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DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL STATION
850 TICONDEROGA ST STE 100
PEARL HARBOR HI 96860-5102

NAVSTAPEARLINST 5040.1C

N013:RB:jgb
13 FEB 2002

NAVSTA PEARL INSTRUCTION 5040.1C

Subj: ZONE INSPECTION PROGRAM

Ref: (a) OPNAVINST 3120.32C
(b) NAVSTAPEARLINST 4790.1D
(c) NAVSTAPEARLINST 5090.3A
(d) NAVSTAPEARLINST 5100.1
(e) NAVSTAPEARLINST 5100.22C
(f) NAVSTAPEARLINST 5100.23A
(g) NAVSTAPEARLINST 6250.1
(h) NAVSTAPEARLINST 11000.2N
(i) NAVSTAPEARLINST 11000.4F
(j) NAVSTAPEARLINST 11016.2H
(k) NAVSTAPEARLINST 11016.3D
(l) NAVSTAPEARLINST 11300.1H
(m) NAVSTAPEARLINST 11320.1C

Encl: (1) Zone Inspection Designations
(2) Long Range Zone Inspection Schedule
(3) Zone Inspection Guidelines
(4) Zone Inspection Report Form

1. Purpose. To set forth responsibilities and procedures for the Zone Inspection Program for Naval Station, Pearl Harbor.

2. Cancellation. NAVSTAPEARLINST 5040.1B.

3. Discussion. Zone inspections ensure that proper measures are taken to keep facilities, spaces, machinery, equipment, and grounds safe, secure, clean and in a satisfactory state of material condition. All buildings, spaces and grounds of a zone, sub-zone and inspection area will be inspected annually.

a. Naval Station, Pearl Harbor is divided into nine Functional zones and multiple geographic sub-zones each with from 2 to 20 inspection areas. Enclosure (1) delineates the area of responsibility for each zone and specifies the inspection areas included in each sub-zone.

b. The inspection is to be considered a working inspection that can be completed in an hour upon arrival of the inspection party. Outdoor areas should be inspected on foot.

4. Responsibilities

a. The Executive Officer is responsible for the overall management and administration of the program and shall:

(1) Monitor the timely completion of the assigned zone inspection; review inspection results, and monitor repeat discrepancies.

(2) Makes appropriate reports to the Commanding Officer.

(3) Participate in the zone inspection when possible.

b. The 3M Coordinator is the functional manager of the zone inspection program and is responsible to the Executive Officer for the coordination and direct supervision of all administrative and functional facets of the zone inspection program and shall:

(1) Direct the start and completion of a zone inspection as specified in accordance with enclosure (2) and assign zone inspectors as necessary or as directed by the executive officer.

(2) Maintain a record of zone inspections, discrepancies and corrective actions.

(3) Furnish the inspecting party and/or Department Head with a list of discrepancies from the previous inspection.

(4) Provide inspection reports to the cognizant Department Head via the Executive Officer.

c. Department Heads are responsible for the effective operation and function of the zone inspection program within the department and shall:

(1) Assign an E-7 or above as a special assistant for each zone assigned to the 3M Coordinator for the coordination and supervision of the zone inspection program within each departmental zone.

(2) Ensure assigned buildings, facilities and grounds are safe, secure, clean, well maintained, provide a productive work environment and project a professional appearance.

(3) Be familiar with and follow the guidance of references (a) through (m) in maintaining assigned areas.

(4) Be prepared for and conduct inspections in accordance with enclosure (2). Refer to enclosure (3) one month prior to a zone inspection.

(5) Conduct spot checks of completed sub-zone inspections to ensure zone inspections are being conducted properly as prescribed by enclosure (3).

(6) Inspectors shall be E-7 and above or civilian equivalent. Recorders will take notes and prepare the inspection report and provide any needed assistance.

(7) Ensure assigned areas are ready for scheduled zone inspections. The Leading Petty officer or Work Center Supervisor will escort the inspection party through their designated area. Ensure all spaces and areas are accessible.

(8) Corrective actions will be taken immediately to resolve and mitigate safety discrepancies. All corrected measures will be documented and monitored (i.e. work requests, purchase orders, etc.).

(9) Ensure all discrepancies noted by the department are investigated and corrected within three months. Report completed actions to the 3M Coordinator. Be prepared to brief the Executive Officer on the progress of correcting their discrepancies and the corrective actions taken.

d. Departmental special assistants are E-7 and above assigned by the Department Head for each zone within the department and shall:

(1) Provide assistance to the Department Head and 3M Coordinator for the coordination and supervision of the zone inspection program for an assigned zone.

13 FEB 2007

(2) Ensure inspections for assigned zones are carried out as described in enclosures (1) through (3).

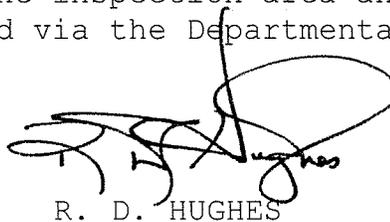
(3) Ensure that all noted discrepancies for each sub-zone inspection area as described on enclosure (1) are appropriately and legibly documented on provided Zone Inspection Deficiency Listings (ZIDLs), enclosure (4).

(4) Distribute, collect, review and forward all Zone Inspection Deficiency Listings, enclosure (4) to the 3M Coordinator via the Department Head for transcription and submission.

e. Inspections team shall:

(1) Be familiar with the contents of this instruction and reference prior to conducting an inspection. Enclosure (3) provides some guidelines for items to consider while conducting but should not be considered all-inclusive.

(2) The recorder will annotate discrepancies using enclosure (4) for each sub-zone inspection area and will forward results to the Department Head via the Departmental Special Assistant.



R. D. HUGHES

Distribution:

NAVSTAPEARLINST 5605.2F

List I, Case 1 (NAVSTA PEARL depts./offices)

Stocked:

Commanding Officer

Naval Station

850 Ticonderoga Street, Suite 100

Pearl Harbor, HI 96860

ZONE 1

Area of Responsibility - NO1B Brig

Sub Zone 1-A Unsecured Area

Inspection Area 1	Quarterdeck/Heads
Inspection Area 2	Electrical Room
Inspection Area 3	Administration Offices
Inspection Area 4	Training Room
Inspection Area 5	Passageway (Locker room)
Inspection Area 6	Female Staff Locker Room
Inspection Area 7	Male Staff Locker Room
Inspection Area 8	Female Correctional Custody Unit and Conference Room
Inspection Area 9	Correctional Custody Unit Passageway
Inspection Area 10	Correctional Custody Unit
Inspection Area 11	Training and Correctional Custody Unit Offices
Inspection Area 12	Staff Lounge
Inspection Area 13	Front, side and rear parking lots

Sub Zone 1-B Secured Areas (Front)

Inspection Area 1	Entrance Passageway
Inspection Area 2	Female Cell Block
Inspection Area 3	Medical Room
Inspection Area 4	Control Center Passageway
Inspection Area 5	Control Center
Inspection Area 6	Male Cell Block and Dormitory Passageway
Inspection Area 7	Male Cell Block
Inspection Area 8	Male Dormitory
Inspection Area 9	Counselor Offices
Inspection Area 10	Recreation Yard and Fence line
Inspection Area 11	Security Officer's Office
Inspection Area 12	Outdoor Equipment Storage Building 221

Sub Zone 1-C Secured Areas (Rear)

Inspection Area 1	Library
Inspection Area 2	Multi-purpose Room
Inspection Area 3	Interview Rooms Number 1,2 and 3
Inspection Area 4	Supply Storeroom (MPR)
Inspection Area 5	MPR Evacuation Area and Fence Line
Inspection Area 6	Galley and Galley Office
Inspection Area 7	Laundry Room

NAVSTAPEARLINST 5040.1C
13 FEB 2002

Inspection Area 8	Galley and Laundry Room Passageway
Inspection Area 9	Receiving and Releasing, Barbershop and Holding Cell 2
Inspection Area 10	Funds and Valuables
Inspection Area 11	Sally Port and Holding Cell 1
Inspection Area 12	SIPRNET Hub
Inspection Area 13	Emergency Generator Cage and Vehicle Parking
Inspection Area 14	Electrical Distribution Room
Inspection Area 15	Boiler Room
Inspection Area 16	Maintenance Office
Inspection Area 17	Rear Parking Area

ZONE 2

Area of Responsibilities - Religious Ministries

Sub Zone 2-A	Pearl Harbor Naval Station Facilities
Inspection Area 1	Building 1600; Pearl Harbor Memorial Chapel
Inspection Area 2	Building 1601; Pearl Harbor Memorial Chapel Office Complex
Inspection Area 3	Building 1602; Pearl Harbor Memorial Chapel Classroom Annex
Inspection Area 4	Building 1603; Pearl Harbor Memorial Chapel Classroom Annex
Inspection Area 5	Pearl Harbor Memorial Chapel Courtyard
Inspection Area 6	Pearl Harbor Memorial Chapel (Adjacent Areas Outside Buildings)
Sub Zone 2-B	Submarine Memorial Chapel
Inspection Area 1	Building 708; Submarine Memorial Chapel
Inspection Area 2	Submarine Memorial Chapel (Adjacent Areas Outside Building)
Sub Zone 2-C	Aloha Jewish Chapel Facilities
Inspection Area 1	Building 1514; Aloha Jewish Chapel
Inspection Area 2	Aloha Jewish Chapel (Adjacent Areas Outside Building)
Sub Zone 2-D	Barbers Point Facilities
Inspection Area 1	Building 5; Kapolei Memorial Chapel
Inspection Area 2	Kapolei Memorial Chapel (Adjacent Areas Outside Building)
Sub Zone 2-E	NCTAMS Facilities
Inspection Area 1	Building 424; Pacific Memorial Chapel
Inspection Area 2	Pacific Memorial Chapel Social Hall
Inspection Area 3	Pacific Memorial Chapel (Adjacent Areas Outside Building)

13 FEB 2002

ZONE 3

Area of Responsibility - N01T Transient Personnel Unit
1st Lieutenant
N015 Training and Administration
N013 3M Coordinator

Sub Zone 3-A Hale Ali'I Avenue
 Inspection Area 1 Hale Ali'I Avenue; 12th Street to
 Building 216
 Inspection Area 2 Hale Ali'I Avenue; Building 216 to 8th
 Street

Sub Zone 3-B South Road Facilities
 Inspection Area 1 South Road; Nimitz Gate to Avenue D
 Inspection Area 2 Building 1754; 1st Lieutenant's Compound
 Inspection Area 3 Building 159; Recycling Center (North
 End of Building)
 Inspection Area 4 Building 159; Recycling Center
 (Adjacent Areas Outside Building)
 Inspection Area 5 Building 244; Recycling Center (Crew
 Facilities and Equipment Shop)
 Inspection Area 6 Building 159; Recycling Center
 (Recycling Yard)

Sub Zone 3-C Building 150 and Avenue A
 Inspection Area 1 Avenue A; North Road to Building 1247
 Banyans Parking Lot
 Inspection Area 2 Avenue A; Building 1247 Club Road to 8th
 Street
 Inspection Area 3 Building 150; Memorial Fountain
 Inspection Area 4 Building 150; Areas Adjacent to
 Building and Parking Lots
 Inspection Area 5 Building 150; 1st Floor; Quarter Decks,
 Heads and Command Passage
 Inspection Area 6 Building 150; 2nd Floor Office Spaces
 Inspection Area 7 Building 150; 2nd Floor Stairwells and
 Heads
 Inspection Area 8 Building 150; 3rd Floor Administration
 (Admiral's Spaces Exempt)

NAVSTAPEARLINST 5040.1C
13 FEB 2002

Sub Zone 3-I	Transient Personnel Unit Administration
Inspection Area 1	Building 1753; Administration Offices and Lounge Areas
Inspection Area 2	Building 1753; Adjacent Areas Outside Building
Sub Zone 3-J	Naval Station Pearl Harbor West
Inspection Area 1	USS Parche Submarine Memorial and Cabana Areas
Inspection Area 2	Pierce Street; Sharkey Theater to Waterfront Street
Inspection Area 3	Gilmore Street; Pierce Street to Hurt Avenue
Inspection Area 4	San Juan Avenue; North Road to Building 416
Inspection Area 5	Kuahua Street; Building 416 to Yankee Point
Sub Zone 3-K	Ford Island
Inspection Area 1	Runway and Taxiway including Fields
Inspection Area 2	Ford Island Road; Bridge (Ford Island Extension) to Kitty Hawk Street
Inspection Area 3	Saratoga Boulevard; Lexington Boulevard to Golf Course Parking Lot
Inspection Area 4	Lexington Boulevard; Cowpens Street to Missouri Memorial
Inspection Area 5	Brig Shore Line; Pier F-9 to Runway Shores
Sub Zone 3-L	Naval Station (Abandoned or Unused Buildings)
Inspection Area 1	Building 417; Naval Station
Inspection Area 2	Building 434; Fleet Industrial Supply Center
Inspection Area 3	Building 406; Fleet Industrial Supply Center
Inspection Area 4	Building 640; Naval Station
Inspection Area 5	Building 370; Pearl Harbor Naval Shipyard (Temporary Storage)
Inspection Area 6	Building T-15A; Pearl Harbor Naval Shipyard (Shop X99 Storage)
Inspection Area 7	Building 292; Naval Station
Inspection Area 8	Building 279; Naval Station
Inspection Area 9	Building 224; Naval Station

13 FEB 2002

Inspection Area 10 Building 119; Naval Station
 Inspection Area 11 Building 418; Naval Station
 Inspection Area 12 Building 408; Naval Station
 Inspection Area 13 Building 1232; Naval Station
 Inspection Area 14 Building 1716; Naval Station
 Inspection Area 15 Building 1236; Naval Station
 Inspection Area 16 Building 1337; Naval Station (Bowling Alley)
 Inspection Area 17 Building 1605; Naval Station (Bowling Alley Storage)
 Inspection Area 18 Building 1606; Naval Station (Bowling Alley Storage)
 Inspection Area 19 Building S-31; Naval Station (Pump House)

Sub Zone 3-M Ford Island (Abandoned or Unused Buildings)

Inspection Area 1 Building 68; Naval Station
 Inspection Area 2 Building 78; Naval Station
 Inspection Area 3 Building 219; Naval Station
 Inspection Area 4 Building 220; Naval Station
 Inspection Area 5 Building 174; Naval Station
 Inspection Area 6 Building 142; Naval Station
 Inspection Area 7 Building 284; Naval Station
 Inspection Area 8 Building 99; Naval Station
 Inspection Area 9 Building 89; Naval Station
 Inspection Area 10 Building 136; Naval Station
 Inspection Area 11 Building 43; Naval Station
 Inspection Area 12 Building 218; Naval Station
 Inspection Area 13 Building 84; Naval Station
 Inspection Area 14 Building 87; Naval Station
 Inspection Area 15 Building S-285; Naval Station

Sub Zone 3-N Navy Region Hawaii; (Abandoned, Unused or Occupied by Regional Tenants)

Inspection Area 1 Building 27; Chemical Storage (Slated for Demolition)
 Inspection Area 2 Building 39; NSC Warehouse (FISC Warehouse)
 Inspection Area 3 Building 39A; NSC Warehouse (FISC Warehouse)
 Inspection Area 4 Building 52; Garbage Storage Warehouse (Slated for Demolition)
 Inspection Area 5 Building 385; Maintenance Storage (Slated for Demolition)

Inspection Area 6	Building 393; General Storehouse (FISC Warehouse)
Inspection Area 7	Building 307; Bottled Acetylene Storage (FISC Storage)
Inspection Area 8	Building 308; Bottled Argon Storage (FISC Storage)
Inspection Area 9	Building 309; Bottled Oxygen Storage (FISC Storage)
Inspection Area 10	Building 371A; Pacific Naval Facility Engineering Office (Occupied by Tenant)
Inspection Area 11	Building 324; Naval Security Group Activity Pearl Harbor (Occupied by Tenant)
Inspection Area 12	Building 326; Naval Criminal Investigative Service Evidence Storage and Processing (Occupied by Tenant)
Inspection Area 13	Building 1302; Snack Bar (Occupied by Tenant)
Inspection Area 14	Building 1420; Sand Blast and Paint Facility (Occupied by PHNSY)
Inspection Area 15	Building 1656; Salvage Storage (Occupied by Tenant)
Inspection Area 16	Building 1665; Hazardous Flammable Storage (FISC Storage)
Inspection Area 17	Facility 1423; Oil Collection Well #3 (Not Used)
Inspection Area 18	Pier Oscar 1; Repair Wharf (Not Used)
Sub Zone 3-0	Navy Region Hawaii; PHNSY & IMF Assets (Retained by Tenants for Environmental Remediation)
Inspection Area 1	Building 66; Bar Stock Supply (Shop Material Storage)
Inspection Area 2	Building 140; Environmental Building (Shipyard Administration)
Inspection Area 3	Building 394; Battery Shop (Shop X51 Electrical Repair)
Inspection Area 4	Facility 1424; Oil Collection Well #4 (Environmental Remediation)
Sub Zone 3-P	Navy Region Hawaii; (Memorandum of Agreement with Tenants)
Inspection Area 1	Building 64; General Storage (Temporary Storage)

Inspection Area 2	Building 71; General Warehouse (A/C Plant for Building B-167)
Inspection Area 3	Building 29; Cafeteria (L&L Contractor)
Inspection Area 4	Building 158; Warehouse Supply (Environmental Study)
Inspection Area 5	Building 159; Warehouse Supply, South End (Environmental Study)
Inspection Area 6	Building 164; Warehouse Supply (Environmental Study)
Inspection Area 7	Building 165; Warehouse Supply (Environmental Study)
Inspection Area 8	Building 178; Automated Data Processing (Shipyards Administration)
Inspection Area 9	Building 207; Shipyards Security Office (Shipyards Administration)
Inspection Area 10	Building 327; Office (Shop X99 Weight Handling)
Inspection Area 11	Building 388; Weld Equipment Repair Shop (Shop X26 Weld Repair)
Inspection Area 12	Building 1660; Waterfront Office (Code C910 Storage)
Inspection Area 13	Building 1673; Transportation Building (Used by Code 740)
Inspection Area 14	Building 1674; Shop 982 Storage (Used by Code 740)
Inspection Area 15	Building 1657; Solvent Recovery Facility (Used by PHNSY)
Inspection Area 16	Building 1658; Hazardous Waste Packaging Facility (Used by PHNSY)
Inspection Area 17	Building 1664; Oil Spill Clean Up Facility (Code 700 Storage)
Sub Zone 3-Q	Navy Region Hawaii; (Annexes to Building 1)
Inspection Area 1	Building 1; General Administration (COMNAVREG/NCTAMS)
Inspection Area 2	Building 1C; General Administration (PHNSY Administration)
Inspection Area 3	Building 1E; General Administration (SUPSHIP Administration)
Inspection Area 4	Building 1G; General Administration (Union Administration)
Inspection Area 5	Building 1H; General Administration (Photo Lab Administration)

13 FEB 2002

ZONE 4

Area of Responsibility - N3 Port Operations

Sub Zone 4-A	Harbor Control and PHNSY Piers
Inspection Area 1	Building 1058; Harbor Control Tower
Inspection Area 2	Pier Bravo 3
Inspection Area 3	Pier Bravo 4
Inspection Area 4	Pier Bravo 5
Inspection Area 5	Pier Bravo 8
Inspection Area 6	Pier Bravo 9
Sub Zone 4-B	South East Loch Lower Bravo Piers
Inspection Area 1	Pier Bravo 10
Inspection Area 2	Pier Bravo 11
Inspection Area 3	Pier Bravo 12
Inspection Area 4	Pier Bravo 13
Inspection Area 5	Pier Bravo 14
Sub Zone 4-C	South East Loch Upper Bravo Piers
Inspection Area 1	Pier Bravo 15
Inspection Area 2	Pier Bravo 16
Inspection Area 3	Pier Bravo 17
Inspection Area 4	Pier Bravo 18
Inspection Area 5	Pier Bravo 19
Inspection Area 6	Pier Bravo 20
Inspection Area 7	Pier Bravo 21
Sub Zone 4-D	Port Services and South East Loch Ship's Berthing Piers
Inspection Area 1	Pier Bravo 22
Inspection Area 2	Pier Bravo 23
Inspection Area 3	Pier Bravo 24
Inspection Area 4	Pier Bravo 25
Inspection Area 5	Pier Bravo 26
Inspection Area 6	Building 150; Room 114; Port Operations Office
Sub Zone 4-E	Dock Master and Harbor Pilot Facilities
Inspection Area 1	Building 674; Dock Masters Office
Inspection Area 2	Building 674; Dock Masters Warehouse
Inspection Area 3	Building 1682; Harbor pilots Office

13 FEB 2002

Sub Zone 4-F Magazine Loch Submarine Piers

Inspection Area 1	Building 797; Pier Sierra 15 Quay Small Boat Repair Shop
Inspection Area 2	Pier Sierra 15
Inspection Area 3	Pier Sierra 16
Inspection Area 4	Pier Sierra 17
Inspection Area 5	Pier Sierra 18
Inspection Area 6	Pier Sierra 19

Sub Zone 4-G Magazine Loch and Yankee Point Submarine Piers

Inspection Area 1	Pier Sierra 20
Inspection Area 2	Pier Sierra 21A
Inspection Area 3	Pier Sierra 21B
Inspection Area 4	Pier Yankee 2
Inspection Area 5	Pier Yankee 3A
Inspection Area 6	Pier Yankee 3B

Sub Zone 4-H South Channel FISC Supply Piers

Inspection Area 1	Pier Kilo 1
Inspection Area 2	Pier Kilo 3
Inspection Area 3	Pier Kilo 5
Inspection Area 4	Pier Kilo 6
Inspection Area 5	Pier Kilo 7
Inspection Area 6	Pier Kilo 8
Inspection Area 7	Pier Kilo 9

Sub Zone 4-I South Channel FISC Fuel Piers

Inspection Area 1	Pier Kilo 10
Inspection Area 2	Pier Kilo 11
Inspection Area 3	Pier Kilo 12
Inspection Area 4	Pier Hotel 1
Inspection Area 5	Pier Hotel 2
Inspection Area 6	Pier Hotel 3
Inspection Area 7	Pier Hotel 4
Inspection Area 8	Pier Hotel 5

Sub Zone 4-J Quarry Loch Ship's Berthing and Submarine
Piers

Inspection Area 1	Pier Mike 1
Inspection Area 2	Pier Mike 2
Inspection Area 3	Pier Mike 3
Inspection Area 4	Pier Mike 4
Inspection Area 5	Pier Sierra 1A
Inspection Area 6	Pier Sierra 1B
Inspection Area 7	Pier Sierra 8
Inspection Area 8	Pier Sierra 9

Sub Zone 4-K Magazine Loch Submarine Piers

Inspection Area 1	Pier Sierra 10
Inspection Area 2	Pier Sierra 11
Inspection Area 3	Pier Sierra 12
Inspection Area 4	Pier Sierra 13
Inspection Area 5	Pier Sierra 14

Sub Zone 4-L Water Transportation Small Craft Landing
Sites

Inspection Area 1	Iroquois Point Boat Landing
Inspection Area 2	Charlie Boat Landing
Inspection Area 3	Ford Island Ferry Landing
Inspection Area 4	Alpha Boat Landing
Inspection Area 5	Halawa Boat Landing
Inspection Area 6	Merry Point Boat Landing
Inspection Area 7	Submarine Sierra Dock Boat Landing

Note The recorder assigned must be Coxswain qualified in order for the inspector assigned to reach these sites as needed.

Sub Zone 4-M Water Front Support (Engine Repair Facility,
East End of Building)

Inspection Area 1	Building 147 (East End); Supply Facility (Not Used)
Inspection Area 2	Building 148; Engine Repair Shop
Inspection Area 3	Building 148; Engine Overhaul Bay
Inspection Area 4	Building 148; Injector Repair and Testing Room
Inspection Area 5	Building 148; Used Oil Collection Area
Inspection Area 6	Building 148; Sail Loft
Inspection Area 7	Building 148; Electrical and Engraving Shops (Not Used)

13 FEB 2002

Sub Zone 4-N	Water Front Support (Engine Repair Facility, West End of Building)
Inspection Area 1	Building 148; Metal Working and Machine Shop
Inspection Area 2	Building 148; Locker Rooms, Showers and Heads
Inspection Area 3	Building 148; Lounge and Kitchen Areas
Inspection Area 4	Building 148; Office Spaces (All Five)
Inspection Area 5	Building 148; Line Shop
Inspection Area 6	Building 148; Boat and Equipment Storage Yard
Inspection Area 7	Building 148; Yard Behind Engine Repair Shop and Overhaul Bay
Sub Zone 4-O	Water Front Support (Liquid Cargo, Supply and Production)
Inspection Area 1	Building 1749; Production and Main Office Complex
Inspection Area 2	Building 1749; Storage Shed
Inspection Area 3	Building 1749; Tool Room
Inspection Area 4	Building 1749; Division Officer's Office
Inspection Area 5	Building 1749; Port Engineer's Office
Inspection Area 6	Building 1749; Supply Office
Inspection Area 7	Building 1749; Supply Storage Bay
Sub Zone 4-P	Water Front Support (Service Craft, Supply and Production)
Inspection Area 1	Building 1749; Male Head
Inspection Area 2	Building 1749; Female Head
Inspection Area 3	Building 1749; Electrical Repair Shop
Inspection Area 4	Building 1749; Open Vehicle Bay
Inspection Area 5	Building 1749; Engraving Shop
Inspection Area 6	Building 1749; Leading Chief Petty Officers Office
Inspection Area 7	Building 1749; Liquid Cargo Oil Testing Area

13 FEB 2002

Inspection Area 4 Pier Whiskey 4
 Inspection Area 5 Pier Whiskey 5

Sub Zone 4-U Alpha Docks
 Inspection Area 1 Pier Alpha 1
 Inspection Area 2 Pier Alpha 2
 Inspection Area 3 Pier Alpha 3
 Inspection Area 4 Pier Alpha 4
 Inspection Area 5 Pier Alpha 5
 Inspection Area 6 Pier Alpha 6
 Inspection Area 7 Pier Alpha 7

Sub Zone 4-V MSC T-AGOS Pearl City Peninsula Piers
 Inspection Area 1 Pier Victor 1
 Inspection Area 2 Pier Victor 2
 Inspection Area 3 Pier Victor 3
 Inspection Area 4 Pier Victor 4
 Inspection Area 5 Pier Victor 5
 Inspection Area 6 Pier Victor 6

Sub Zone 4-W South Channel Ford Island Piers
 Inspection Area 1 Pier Foxtrot 1
 Inspection Area 2 Pier Foxtrot 1 ½
 Inspection Area 3 Pier Foxtrot 2
 Inspection Area 4 Pier Foxtrot 3
 Inspection Area 5 Pier Foxtrot 5

Sub Zone 4-X North Channel Ford Island Piers
 Inspection Area 1 Pier Foxtrot 9
 Inspection Area 2 Pier Foxtrot 10
 Inspection Area 3 Pier Foxtrot 12
 Inspection Area 4 Pier Foxtrot 13

Sub Zone 4-Y Water Front Operations (OSOT)
 Inspection Area 1 Pier Foxtrot 3.5; Floating Docks
 Inspection Area 2 Pier Foxtrot 3.5
 Inspection Area 3 Pier Foxtrot 3.5 Refueling Station
 Inspection Area 4 Building 217; Storage
 Inspection Area 5 Building 264; Outboard Engine Repair

Sub Zone 4-Z Water Front Operations (Arizona Detachment)
 Inspection Area 1 Building 44; Division Officer's Office
 Inspection Area 2 Building 44; Harbor Patrol Office

13 FEB 2002

Inspection Area 3 Building 44; Male Change Room and Head
Inspection Area 4 Building 44; Arizona Boat Refueling
Station
Inspection Area 5 Building 44; Finger Piers and Slips
Inspection Area 6 Building 44; Female Change Room and Head

Sub Zone 4-AA Water Front Operations (OSOT)
Inspection Area 1 Building 3; Vacuum Truck Stowage Bay
Inspection Area 2 Building 3; Division Officer's Office
Complex (All 3)
Inspection Area 3 Building 3; Supervisor's Office and
Head
Inspection Area 4 Building 3; Lounge
Inspection Area 5 Building 3; Male Change Room
Inspection Area 6 Building 3; Female Change Room
Inspection Area 7 Building 3; OSOT Work Shop
Inspection Area 8 Building 3; Absorbent Boom Stowage
Space

Sub Zone 4-AB Water Front Operations and Harbor Patrol
Inspection Area 1 Building 3; Gray and Harbor Patrol Work
Shop
Inspection Area 2 Building 3; Multi-purpose Storage Area
(Rear of Building)
Inspection Area 3 Building 3; Battery Locker
Inspection Area 4 Building 3; Arizona Equipment Area
Inspection Area 5 Building 3; Arizona Equipment Space
Inspection Area 6 Building 3; Arizona Engineering Office
Inspection Area 7 Building 3; Honors and Ceremony Spaces
Inspection Area 8 Building 3; Open Bay Area

ZONE 5

Area of Responsibility - N50 Security

Sub Zone 5-A	Security Gates
Inspection Area 1	Building 1599; Nimitz Gate and Adjacent Areas
Inspection Area 2	Building 1510; Makalapa Gate and Adjacent Areas
Inspection Area 3	Building 552; Halawa Gate and Adjacent Areas
Inspection Area 4	Building 399; Borchers Gate and Adjacent Areas
Inspection Area 5	Luapele Gate and Adjacent Areas
Inspection Area 6	Ford Island Bridge Gate and Adjacent Areas
Inspection Area 7	Porter Gate and Adjacent Areas
Sub Zone 5-B	Physical Security and Force Protection Offices
Inspection Area 1	Building 199; Naval Station Security 1 st Floor Offices and Armory
Inspection Area 2	Building 199; Naval Station Security 2 nd Floor Offices
Inspection Area 3	Building 199; Parking Lot and Adjacent Areas
Inspection Area 4	Building 150; Physical Security Offices and Regional Command Control Center
Inspection Area 5	Building 160; Physical Security Storage Facility
Inspection Area 6	Building 160; Storage Yard and Adjacent Areas
Sub Zone 5-C	West Loch and NCTAMS Security Facilities
Inspection Area 1	Building 109; West Loch Pistol Range Trailer
Inspection Area 2	West Loch Main Gate and Adjacent Areas
Inspection Area 3	West Loch Back Gate and Adjacent Areas
Inspection Area 4	NCTAMS Waipio Gate and Adjacent Areas

13 FEB 2002

Sub Zone 5-D	Training and Sentry Stations
Inspection Area 1	Building 285; Training Building 1 st Floor
Inspection Area 2	Building 285; Adjacent Areas Outside Building
Inspection Area 3	Building 393; Sentry Booth
Inspection Area 4	Building 394; Sentry Booth
Sub Zone 5-E	Training Ranges and Armory
Inspection Area 1	Building 638; Naval Station Armory
Inspection Area 2	Building S937; Naval Station Pistol Range
Inspection Area 3	Halawa Firing Range (Aiea)
Sub Zone 5-F	Kennel and Vehicle Impound Facilities
Inspection Area 1	Military Working Dog Kennels, Hickam Air Force Base
Inspection Area 2	South Avenue Vehicle Impound Lot
Sub Zone 5-G	Pass and Identification Facilities
Inspection Area 1	Building 3455; Pass and Identification Office
Inspection Area 2	Building 3455; Parking Lot and Adjacent Areas Outside Building
Sub Zone 5-H	Ford Island Armory Facilities
Inspection Area 1	Building S145; Ammunition Storage Bunker
Inspection Area 2	Building S172; Seal and Demolition Team Armory

ZONE 6

Area of Responsibility - N51 Federal Fire Department

Sub Zone 6-A	Fire Station #1
Inspection Area 1	PHNSY Shipyard Fire Station
Inspection Area 2	Areas Adjacent outside Fire Station
Sub Zone 6-B	Fire Station #2
Inspection Area 1	Fire Station
Inspection Area 2	Areas Adjacent outside Fire Station
Sub Zone 6-C	Fire Station #3
Inspection Area 1	Tripler Army Medical Center
Inspection Area 2	Areas Adjacent outside Fire Station
Sub Zone 6-D	Fire Station #4
Inspection Area 1	Building 467; Ford Island Fire Station
Inspection Area 2	Areas Adjacent outside Fire Station
Sub Zone 6-E	Fire Station #5
Inspection Area 1	Building 68; Pearl City Manana Fire Station
Inspection Area 2	Areas Adjacent outside Fire Station
Sub Zone 6-F	Fire Station #7
Inspection Area 1	NCTAMS Pacific Fire Station
Inspection Area 2	Areas Adjacent outside Fire Station
Sub Zone 6-G	Fire Station #8
Inspection Area 1	Marine Corps Base Hawaii Fire Station
Inspection Area 2	Fire Prevention Office Kaneohe Marine Corps Base
Inspection Area 3	Area Adjacent outside Fire Station
Sub Zone 6-H	Fire Station #9
Inspection Area 1	West Loch Fire Station
Inspection Area 2	Areas Adjacent outside Fire Station
Sub Zone 6-I	Fire Station #10
Inspection Area 1	Helemano Army Military Reservation Housing Fire Station
Inspection Area 2	Fire Prevention Office Helemano Army Military Reservation Housing

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13 FEB 2002

Inspection Area 3	Areas Adjacent outside Fire Station
Sub Zone 6-J	Fire Station #11
Inspection Area 1	Naval Magazine Lualualei Fire Station
Inspection Area 2	Areas Adjacent outside Fire Station
Sub Zone 6-K	Fire Station #12
Inspection Area 1	Barbers Point Fire Station
Inspection Area 2	Areas Adjacent outside Fire Station
Sub Zone 6-L	Fire Station #14
Inspection Area 1	Wheeler Army Base Fire Station
Inspection Area 2	Areas Adjacent outside Fire Station
Sub Zone 6-M	Fire Station #15
Inspection Area 1	Schofield Barracks Fire Station
Inspection Area 2	Areas Adjacent outside Fire Station

ZONE 7

Area of Responsibility - N71 Quality of Life MWR

Sub Zone 7-A	Bloch Arena Facilities
Inspection Area 1	Building 161; Fitness Center
Inspection Area 2	Building 161; Main Basketball Arena
Inspection Area 3	Building 161; Office Complex and Grounds Adjacent to Building
Inspection Area 4	Building 1513; Racquetball Courts
Inspection Area 5	Building 1680; Basketball Annex
Inspection Area 6	Building 1681; Aerobic Center
Inspection Area 7	Storage Locker
Sub Zone 7-B	North Road Recreation Facilities
Inspection Area 1	Building S1008; Ward Field and Grandstands
Inspection Area 2	Building S1009; Ward Field 2
Inspection Area 3	Building 545; Ward Field Storage
Inspection Area 4	Building 1314; Club Pearl
Inspection Area 5	Building 1509; Oceans
Inspection Area 6	Building 89; YMCA Pearl Harbor
Sub Zone 7-C	Avenue A Recreation Facilities
Inspection Area 1	Building 1247; Banyans Club
Inspection Area 2	Building 1247; Banyans Club Parking Lot
Inspection Area 3	Building 1046; Tennis Courts (Behind Banyans Club)
Inspection Area 4	Building S348; Scott Pool
Inspection Area 5	Building 1511; Scott Pool Restrooms
Inspection Area 6	Building 1512; Utility Room Office
Inspection Area 7	Building 1179; Tea House
Inspection Area 8	Building 1477; Racquetball Courts
Sub Zone 7-D	Rainbow Bay Recreation Facilities
Inspection Area 1	Building 604; Rainbow Bay Marina Restaurant
Inspection Area 2	Building 575; Rainbow Bay Marina Maintenance
Inspection Area 3	Building 610; Rainbow Bay Marina Office
Inspection Area 4	Building 606; Rainbow Bay Marina Picnic Pavilion
Inspection Area 5	Building 607; Rainbow Bay Marina Picnic Pavilion

Inspection Area 6	Building 608; Rainbow Bay Marina Picnic Pavilion
Inspection Area 7	Building 605; Rainbow Bay Marina Piers
Inspection Area 8	Building 602; Rainbow Bay Marina Bath House
Inspection Area 9	Rainbow Bay Marina Parking Lot
Sub Zone 7-E	Richardson Center Recreation Facilities
Inspection Area 1	Building S21; Richardson Pool and Handball Courts
Inspection Area 2	Building 1; Richardson Center
Inspection Area 3	Richardson Fields and Picnic Pavilions (Areas 1 Through 8)
Inspection Area 4	Richardson Field Restrooms (All)
Inspection Area 5	Building 103; Community Activities Center
Inspection Area 6	Building 616; Rainbow Pavilion
Inspection Area 7	Building 97; Rainbow Restrooms
Inspection Area 8	Honolulu Canoe Club
Sub Zone 7-F	Makalapa Recreation Facilities
Inspection Area 1	Building 348; Makalapa Racquetball Court
Inspection Area 2	Building S124; Towers Pool
Inspection Area 3	Building 388; Makalapa Fitness and Locker Room
Inspection Area 4	Building S134; Makalapa Recreation Area (Ball Courts and Field)
Inspection Area 5	Building 382; Makalapa Tennis Courts (Scheduled to be Demolished)
Sub Zone 7-G	Navy Marine Golf Course
Inspection Area 1	Navy Marine Golf Course (NMGC/Valkenburg Street Facility)
Inspection Area 2	Sam Snead's Restaurant, Club House and Pro Shop
Inspection Area 3	Building 254; NMGC Cart Storage
Inspection Area 4	Building 255; NMGC Storage
Inspection Area 5	Building A19; NMGC Maintenance Facility
Inspection Area 6	Building 270; NMGC 5 TH Puka
Inspection Area 7	Building 2649; NMGC Driving Range
Inspection Area 8	Building 43; NMGC Clubhouse

13 FEB 2002

Inspection Area 10	Softball Fields
Inspection Area 11	Beach Cottages
Inspection Area 12	Nimitz Beach
Inspection Area 13	Racquetball Courts

Sub Zone 7-R	West Loch Recreation Facilities
Inspection Area 1	Auto Body Shop
Inspection Area 2	Club Koa
Inspection Area 3	Softball Fields
Inspection Area 4	Fitness Center
Inspection Area 5	Basketball and Volleyball Courts
Inspection Area 6	Child Development Center
Inspection Area 7	Youth Teen Center
Inspection Area 8	Youth Recreation Fields

ZONE 8

Area of Responsibility- N73 Quality of Life Billeting

Sub Zone 8-A	Ford Island Combined Bachelor Housing
Inspection Area 1	Building 55; Bachelor Enlisted Quarters
Inspection Area 2	Building 55; BEQ (Adjacent Areas Outside Building)
Sub Zone 8-B	Makalapa Combined Bachelor Housing
Inspection Area 1	Building 372; Makalapa Bachelor Officer Quarters
Inspection Area 2	Building 373; Makalapa Bachelor Officer Quarters
Inspection Area 3	Building 374; Makalapa Bachelor Officer Quarters
Inspection Area 4	Building 375; Makalapa Bachelor Officer Quarters
Inspection Area 5	Building 376; Makalapa Bachelor Officer Quarters
Inspection Area 6	Building 377; Makalapa Bachelor Officer Quarters
Inspection Area 7	Building 378; Makalapa Bachelor Officer Quarters
Inspection Area 8	Building 379; Makalapa Bachelor Officer Quarters
Inspection Area 9	Building 380; Makalapa Bachelor Officer Quarters
Inspection Area 10	Makalapa BOQ (Adjacent Areas Outside Buildings 372-380)
Sub Zone 8-C	South Avenue Combined Bachelor Housing
Inspection Area 1	Building 1315; Bachelor Officer Quarters
Inspection Area 2	Building 1315; BOQ (Adjacent Areas Outside Building)
Inspection Area 3	Building 1633; Smedley Hall Bachelor Enlisted Quarters
Inspection Area 4	Building 1633; Smedley Hall BEQ (Adjacent Areas Outside Building)
Sub Zone 8-D	1400 Series Combined Bachelor Housing
Inspection Area 1	Building 1488; Bachelor Enlisted Quarters

13 FEB 2002

Inspection Area 2	Building 1489; Bachelor Enlisted Quarters
Inspection Area 3	Building 1490; Bachelor Enlisted Quarters
Inspection Area 4	Building 1491; Bachelor Enlisted Quarters
Inspection Area 5	Building 1492; Bachelor Enlisted Quarters
Inspection Area 6	Building 1493; Bachelor Enlisted Quarters
Inspection Area 7	Bachelor Enlisted Quarters (Adjacent Areas Outside Buildings 1488-1493)
Sub Zone 8-E	1300 Series Combined Bachelor Housing
Inspection Area 1	Building 1333; Bachelor Enlisted Quarters
Inspection Area 2	Building 1611; Bachelor Enlisted Quarters
Inspection Area 3	Bachelor Enlisted Quarters (Adjacent Areas Outside Buildings 1333 and 1611)
Inspection Area 4	Building 1369; Bachelor Enlisted Quarters
Inspection Area 5	Building 1370; Bachelor Enlisted Quarters
Inspection Area 6	Bachelor Enlisted Quarters (Adjacent Areas Outside Buildings 1369 and 1370)
Sub Zone 8-F	Central Assignment Combined Bachelor Housing
Inspection Area 1	Building 1623; Arizona Hall Bachelor Enlisted Quarters
Inspection Area 2	Building 1623; Arizona Hall BEQ Front Desk and Lobby
Inspection Area 3	Building 1623; Arizona Hall BEQ (Adjacent Areas Outside Building)
Inspection Area 4	Building 1634; Utah Hall Bachelor Enlisted Quarters
Inspection Area 5	Building 1634; Utah Hall BEQ (Adjacent Areas Outside Building)
Sub Zone 8-G	North Road Combined Bachelor Housing
Inspection Area 1	Building 1323; Gabrunas Hall Bachelor Enlisted Quarters
Inspection Area 2	Building 1324; Gabrunas Hall Bachelor Enlisted Quarters

13 FEB 2002

Inspection Area 3		Building 1324; Gabrunas Hall Recreation Center
Inspection Area 4		Building 1324; Gabrunas Hall Parking Garage
Inspection Area 5		Buildings 1623 and 1624; Gabrunas Hall (Adjacent Areas Outside Buildings)
Sub Zone 8-H	1600	Series Combined Bachelor Housing
Inspection Area 1		Building 1626; Bachelor Enlisted Quarters
Inspection Area 2		Building 1627; Bachelor Enlisted Quarters
Inspection Area 3		Building 1628; Bachelor Enlisted Quarters
Inspection Area 4		Bachelor Enlisted Quarters (Adjacent Areas Outside Buildings 1626-1628)
Sub Zone 8-I	1300	Series Combined Bachelor Housing
Inspection Area 1		Building 1330; Bachelor Enlisted Quarters
Inspection Area 2		Building 1487; Bachelor Enlisted Quarters
Inspection Area 3		Bachelor Enlisted Quarters (Adjacent Areas Outside Buildings 1330 and 1487)
Inspection Area 4		Building 1334; Bachelor Enlisted Quarters
Inspection Area 5		Bachelor Enlisted Quarters (Adjacent Areas Outside Building 1334)
Inspection Area 6		Building 1335; Bachelor Enlisted Quarters
Inspection Area 7		Bachelor Enlisted Quarters (Adjacent Areas Outside Building 1335)

