

LOGISTICAL CONSIDERATIONS

1. Logistical Checklist for Incident Command Post (ICP) Operations:
 - Survey area for possible ICP locations.
 - Contact State officials for State/local available space.
 - Contact Regional Operations Center for space and equipment requirements.
 - Arrange for temporary ICP working site.
 - Inspect facilities against checklist for suitability (see facility selection checklist).
 - Assist contracting officer with negotiation of lease terms and conditions.
 - Agree with leaseholder who is responsible for building improvements
 - Discuss if improvements, such as network wiring will stay in building
 - Determine additional electrical needs, i.e. computer network, copies
 - Discuss use of armed guards at facility with leaseholder
 - Check on storage of trailers at facility
 - Discuss facility layout, tradeoffs, location, and lease terms with IC/UC. Obtain concurrence
 - Finalize lease terms. Obtain copy of lease
 - Walk through building with leaseholder. Become familiar with HVAC and electrical system
 - Obtain building contract for maintenance needs
 - Take pictures of condition of building. Put in lease contract file.
 - Prepare space layout of facility in accordance with input from IC/UC.
 - Coordinate phased move-in with IC/UC.
 - Establish receiving and property accountability procedures.
 - Survey local area for copier rentals, office, computer, electrical, and other suppliers.
 - Coordinate needs and arrival dates.
 - Survey local area of qualified movers to assist with unloading and setup
 - Rent forklift and support equipment if necessary
 - Unload furniture and equipment from trucks
 - Supervise mover personnel to setup facility IAW space layout
 - Setup computer network and telephone system in facility.
 - Purchase/rent required support equipment; supplies, and services.
 - Assist Contracting Officers with setup of purchase agreements for major support needs.
 - Copier and fax rentals
 - Electrical supplies
 - Electrician support services
 - Computer supplies
 - Office supplies
 - Security guard services
 - Express package service

- Janitorial services (if not included with lease)
- Setup vendor accounts with the Finance Section Chief for each agreement
- Walk through facility with janitor personnel and leaseholder and agree on exact cleaning duties, supplies provided, arrival days/times.
- Assist safety officer with inspection and items to be corrected.
- Assist security officer with inspection, location of guards, and items to be corrected.
- Determine location of the supply room, mail room, break areas
- Establish Message Center and courier services.
- Setup supply room with supplies from Go Kits. Purchase other supplies as needed.
- Check with post office and Other Carriers regarding delivery/pickup time and location at building.
 - Setup mail machine, Other Carriers machine. Locate in/out mail baskets
 - Setup interoffice mail baskets
- Prepare and hang signs for each Section and directions within facility.
- Check on availability / suitability of vending machine at ICP.
- Check on availability and purity of water within facility. If not suitable, meet with Finance Section regarding purchase of bottled water.
- Check locations, suitability and pick-up of dumpsters. Rent big dumpster if necessary, for initial clean-up needs.
- Check on recyclers in area and whether they will pick up at facility at no cost
- Obtain local phone books. Check for need for outlying areas and ay costs.
- Obtains state and local maps from State Department of Transportation/Highways and local Chamber of Commerce officers.
- Check on availability and cost of Cable TV. If not available, consider rental of satellite dish. Check with Finance Section chief regarding costs and needs.

2. Facility Selection Checklist

Selecting Location:

- Check with IC/UC for any special requirements.
- Check existing Federal/State building space, local armories, GSA leased space, military bases.
- Contact Contracting Officer to conduct lease negotiation
- Proximity to affected area.
- Located in flood plain – 500 year is ok, but not 100 year (contact hazard mitigation).
- Adequate support facilities (i.e. hotels, airport, restaurants, car rental, office and building supplies, electric and computer supplies, etc).
- Adequate vacant space in area, improved office space is desirable.
- Accessibility
- Vulnerability Assessment conducted on building

Basic Building Requirements:

- Unrestricted access of office space and parking 24 / 7.

- Emergency lighting provided throughout the space.
- ADA accessible.
- Parking – number of spaces allotted for the site.
- Suitable area of unloading trucks, forklift access, wide entries.
- Bathrooms – adequate numbers and capacity.
- Adequacy of electric – contact telecom, city public works, state electrician.
- Adequacy of HVAC/operable 24/7 – see contacts above.
- Adequate work lighting.
- Not in high crime area.
- Fire safe.
- No loose asbestos or hazardous material.
- Running water for bathrooms (drinking water may need to be purchased).
- Electronic Access Control system that is capable of adding the additional areas in the leased space that require access control.
- Sound structure, check roof for leaks, and secure doors and windows.
- Secure, preferable locking, area for network room, security, IC/UC.

Other Building Considerations:

- Carpeted floors.
- Ceiling height.
- Window coverings.
- Elevators large enough for copier, vending machine, ambulatory stretcher accessible 24/7.
- Adequate fire detection system (wet/dry/chemical).
- Sprinkler system.
- Windows – numbers and locations.
- Smoke detectors.
- General outside appearance.
- Outside water drainage is away from the building.
- Need for extermination.
- Private offices.
- Conference rooms.
- Storage space for boxes, supplies.
- Space for supply room.
- Ratio of office space vs. warehouse space.
- Secure area available.
- Break area suitable for vending machines, microwave, and coffee pot.
- Accessibility for wiring of computers and telephones.
- Loading dock, receiving area, warehouse space.
- Layout of the space; suitable for setup of various sections and areas.
- Other tenants in the building. Check security of that area.
- Floor load capability.

- Cable TV hookup.
- Dumpsters.
- Mail and Fed Ex delivery (screened or unscreened).
- Applicability of occupant stand along key system.
- Access to public transportation.
- Date building last occupied.

Lease Considerations:

- Determine who negotiates lease terms.
- Length of lease, cancellation notice, preferred terms are minimum 30/60 days with 15-day termination notice and option to extend.
- Lease terms regarding closing sections of space at reduced cost.
- Right of first refusal for unoccupied space.
- Cost of utilities including overtime.
- Janitor service (during business hours).
- Name checks on cleaning personnel.
- Parking spaces including any additional area for parking cars or truck trailers. Check if TLC trailer can be parked long term.
- Availability of maintenance, 24/7.
- Availability of space for expansion.
- Items needed for improvement to make space usable: who pays? Address electrical, HVAC, structure and roof, security, safety, and wiring needs.
- Include provision that leaseholder will provide initial and replacement light bulbs.
- Obtain copy of floor plan.
- Entry area mats provided.
- Snow removal includes areas that are covered i.e. walk, parking, entrances.

Security:

- Crime rate in area; check with local police.
- Conduct physical security survey.
- Multiple tenants in building. Check to see if space on a separate floor can be secured.
- Check security of entrances; note whether multiple entries/exits can be secured or if guard is necessary at all entries.
- Armed guards normally required either 24 hour or working hours. Verify that using armed guard is okay with leaseholder.
- If armed guards are included in the lease, check their operating instructions, flexibility, and required skill level; flexibility to increase/decrease their hours. Allowed to escort people to cars at nights; prefer separate order for guard service and not rely on leaseholder's guard contract.
- If building has an alarm system, check to see if it functions properly; who has responsibility for alarm contract and repair.
- If alarm is tripped, who is notified, what are the response procedures, and the response time to the site.

- Check adequacy and functioning of lighting outside area/parking. Determine who makes necessary repairs to the lighting.
- Check with leaseholder regarding number of keys issued prior to arrival and approval for rekeying. Control of key issuance, logistics, or security office.
- Necessity and approval for crash bars, deadbolts, and other security improvements.
- If warehouse, windows should be covered, check for locked cage area.
- