STATUS FIRE PROTECTION SYSTEMS ARE NOT IN SERVICE DO NOT ENTER ONLY AUTHORIZED PERSONNEL ----- FOR ACCESS CONTACT ----- PRIMARY RICH GRIFFIN 321-861-5025 ALTERNATE RENEE PONIK 321-867-8498	FM
8.2	Fac Mgr	Implement	Rich Griffin and Renee Ponik have been notified via email that all implementation work is COMPLETE and the exterior Sign is posted and facility is Abandoned. Facility is ready for lock core replacement by NASA RP.	FM

Appendix C – Mothball Checklist

Facility Turn-In Checklist

STANDBY OR MOTHBALLED STATE

Section	System or Discipline	Planning or Implement Phase	Task Description	BOSS Actionee (Name)
1.0 Documents				
1.2	A&T	Planning	Notify non-BOSS Contractors of pending Facility Status Change and Effective Date and advise them to begin their process.	FM
1.3	A&T	Planning	For facility systems turnover, verify Contractor has provided a listing of all facility systems they are transferring responsibility.	ACAM
1.4	A&T	Implementation	For facility systems turnover, verify required documentation has been transitioned per KSC Form 21-136 (e.g., Operating Procedures, OMI/PMIs, SAAs, OMRSDs, drawings, etc.).	ACAM
1.5	A&T	Implementation	For facility systems turnover, verify that DPI/DRL and the KSC Form 21-136 have been processed. For facility systems turnover, verify no open software or warranty issues. For facility systems turnover, verify certifications turned over for certified systems.	ACAM
2.0 Facility Systems				
2.1 Electrical - SE				
2.1.1	AC/HV	Implementation	Secure connected loads to UPS power distribution.	SE
2.1.2	AC/HV	Planning	Continue maintenance on UPS batteries and battery chargers.	SE
2.1.3	AC/LV	Planning	Power systems to remain active.	SE
2.1.4	AC/LV	Planning	SE verify no open issues (e.g., documentation, software, certification, etc.) and system is operational, otherwise document in concerns/issues section.	SE
2.1.5	AC/LV	Implementation	Maintain acceptable minimum foot-candle level of area lighting.	SE
2.1.6	Fac Mgr	Implementation	Un-plug/Remove any remaining small appliances/electronic office devices from receptacles.	SE
2.1.7	AC/LV	Implementation	Continue maintenance on ODMS systems.	SE

2.2 HVAC - SE				
2.2.1	HVAC	Planning	HVAC Systems to remain active.	SE
2.2.2	HVAC	Planning	SE verify no open issues (e.g., documentation, software, certification, etc.) and system is operational, otherwise document in concerns/issues section.	SE
2.2.3	HVAC	Planning	Refrigerant(s) will not be removed.	SE
2.2.4	HVAC	Implementation	Continue maintenance on HVAC systems.	SE
2.2.5	HVAC	Implementation	Adjust thermostats for energy efficiency.	SE
2.3 Compressed Air - SE				
2.3.1	AI	Planning	Compressed air systems to remain active.	SE
2.3.2	AI	Planning	SE verify no open issues (e.g., documentation, software, certification, etc.) and system is operational, otherwise document in concerns/issues section.	SE
2.3.3	AI	Implementation	Oil(s) will not be removed.	SE
2.3.4	AI	Implementation	Continue maintenance on Compressed air systems.	SE
2.4 Water - SE				
2.4.1	WP	Implementation	For facilities with separate fire water supply, close potable water service line isolation valve. Ensure fire sprinkler line is still active after potable service line is isolated.	SE
2.4.2	AC/LV	Implementation	Disconnect power to domestic water heaters.	SE
2.4.3	WP	Implementation	Close isolation valve to domestic water heaters and drain water heaters.	SE
2.4.4	SS	Implementation	The sewage/drain systems have been secured to prevent sewer gases from coming back into the facility.	SE
2.5 Structure - SE				
2.5.1	SR	Planning	SE verify no open issues (e.g., documentation, software, certification, etc.) and system is operational (e.g., facility collateral equipment, non-flight doors, life lines, roof tie points, etc.), otherwise document in concerns/issues section.	SE
2.5.2	SR	Implementation	Verify no new challenges developed due to transition in order to meet future hurricane ready status.	SE
2.6 Protective Systems				
2.6.1 Fire Systems - SE				
2.6.1.1	FA	Planning	Fire systems must remain active as long as AC power is supplied to facility.	SE