13 FEB 2002

Inspection Area 3		Building 651; Consolidated Bachelor Housing Maintenance Facility
Inspection Area 4		Building 54; Consolidated Bachelor Housing Ford Island Warehouse
Inspection Area 5		Building 394; Consolidated Bachelor Housing Naval Station Warehouse
Inspection Area 6		Building 1722; Consolidated Bachelor Housing Naval Station Warehouse
Sub Zone 8-N	1500	Series Combined Bachelor Housing
Inspection Area 1		Building 1506; Bachelor Enlisted Quarters
Inspection Area 2		Building 1507; Bachelor Enlisted Quarters
Inspection Area 3		Bachelor Enlisted Quarters (Adjacent Areas Outside Buildings 1506 and 1507)
Sub Zone 8-O		NCTAMS Waipio Combined Bachelor Housing
Inspection Area 1		Building 2; Bachelor Enlisted Quarters
Inspection Area 2		Building 229; Bachelor Enlisted Quarters
Inspection Area 3		Building 230; Bachelor Enlisted Quarters
Inspection Area 4		Building 321A; Bachelor Enlisted Quarters
Inspection Area 5		Building 321B; Bachelor Enlisted Quarters
Inspection Area 6		Building 340; Bachelor Enlisted Quarters
Inspection Area 7		Bachelor Enlisted Quarters (Adjacent Areas Outside All Buildings)
Sub Zone 8-P	West Loch	Combined Bachelor Housing
Inspection Area 1		Building 600; Bachelor Enlisted Quarters
Inspection Area 2		Building 601; Bachelor Enlisted Quarters
Inspection Area 3		Building 602; Bachelor Enlisted Quarters
Inspection Area 4		Bachelor Enlisted Quarters (Adjacent Areas Outside Buildings 600-602)
Sub Zone 8-Q	Kaneohe Bay	Combined Bachelor Housing
Inspection Area 1		Building 7021; Bachelor Enlisted

13 FEB 2002

Inspection Area 2	Quarters Building 7022; Bachelor Enlisted Quarters
Inspection Area 3	Building 7023; Bachelor Enlisted Quarters
Inspection Area 4	Building 7024; Bachelor Enlisted Quarters
Inspection Area 5	Building 7025; Bachelor Enlisted Quarters
Inspection Area 6	Building 7027; Bachelor Enlisted Quarters
Inspection Area 7	Bachelor Enlisted Quarters (Adjacent Areas Outside Buildings 7021-7025 and Building 7027)

13 FEB 2002

ZONE 9

Area of Responsibility - N72 Food Service Division
N74 Fleet/Family Service Center
N75 Family Advocacy Program

- Sub Zone 9-A Diosdado Rome Galley Facility
- Inspection Area 1 Building 1557; Food Preparation Area and Kitchen
 - Inspection Area 2 Building 1557; Dining Area and Scullery
 - Inspection Area 3 Building 1557; Picnic Cabanas
 - Inspection Area 4 Building 1557; Parking Lots and Adjacent Areas Outside Galley
- Sub Zone 9-B Silver Dolphin Bistro Galley Facility
- Inspection Area 1 Building 655; Food Preparation Area and Kitchen
 - Inspection Area 2 Building 655; Heads, Passageway, and Scullery
 - Inspection Area 3 Building 655; All Dining Areas
 - Inspection Area 4 Building 655; Picnic Cabanas and Storage Tunnel
 - Inspection Area 5 Building 655; Parking Lot and Adjacent Areas Outside Galley
- Sub Zone 9-C Food Service Division Office Complex
- Inspection Area 1 Building 1732; Office Spaces and Heads
 - Inspection Area 2 Building 1732; Parking Lot and Adjacent Areas Outside Building
- Sub Zone 9-D NCTAMS Sampson Hall Galley Facility
- Inspection Area 1 Building 3; Food Preparation Area and Kitchen
 - Inspection Area 2 Building 3; Dining Area and Scullery
 - Inspection Area 3 Building 3; Adjacent Areas Outside Galley
- Sub Zone 9-E West Loch Ewa Palms Café Galley Facility
- Inspection Area 1 Building 603; Food Preparation Area and Kitchen
 - Inspection Area 2 Building 603; Dining Area and Scullery
 - Inspection Area 3 Building 603; Adjacent Areas Outside Galley

13 FEB 2002

Sub Zone 9-F	Fleet and Family Support Center
Inspection Area 1	Building 193; 1 st Floor Office Spaces and Heads
Inspection Area 2	Building 193; 2 nd Floor Office Spaces and Heads
Inspection Area 3	Building 193; Adjacent Areas Outside Building
Inspection Area 4	Building 392; NCTAMS Office Spaces and Head
Inspection Area 5	Building 392; NCTAMS Adjacent Areas Outside Building
Sub Zone 9-G	Family Advocacy Program
Inspection Area 1	Building 1; 1 st Floor Office Spaces and Head (East End Only)
Inspection Area 2	Building 1; Adjacent Areas Outside Building (East End Only)
Inspection Area 3	Building 367
Inspection Area 4	Building 368
Inspection Area 5	Areas adjacent to Buildings 367 and 368

13 FEB 2002

LONG RANGE ZONE INSPECTION PLAN

INSPECTION SCHEDULE MATRIX

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
ZONE 1		ADM										
ZONE 2					ADM							
ZONE 3								ADM				
ZONE 4			OPS									
ZONE 5						SAF						
ZONE 6									SAF			
ZONE 7				QOL								
ZONE 8							QOL					
ZONE 9										QOL		

- Inspections are to be held annually
- Inspections are to be officially kicked off on the 1st Tuesday of the month.
- Inspections shall be formally kicked off with the Executive Officer (if schedule permits), 3M Coordinator, Department Head, Division Officer(s), Departmental Leading Chief Petty Officer(s), designated Special Assistants and appropriate Civilian Manager(s) as needed.
- Table above shows which departments are responsible for conducting inspections and what month the inspections are held.
- For the purpose of the Inspection Schedule "ADMIN" includes the following: Brig, TPU, Chapel (Religious Ministries), Training, 3M Coordinator (covers assets abandoned, unused or used by tenant command under "Memorandum of Agreement"), Legal, Naval Station Administration and 1st Lieutenant.
- The 1st Lieutenant Division Officer will assign inspectors for Administration Department.
- All completed inspections properly documented on the appropriate Zone Inspection Deficiency Listings, enclosure (4) are due to the Naval Station 3M Office via the cognizant Department Head no later than the close of business on the last Tuesday of the month that inspections occur.

ADMIN = ADM

PORT OPERATIONS = OPS

PUBLIC SAFETY = SAF

SUPPLY, QUALITY OF LIFE = QOL

13 FEB 2002

LONG RANGE ZONE DEFICIENCY CORRECTIVE ACTION REPORTING PLAN

INSPECTION SCHEDULE MATRIX

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
ZONE 1					ADM							
ZONE 2								ADM				
ZONE 3											ADM	
ZONE 4						OPS						
ZONE 5									SAF			
ZONE 6												SAF
ZONE 7							QOL					
ZONE 8										QOL		
ZONE 9	QOL											

- Table above shows which departments are responsible for report deficiency corrective actions and what month the actions are due.
- All corrected deficiencies and completed and/or closed PWC work orders and OPNAV Forms 4790.2K (Ship's Maintenance Action Forms) will be submitted to the 3M Coordinator prior to the close of business on the 3rd Thursday of the month. (3rd Wednesday of the month for zone 3).
- All uncorrectable deficiencies and work order requests will be submitted to the Public Works Center and work order (trouble call) numbers forwarded to the 3M Coordinators Office for tracking.
- All uncorrectable deficiencies beyond the scope for corrective action by Naval Station, Public Works Center or Facilities should be identified and forwarded to the 3M Coordinator for further analysis and action as necessary.

ADMIN = ADM

PORT OPERATIONS = OPS

PUBLIC SAFETY = SAF

SUPPLY, QUALITY OF LIFE = QOL

13 FEB 2002

ZONE INSPECTION GUIDELINES

This list provides guidelines to assist inspectors to identify deficiencies during an inspection. This list is not intended to be all-inclusive and items may not pertain to all areas.

