

## Building Manager Qualification Card

Trainee Name: \_\_\_\_\_

Immediate Manager: \_\_\_\_\_

Date: \_\_\_\_\_

The Building Manager Trainee is qualified when the prerequisites are satisfied and this qualification card is completed. The qualification card for Building Manager is complete when the Manager, Facility Operations verifies, by signature, that the Trainee has fulfilled the requirements in Section II for knowledge requirements and Section III for performance requirements.

The Training Coordinator verifies that the prerequisites in Section I are complete and that the qualification card signatures are complete. The Training Coordinator enters the qualification into the Laboratory Training Database.

### I. Prerequisites

- A. Approval to seek qualification for Building Manager by immediate manager
- B. Immediate manager identifies in Section III the Operations Managers that the Building Manager Trainee will receive Expectation Briefings from
- C. Completed Building Technician Qualification
- D. Completed Work Control Specialist Qualification
- E. Completed Facility Project Manager Qualification
- F. Completed Building Engineer Qualification
- G. Completed Event Classifier Qualification
- H. Completed Unreviewed Safety Question Limited Qualification (for nuclear facility)
- J. Completed laboratory training courses:
  - i. Critique Training – (The course presented by Mr. Steve Cooke)
  - ii. Building Emergency Director (BED)
  - iii. Incident Command
- K. Reading Requirements:
  - i. Facility Use Agreements Subject Area
  - ii. Chemical Management System Subject Area
  - iii. Configuration Management Program Description
  - iv. Facility Safety Program Description
  - v. Emergency Preparedness Program Description

The Training Coordinator has verified that all of the prerequisites have been met.

\_\_\_\_\_  
Training Coordinator

\_\_\_\_\_  
Date

### II. Knowledge Requirements

The Building Manager Trainee will obtain initials from a Subject Matter Expert (SME) and date completed for each sub section. The reviewer is the Manager, Facility Operations or designate. The reviewer signs and dates when he/she verifies that all subsections have been completed.

- A. Walk down an assigned facility and identify on a floor plan the location of the following:
  - i. Electrical Distribution including:
    - a. Main \_\_\_\_\_ disconnect
    - b. Distribution panels
    - c. Disconnects for major equipment
    - d. Source of power
    - e. Meters

Initials: \_\_\_\_\_ / \_\_\_\_\_

- f. Automatic transfer mechanisms
- ii. Fire Systems: Initials: \_\_\_\_\_ / \_\_\_\_\_
  - a. Local alarm panel
  - b. shutoff valves OS&Y/PIV
  - c. smoke/heat detectors
  - d. dampers
- iii. Security: Initials: \_\_\_\_\_ / \_\_\_\_\_
  - a. boundaries of LAI
  - b. card reader locations
  - c. security instrumentation
    - cameras
    - motion sensors
    - door tamper
- iv. Water Supply, Process & Potable: Initials: \_\_\_\_\_ / \_\_\_\_\_
  - a. back-flow preventer
  - b. shutoff valves
  - c. meters
  - d. drain valves
- v. HVAC: Initials: \_\_\_\_\_ / \_\_\_\_\_
  - a. chillers
  - b. fans (supply and exhaust)
  - c. intake and exhaust
  - d. filters
  - e. monitors
  - f. controls, instruments, and alarm panels
- vi. Sewer Systems: Initials: \_\_\_\_\_ / \_\_\_\_\_
  - a. drain fields
  - b. permitted discharges
  - c. instrumentation and alarms
  - d. diverters
  - e. treatment systems
  - f. tanks
- vii. Compressed Gas: Initials: \_\_\_\_\_ / \_\_\_\_\_
  - a. flammable
  - b. toxic
  - c. asphyxiate
- viii. Hazardous Materials: Initials: \_\_\_\_\_ / \_\_\_\_\_
  - a. Asbestos
  - b. Beryllium
  - c. Radioactive
  - d. Legacy Waste

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

B. For a contracted facility, identify the points of contact for:

- i. Electrical
- ii. Fire protection
- iii. Fire alarm
- iv. Water
- v. Telephones
- vi. Elevator
- vii. Sewer
- viii. Heating and cooling

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

C. State the operating budget for the building including key costs:

- i. Electrical

- ii. Water
- iii. Sewer
- iv. Corrective maintenance
- v. Preventive maintenance
- vi. R&D services
- vii. Dispatch
- viii. Support labor
- xi. Materials
- x. Planned modifications

D. Discuss how the budget is developed

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

E. For the designated facility, list the following:

- i. Main occupant organizations
- ii. Main activities of occupants
- iii. Occupant requirements
  - Temperature
  - Access restrictions
  - Cleanliness
  - Non standard equipment
  - Specialty gases

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

### III. Performance Requirements

A. The Building Manager Trainee has attended expectation briefings with each of the following Operations Managers as listed by the immediate supervisor:

Operation Manager	Date	Initials
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- i. The briefing by the **Operations Manager** will include the following:
  - a. Expectations of the Building Manager
  - b. Key programs
  - c. Strategic needs
  - d. Problem areas

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

B. The Building Manager trainee has obtained budget and actual costs for the designated building and explained the following:

- i. Cost variance
- ii. Schedule variance
- iii. Percent of budget
- iv. Estimate at complete
- v. Any recovery actions

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

C. The Building Manager trainee has lead the core team meeting under the mentorship of a **qualified Building Manager** for one week.

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

D. The Building Manager trainee has performed the duties of the Building Emergency Director in at leas one operational drill or real emergency.

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

E. The Building Manager trainee has passed an oral board on integrated operations and is recommended for qualification. The board members as a minimum included:

- i. Qualified Building Manager
- ii. Manager, Operations Support Group
- iii. Manager, Facility Management Services or designee
- iv. Manager, Facility Operations or designee

Note: The oral board will consist of at least one scenario focusing on one major system and interfaces with support systems.

F. The trainee will be able to:

- i. Produce a sketch of the building labeling direction, entry/exit points, and other prominent features. This sketch will be used as a reference for the remainder of the oral board.
- ii. Produce a one line diagram of the selected system identifying major components, sensor points, controls, alarm interface points with other systems, and isolation points.
- iii. Describe the purpose of the system and the function of the major components.
- iv. State the limits of operation of the system or components. The trainee will explain:
  - Basis for the limit
  - The method(s) used to ensure the limits are met.
- v. For an abnormal event, the Building Manager trainee will describe expected system responses, manual actions, expected alarms, and protective actions and notifications that should be initiated from BEP. The situations could include:
  - Component failure
  - Loss of support interface equipment
  - Failure of a component to pass preventive maintenance
  - Major system evolution.
- vi. For qualification in a nuclear facility - The oral board shall include an evaluation of the trainee's knowledge of the facility authorization basis (SAR/TSR).

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

**The Manager, Facility Operations has concluded that the Building Manager Trainee has met the minimum expectations of the oral board and recommends the Building Manager Qualification Card be forwarded to the Manager of Facilities and Operations for Approval.**

\_\_\_\_\_  
**Manager, Facility Operations**

\_\_\_\_\_  
**Date**

**The Training Coordinator verifies that that all Signatures in Section I, II and III are entered. The Training Coordinator has entered the qualification into the Laboratory Training Data Base.**

\_\_\_\_\_  
**Training Coordinator**

\_\_\_\_\_  
**Date**