2.6.1.1	FA	Planning	SE verify no open issues (e.g., documentation, software, certification, etc.) and system is operational, otherwise document in concerns/issues section.	SE
2.6.1.3	FA, SC	Planning	SE verify CO2 and Halon systems remain operational, otherwise safe CO2 and Halon system.	SE
2.6.1.4	FA, SC, SY	Implementation	Fire Systems/Fire Sprinklers/Fire Suppression/Fire Deluge/FireX control panels shall remain active as long as AC power is supplied to facility.	SE
2.6.1.5	FA, SC, SY	Implementation	Per AHJ, install "OUT OF SERVICE" signage on Protective Systems placed in non-operational conditions.	SE
2.6.2 Electronic Security Systems - SE				
2.6.2.1	KP	Planning	SE verify access control system will remain active.	SE
2.6.2.2	KP	Implementation	If system to be deactivated, palce system in inactive status, verify final endstate has been coordinated and notify NASA Security.	SE
2.7 Elevators/Powered Doors - SE				
2.7.1	EV, PR	Implementation	Safe elevators and power doors on the first floor, secure and tag "Out of Service".	SE
2.7.2	EV, PR	Planning	SE verify no open issues (e.g., documentation, software, certification, etc.) and system is operational, otherwise document in concerns/issues section.	SE
2.8 Cranes/Hoists - SE				
2.8.1	CR, KR, HT	Implementation	Safe cranes/hoists and tag "Out of Service". Store any cranes' wireless remote controllers.	SE
2.8.2	CR, KR, HT	Planning	SE verify no open issues (e.g., documentation, software, certification, etc.) and system is operational, otherwise document in concerns/issues section.	SE
2.9 Propellants - N/A				
3.0 Other Facility Support - SE				
3.1 Petroleum Fuels (i.e., Diesel), Oils, Grease				
3.1.1	SME - EX, GE, TN	Implementation	All systems have been drained, safe and secured.	SE
3.2 KCCS				
3.2	N/A		No Action	N/A
4.0 Physical Security				

4.1	Fac Mgr	Planning	Verify no open issues and system is operational, otherwise document in concerns/issues section.	SE
4.2	Logistics	Implementation	Tagged personal property has been removed (prior to power shutdown).	Prop Management
4.3	Logistics	Implementation	Untagged personal property has been removed (prior to power shutdown).	Prop Management
4.4	Logistics	Implementation	Email notification has been sent to non-BOSS custodians for their action(s).	Prop Management
4.5	Fac Mgr	Implementation	Excess/Unwanted furniture (not reusable by NASA) that has been left behind will be removed by the demolition contractor or vendors.	Prop Management
4.6	Fac Mgr	Implementation	Rich Griffin, Renee Ponik, dumpsters and janitorial services have been notified via email that the facility has been cleared of all personnel and the closeout process is INWORK.	FM
4.7	Fac Mgr	Implementation	Automated External Defibrillator(s): Contact Stephen Pilkenton (7-4662) to request pickup/removal of any AED(s). If they are BOSS-owned, they may be relocated by BOSS, however he needs to know when and where they are being moved.	FM
4.8	Fac Mgr	Implementation	FM has been notified via email that all implementation work is COMPLETE, the facility is in Mothball End State and exterior sign has been posted.	FM
4.9	Fac Mgr	Implementation	Locks: Locks for the facility are in place and operational.	FM
4.10	Fac Mgr	Implementation	Locks: Verified all KSC Best® cores are installed, allowing NASA (Fire, SAFETY and Security) access.	FM
5.0 Storage/Equipment				
5.1	Fac Mgr	Implementation	Verify sensitive equipment (e.g., computers, telephones, etc.) have been removed.	FM
5.2	Fac Mgr	Implementation	Verify no fire hazards exist and combustible materials have been removed, otherwise document in concerns/issues section.	FM
5.3	Log	Implementation	All "stocked" hardware has been removed (spares, etc.).	FM
5.4	Fac Mgr	Implementation	Perform walk down to verify items are properly secured or removed.	FM
6.0 Environmental				

6.1	Env	Planning	Walk down is complete; no environmental issues remain open.	ENV
7.0 Cabling				
7.1	N/A	Implementation	No Action	N/A
8.0 Signs				
8.1	Fac Mgr	Implementation	Send email request to Alice Meyer to construct and post warning signs (NOTE: only ONE sign required per facility. To be placed on MAIN ENTRY door. All other doors will be secured for no entry.) Sign is to be 24" x 24" (alternate size = 18" x 18"), and shall be secured with Velcro. Indicate on the ESR the Facility Number, quantity of signs and exact location where it is to be posted: FACILITY IS IN MOTHBALL STATUS FIRE PROTECTION SYSTEMS ARE IN SERVICE DO NOT ENTER ONLY AUTHORIZED PERSONNEL ----- FOR ACCESS CONTACT ----- -- PRIMARY RICH GRIFFIN 321-861-5025 ALTERNATE RENEE PONIK 321-867-8498	FM
8.2	A&T	Implementation	Rich Griffin and Renee Ponik have been notified via email that all implementation work is COMPLETE and the exterior Sign is posted and facility is Abandoned. Facility is ready for lock core replacement by NASA RP.	FM

Appendix D – Reactivation Checklist**Return to Active State**

Section	System or Discipline	Planning or Implement Phase	Task Description	BOSS Actionee (Name)
1.0 Documentation				
1.02	Site Svcs	Planning	FSUA: Contractor will provide a listing of the Rooms available.	Space Util
1.03	Site Svcs	Planning	Coordinate with NASA Facility Utilization Officer occupied and unoccupied space.	Space Util
1.04	Site Svcs	Implementation	Space Reassignment has been logged for Facility Utilization Officer.	Space Util
1.05	Site Svcs	Implementation	Space utilization walkdown has been performed.	Space Util
1.06	A&T	Planning	Notify non-BOSS Contractors of pending Facility Status Change and Effective Date and advise them to begin their process.	FM
1.07	A&T	Planning	For facility systems turnover, verify Contractor has provided a listing of all facility systems they are transferring responsibility.	ACAM
1.08	A&T	Implementation	For facility systems turnover, verify required documentation has been transitioned per KSC Form 21-136 (e.g., Operating Procedures, OMI/PMIs, SAAs, OMRSDs, drawings, etc.).	ACAM
1.09	A&T	Implementation	For facility systems turnover, verify that DPI/DRL and the KSC Form 21-136 have been processed. For facility systems turnover, verify no open software or warranty issues. For facility systems turnover, verify certifications turned over for certified systems.	ACAM
1.10	Config Mgmt	Implementation	Update OMEU with Active status.	ACAM
2.0 Facility Systems				
2.1 Electrical				
2.1.1	AC/LV	Planning	SE verify no open issues (e.g., documentation, software, certification, etc.) and system is ready to be made operational, otherwise document in concerns/issues section.	SE
2.2 HVAC				
2.2.1	HVAC	Planning	SE verify no open issues (e.g., documentation, software, certification, etc.) and system is ready to be made operational, otherwise document in concerns/issues section.	SE
2.2.2	HVAC	Implementation	Adjust thermostats in unoccupied space.	SE
2.3 Compressed Air				

2.3.1	AI	Planning	SE verify no open issues (e.g., documentation, software, certification, etc.) and system is ready to be made operational, otherwise document in concerns/issues section.	SE
2.4 Water				
2.4.1	WP, SS	Planning	SE verify no open issues (e.g., documentation, software, certification, etc.) and system is ready to be made operational, otherwise document in concerns/issues section.	SE
2.4.2	WP	Implementation	Verify no plumbing issues (e.g., leaks) in unoccupied space.	SE
2.5 Structure				
2.5.1	SR	Planning	SE verify no open issues (e.g., documentation, software, certification, etc.) and system is ready to be made operational, otherwise document in concerns/issues section.	SE
2.5.2	SR	Planning	Verify facility collateral equipment, non-flight doors, life lines, roof tie points, etc. are in good working order.	SE
2.6 Protective Systems				
2.6.1 Fire Systems				
2.6.1.1	FA, SC, SY	Planning	SE verify no open issues (e.g., documentation, software, certification, etc.) and system is ready to be made operational, otherwise document in concerns/issues section.	SE
2.6.1.2	FA, SC, SY	Implementation	SE obtain current FACP code for configuration control and to determine any deficiencies in coverage.	
2.6.2 Electronic Security Systems				
2.6.2.1	KP	Planning	SE verify no open issues (e.g., documentation, software, certification, etc.) and system is ready to be made operational, otherwise document in concerns/issues section.	SE
2.6.2.1	KP	Planning	SE to document current security systems in facility. Determine if modifications are needed to bring to active.	SE
2.7 Elevators/Powered Doors				
2.7.1	EV, PR	Planning	SE verify no open issues (e.g., documentation, software, certification, etc.) and system is ready to be made operational, otherwise document in concerns/issues section.	SE
2.8 Cranes/Hoists				
2.8.1	CR, KR, HT	Planning	SE verify no open issues (e.g., documentation, software, certification, etc.) and system is ready to be made operational, otherwise document in concerns/issues section.	SE

2.9 Propellants - N/A				
3.0 Other Facility Support				
3.1 Petroleum Fuels (i.e., Diesel), Oils, Grease				
3.1.1	EX, GE	Planning	SE verify no open issues (e.g., documentation, software, certification, etc.) and system is ready to be made operational, otherwise document in concerns/issues section.	SE
3.2 KCCS				
3.2.1	UC	Planning	SE verify no open issues (e.g., documentation, software, certification, etc.) and system is ready to be made operational, otherwise document in concerns/issues section.	KCCS
4.0 Physical Security				
4.1	Fac Mgr	Planning	Verify no open issues and system is ready to be made operational, otherwise document in concerns/issues section.	FM
4.2	Fac Mgr	Implementation	Locks: Locks for the facility are in place and operational.	FM
4.3	Fac Mgr	Implementation	Locks: Verified all KSC Best® cores are installed, allowing NASA (Fire, SAFETY and Security) access.	FM
4.4	Fac Mgr	Implementation	Automated External Defibrillator(s): Contact Stephen Pilkenton (7-4662) to request evaluation and installation of AED(s). If they are URS-owned, they may be relocated by URS, however he needs to know when and where they are being moved.	FM
5.0 Storage/Equipment				
5.1	Fac Mgr	Planning	Verify sensitive equipment (e.g., computers, telephones, etc.) have been removed in unoccupied space, otherwise document in concerns/issues section.	FM
5.2	Fac Mgr	Planning	Verify no fire hazards exist and combustible materials have been removed in unoccupied space, otherwise document in concerns/issues section.	FM
6.0 Environmental				
6.1	Env	Planning	If BOSS will no longer provide Environmental Services, BOSS Environmental has contacted NASA Environmental Assurance Branch.	ENV
7.0 Cabling				
7.1	N/A		No Action.	N/A
8.0 Signs				
8.1	Fac Mgr	Implementation	Remove Abandon or Mothball signs from doors when appropriate	FM