GROUNDS

Area free of trash and debris; Litter containers available
Grass, bushes and trees watered, trimmed and raked.
Branches and bushes should not blocking walkways, entrances
And/or signs.
Tree roots are not growing through sidewalks, parking lots,
structures and streets.
Tree branches growing into power lines and over the top of
structures.
Sidewalks, curbs, parking lots and roads are in good
condition.
Signs are legible and accurate.
Dumpsters are at least 25 feet from building.
Fences are secure and not broken or bent.
Fire lanes are marked, at least 15 feet wide and
unobstructed.

Facilities/Structures

Building number and pier markings are evident.
Exterior paint is in good condition.
Excess materials are properly stowed or appropriately
disposed of.
Windows and screens are intact.
Roof awnings and gutters are in good condition.
Exterior security lighting are installed, working properly
and not florescent.
Approved smoking areas that are not used by non-smokers and
at least 25 feet from all entrances of buildings and
structures.
Smoking areas are covered, not be highly visible, and
away from exits, windows and air intakes.
Proficient number of cigarette butt receptacles provided.
Pilings, camels and covers need are in good condition and
intact.
Window air conditioning units drain to an acceptable
location.
Permanent oil containment boom installed at every pier and is
in good condition and is not broken or sinking.

13 FEB 2002

Interior

General cleanliness and neatness are in order.
Ceilings, walls, flooring and carpeting are clean and in good condition.
Ventilation outlets, fans, air-condition vents are clean and unobstructed.
Signs, pictures and bulletin boards are appropriate.
Lighting for walking conditions are adequate and in good working order.
Florescent lighting being utilized to maximize interior lighting.
Lighting fixtures clean, unbroken, with appropriate covers in place with all light bulbs working.
Doors and windows open and close easily and can be properly secured.
Passageways, hallways and doorways are unobstructed (36" minimum).
Furnishings are adequate and in good condition.
Equipment is operable or labeled for repair.
Storage is adequate for files, boxes, supplies and equipment.
Storage Rooms are neat, well organized and accessible.
Plumbing is functioning properly with no leaks.
Restrooms are clean with all facilities operable.
Stairwells are well lit, clean, with all steps and handrails properly secured.
Elevator inspections are up to date, clean and operable.
No pet droppings (i.e. insects and rodents).

Hazardous Materials (Solvents, adhesives, oil-based paint, thinner, gasoline, aerosol cans, used oil, oil spill debris, parts-washing compound, compound, carbon removing compound, sodium chlorate and potassium chlorate, engine cooling water with sodium chromate, Oxygen Breathing Apparatus and Emergency Escape Breathing Device canisters, rags, etc.)

Materials properly marked

Storage areas provided.

Unneeded materials properly disposed of.

Gas cylinders are rust free, secured in covered areas and ventilated.

Pesticides procured and applied by certified Pesticide Applicator.

Storage Lockers are of the NAVOSH approved type, appropriately marked, can be locked and "no smoking within 50 feet" signs appropriately posted with in plain view.

13 FEB 2002

Safety/Fire Items

All trip and slip hazards removed.
Buildings have at least two exits/escape routes marked and are accessible.
Exit signs illuminated.
Fire alarms marked, accessible and working.
Emergency numbers posted.
Smoke detectors and alarms are installed, working properly and are periodically tested.
Building has sprinkler system available with 18-36" clearance below.
Breakers and circuit panels are properly labeled and accessible.
Fire fighting and safety equipment are available and in good condition.
Fire extinguishers inspected with inspection tags at least monthly.
Safety warnings are posted and visible as required.
First Aid stations are available, in good condition and marked.
Electrical wiring, fixtures and outlets are in good condition.
Extension cords are used only temporarily and are not tacked or nailed underneath carpets.
Electrical appliance UL/FM approved.
Heat producing appliances have clearance from combustibles.
Automatic timers installed on heat producing appliances and are working Properly.
Life ring stations installed on all piers in at least three locations (one at the beginning, at the end and in the middle within the location of the bow and stern of each ship or submarine moored).

Heavy Machinery/Repair Equipment

Operating instructions and safety warnings posted and visible.
Required safety equipment available.
Equipment properly maintained.
Lock out/tag out procedures followed.

11 FEB 2002

Energy Conservation

Unnecessary lighting (exterior, unused spaces) turned off.
Thermostat in working condition set between 70 and 72 degrees Fahrenheit (higher at night).
Equipment used only when necessary and turned off when not in use.
Water continuously running.
Hot water properly used at a minimum.
Water restrictions appropriately installed on showerheads.

Physical Security

Building or facility capable of being properly secured and locked up to prevent unauthorized entry or trespassing.
Building or facility that is abandoned or unused properly locked, secured, free of debris with all windows and doors properly sealed.
Building or facility that is abandoned or unused have an "authorized Entry" and "For Entry Contact" sign posted and visible.
Building and/or facility keys are listed and centrally located for emergency access.
Building or facility entry and/motion alarms (if installed) working properly and are set when appropriate.
Government owned minor property (i.e., televisions, cameras, computer hardware, etc.) reasonably protected and secure from possible theft, pilferage or damage).
Sensitive or "official use only" media properly stored and/or locked from plain sight.

(EXAMPLE)

(EXAMPLE)

ZONE INSPECTION DISCREPANCY LIST

REVIEW INITIALS

DH:	XO:	CO:
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DEPT: N7911; Engineering		DATE: 09 November 2001					
ZONE: 3 or (Three)		SUB-ZONE: M or (Mike)					
INSPECTION AREA: 6; Building 3280; Peterson Engineering Laboratory							
RECORDER: MM2 Biff Boiler			INSPECTOR: MMC Ira B. Tee				
SAFETY		MATERIAL		CLEANLINESS			
SAT: <input checked="" type="checkbox"/>	UNSAT: <input type="checkbox"/>	SAT: <input type="checkbox"/>	UNSAT: <input checked="" type="checkbox"/>	SAT: <input type="checkbox"/>	UNSAT: <input checked="" type="checkbox"/>		
DEFICIENCIES:				ACTION:	S	M	C
1. Sliding foot is frozen and lacks proper lubrication				Corrected		<input checked="" type="checkbox"/>	
2. Fire extinguisher has not been inspected since June of 1979				Corrected	<input checked="" type="checkbox"/>		
3. Debris from overgrown tree branches are clogging building's rain gutters				Corrected		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. Hinges to the rear exit door are broken				PWC C9345		<input checked="" type="checkbox"/>	
5. Trash can in the men's restroom is full and overflowing onto the floor				Corrected			<input checked="" type="checkbox"/>
6. Shop's engine lathe has a broken chuck jaw retaining screw				Deferred EA09-9918		<input checked="" type="checkbox"/>	
NOTE							
1. BLOCKS LABELED AS "S, M & C" ARE CHECKED TO INDICATE S=SAFETY DISCREPANCY, M=MATERIAL DISCREPANCY AND C=CLEANLINESS DISCREPANCY OR ANY COMBINATION IF DISCREPANCY FALLS INTO TWO OR MORE CATEGORIES							
2. FORM INTENDED TO LIST DISCREPANCIES THAT ARE SPECIFIC AND NOT AREAS THAT ARE "SAT" "OK" OR "ONLY A VERY FEW MINOR DISCREPANCIES FOR A 50 YEAR OLD BUILDING"							
3. EACH DISCREPANCY SHALL BE NUMBERED AS SHOWN ABOVE SO THAT A DATA BASE DISCREPANCY NUMBER CAN BE ASSIGNED (I.E., 02-3M6-4 FOR THE BROKEN DOOR HINGES)							
02=YEAR, 3=ZONE, M=SUB ZONE, 6=INSPECTION AREA AND 4=DISCREPANCY NUMBER							

(EXAMPLE)

(EXAMPLE)

