

# Policy: Real Property Management

Revision	0
Effective Date	2/13/2019
Management System	Property and Infrastructure
Owner	Property and Infrastructure Management System Owner
Review Cycle	Every 3 years

## Management of Fermilab's real property portfolio

### 1. Purpose

The purpose of this policy is to describe Fermilab's program for compliant lifecycle management of conventional real property assets.

### 2. Scope/Applicability

This policy applies to all Fermilab personnel and operations involved with all phases of Fermilab's conventional facilities lifecycle (planning, acquisition, design, sustainment, disposition.)

### 3. Policy

#### 3.1. General

Fermilab manages conventional real property in accordance with the Department of Energy's contract with Fermilab Research Alliance, LLC (FRA), DE-AC02-07CH11359 (Part I, Section C.4(c)(5)(iv)), using a lifecycle approach. Real property assets are planned, acquired, designed, sustained, and dispositioned consistent with requirements set forth in the following directives.

- 3.1.1. DOE Order 430.1b, "Real Property Asset Management"
- 3.1.2. DOE Order 413.3b, "Program and Project Management for the Acquisition of Capital Assets"
- 3.1.3. DOE Order 436.1, "Sustainability"
- 3.1.4. DOE Order 458.1, "Radiation Protection of the Public and the Environment"
- 3.1.5. Other applicable regulations, orders, and statutes set forth in the Department of Energy's contract with Fermilab Research Alliance, LLC (FRA), DE-AC02-07CH11359

#### 3.2. Planning and Prioritization

Fermilab develops coordinated plans and priorities for real property asset improvements in accordance with the Fermilab Annual Lab Plan and the Fermilab Campus Master Plan. The Fermilab Chief Operating Officer oversees real property planning and prioritization with support from the Campus Facility Planning Board and the Facilities Engineering Services Section (FESS), and in coordination with the Fermilab Office of Integrated Planning and Performance Management.

**3.3. Acquisition**

Real property asset acquisition is driven by Fermilab's planning and prioritization processes. The Fermilab Chief Financial Officer oversees the acquisition of real property improvements with support from the Fermilab Chief Operating Office, FESS, and the Campus Facility Planning Board.

**3.4. Design**

The design of real property improvements is integrated into planning, prioritization, and acquisition processes. FESS oversees the design of real property improvements in coordination with Fermilab project stakeholders, the Campus Facility Planning Board, the Fermilab Office of Integrated Planning and Performance Management, and the Fermilab Office of the Chief Project Officer.

**3.5. Sustainment**

FESS oversees the sustainment (transition to operations, operations, maintenance, and recapitalization) of real property assets with oversight from the Fermilab Chief Operating Officer, and in coordination with Fermilab Divisions, Sections, and Projects (D/S/Ps), and the Campus Facility Planning Board.

**3.6. Disposition**

Fermilab plans and executes facility end of life activities in coordination with ongoing campus planning activities. FESS oversees the disposition of real property assets with oversight from the Fermilab Chief Operating Officer and the Campus Facility Planning Board.

**3.7. Reporting**

Fermilab utilizes automated real property data management and reporting tools to effectively manage and report real property asset plans, utilization, and disposition status. The Fermilab Chief Operating Officer oversees, and FESS manages, real property data and associated inputs to real property data management tools (Facilities Information Management System – FIMS, Condition Assessment Information System – CAIS, Active Facility Database Collection System – AFDCS).

**4. Responsibilities**

- 4.1. **The Fermilab Chief Operating Officer** is responsible for approving this procedure.
- 4.2. **Property and Infrastructure Management System Owner** is responsible for ensuring consistent laboratory compliance with this procedure.

**5. Definitions**

- 5.1. The **CAMPUS AND FACILITY PLANNING BOARD (CFPB)** is a forum of Fermilab internal stakeholders that convenes quarterly or more often to discuss, among other issues, the Fermilab prioritized list of minor construction projects.
- 5.2. **CONVENTIONAL REAL PROPERTY** is real property which is sustained for conventional site operations and is not classified as Programmatic Real Property (reactors, accelerators, and similar devices used by programmatic personnel and listed in the Facilities Information Management System as "Other Structures and Facilities" under the 3000 series usage codes).

- 5.3. FACILITY/FACILITIES are the land, buildings, trailers, their installed equipment, and other fixed systems and equipment installed therein, other structures and facilities, and other improvements.
- 5.4. A REAL PROPERTY ASSET is a parcel, building, real property trailer, other structure or facility, or interest acquired by or operated for the benefit of the Department of Energy.
- 5.5. SUSTAINMENT is the maintenance, repair, or renovation activities necessary to keep a real property asset in good working order over its useful life.

**6. Resources/ Supporting Documents**

- 6.1. DOE Order 430.1b, “Real Property Asset Management”
- 6.2. DOE Order 413.3b, “Program and Project Management for the Acquisition of Capital Assets”
- 6.3. DOE Order 436.1, “Sustainability”
- 6.4. DOE Order 458.1, “Radiation Protection of the Public and the Environment”
- 6.5. Other applicable regulations, orders, and statutes set forth in the Department of Energy’s contract with Fermilab Research Alliance, LLC (FRA), DE-AC02-07CH11359
- 6.6. Charter, Fermilab Campus Facility Planning Board
- 6.7. Fermilab Annual Lab Plan
- 6.8. Fermilab Campus Master Plan

**Revision History**

Version Number	Date	Author	Change Summary
0	2/13/2019	Karen Kosky	First issuance

**Approvals**

Title	Name	Electronic Signature
Property and Infrastructure Management System Owner	Karen Kosky	
Chief Operating Officer	Katherine L. Gregory	