RECORDS

The following records are retained by the organizations listed below:

Record	Responsible Organization
ENG-F-DE10, Project Summary and Documentation Planning Form	Engineering
FAM-F-0006, Maintenance Action Request (MAR)	Engineering
KSC Form 21-608, KSC Environmental Checklist	Safety & Mission Assurance
NASA Form 7-49, Purchase Request (Supplies / Equipment or Property Turn-In)	BOSS Logistics
NASA Form 1046	Engineering
WCC-F-2024, Facility Turn-in Checklist, FTIC	Work Control Center
Facility Change in Status support form	Engineering

AFFECTED DIVISIONS/OFFICES

Engineering Services
FSEU OM&E
Logistics
Planning and Estimating
Quality, Safety and Environmental
Facilities Management

ROLES AND RESPONSIBILITIES

Division Managers and Supervisors - Ensure compliance in their functional areas with the policies and requirements directed by this procedure.

Facility Manager – provides access to the facility during the Change of State process,

FAST Team Administrator - The chair person will run the FAST meetings, assign actions, Update the FAST sites and generally track the Facility change status of each project.

FAST Team Engineering Support – Engineering support role to track the FAST team planning process and assign reviewers to FAST term WON

SE – The SEs for the disciplines specified will complete site walkdowns and determine facility change of state requirements, create tasking for projects and update the FAST team Administrator and Maximo Task as to progress.

ACAM – The ACAM member will represent Activation and Turnover, Asset Management, and Configuration management roles during the Facility status change process to update MAXIMO, PCMS, ProjectWise and the CCB.

QSE - Environmental – Environmental and Safety will walk down and review the projects for any environmental impacts to be addressed before demolition can commence.

LSE – LSE will review facility Materials for determination of disposition at facility change of status.

RPAO – RPAO will disposition real property to end state and update the Facility status upon completion of the Projects.

WCC – Work Receipts - Receives the Change of State request via EWR to start the FAST process and processes the dispositioned requests for customer approval to bring the facility to end state.

REFERENCE DOCUMENTS

The following documents are referenced in this procedure:

Document Number	Title
EAP-P-4000	National Environmental Policy Act Review Process
ENG-F-DE10	Project Summary and Documentation Planning Form
ENG-I-0005A	Facility Change in Status Instruction
ENG-F-0005K	Facility Change of Status form
KNPR 8500.1	KSC Environmental Requirements
KSC Form 21-608	KSC Environmental Checklist
LSV-P-5118	Turn-In, Transfer and Sale of Excess/Surplus Equipment, Materials and Supplies
NID 8800.115	NASA Interim Directive, Real Estate Management Program w/Change to Add Decommission of Facilities.
NID 8800.120	NASA Interim Directive, Process for Maintaining Abandoned Facilities
NPR 4300.1	NASA Personal Property Disposal Procedural Requirements
NPR 8800.15C	NASA Procedural Requirements/Real Estate Management Program
FAM-REF-2001	MAINTENANCE PLAN SPREADSHEET
PIO-I-PM02	Project Management Instruction
PIO-P-EST01	Estimating Process Guidelines

ACRONYMS

ACAM	Activation Configuration & Asset Management
AOB	Approval outside the Board
BOSS	Base Operations Support and Services
CCAFS	Cape Canaveral Air Force Station
CCB	Configuration Control Board
CM	Configuration Management
DE	Design Engineering
EPC	Engineering Project Control
EWR	Electronic Work Request
FAST	Facility Abandon Status Transition
FIC	Facility Information Center
FSEU	Facilities, Systems, Equipment, Utilities
FSMS	Facility Space Management System
FTA	Fast Team Administrator
FTIC	Facility Turn-In Checklist
KSC	Kennedy Space Center
MAR	Maintenance Action Request
NASA	National Aeronautics and Space Administration
NoIC	Notice of Impending Change in Facility Status
O&M	Operations & Maintenance
OM&E	Operations, Maintenance & Engineering
OMEU	Operations, Maintenance, Engineering User matrix
PCMS	Project & Configuration Management System
PM	Project Manager
POC	Point of Contact
PWQ	Process Waste Questionnaire
QSE	Quality Safety & Environmental
RPAO	NASA Real Property Accountability Office
RRMF	Reutilization, Recycling and Marketing Facility
SE	System Engineering
TO	Task Order
WCC	Work Control Center
WON	Work Order Number

DEFINITIONS

Active – Assets that are needed to support a current NASA mission, program, or function per NPR 8800.15C. Any facility that is occupied and/or in full use.

Inactive - Assets that are not currently needed to support a NASA mission or function but will have a planned need in the future. The following conditions characterize all inactive facilities or parts of facilities that are inactive:

- a. No personnel occupy the facility.
- b. Utilities are curtailed, other than as required for fire prevention, security, safety, or environmental protection.
- c. The facility is secured to prevent unauthorized access and injury to personnel.
- d. The facility does not receive funding for renewal or other significant improvement.
- e. The three (3) subcategories for inactive assets are as follows: "Standby", "Mothballed," and "Abandoned". Per NPR 8800.15C. Added to NPR per [NID 8800.115](#)

Standby - Assets that are temporarily not in use and have an anticipated reactivation period of less than thirty-six (36) months. The following conditions characterize standby facilities:

- a. Utility systems and collateral equipment are secured as appropriate; equipment is cycled in operation to prevent deterioration.
- b. The facility interior is equipped with appropriate environmental controls to prevent deterioration.
- c. Hazardous materials have been removed.
- d. Personal property is reported to the Center Personal Property Office to determine if it should remain with the facility, be reutilized, or be disposed.
- e. The facility exterior is inspected routinely, and the integrity and appearance of the exterior shell are maintained. Per NPR 8800.15C. Added to NPR per [NID 8800.115](#)

Mothball - Assets that are temporarily not in use and have an anticipated reactivation period of more than thirty-six (36) months. Mothballing generally results in higher first-year costs, but future annual costs are lower due to reduced maintenance and repair requirements.

The following conditions characterize mothballed facilities:

- a. Utility systems and collateral equipment have been properly prepared for long-term inactivation without significant deterioration. Selected systems, such as cathodic and fire protection systems, are kept in operation and routinely inspected.
- b. The facility interior is equipped with appropriate environmental controls to prevent significant deterioration.
- c. Hazardous materials have been removed.
- d. The facility exterior is inspected routinely, and the integrity and appearance of the exterior shell are maintained.

- e. Personal property is reported to the Center Personal Property Office to determine if it should remain with the facility, be reutilized, or be disposed.
- f. Per NPR 8800.15C- Added to NPR per per [NID 8800.115](#)

Abandon - Assets for which there are no reactivation plans. Facility systems and collateral equipment will be considered for excess or identified for use at other NASA locations where it is feasible and cost effective. The following conditions characterize abandoned facilities:

- a. All utilities are secured and disconnected at the first service equipment location outside the facility, with the exception of those needed for fire protection, security, or safety.
- b. In coordination with the Center Environmental Office, environmental surveys have been completed and required remediation is identified and planned.
- c. All personal property has been removed and accounted for.
- d. Hazardous material removal is complete.
- e. Plans are in place to demolish or declare the facility excess at the earliest practical date.
- f. Per [NID 8800.120](#) supplement to [NPR 8800.15C](#).

Excess/Excessing – Assets that will be sold “as is” or sold as scrap Per NPR 8800.15C. Not in the document

Demolished - Physically removed from Kennedy Space Center.

REVISION RECORD

The following revisions have been applied to this document:

Revision Number	Change Description	Date
0	Initial Release	03/24/2021

DOCUMENT APPROVALS

X

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X

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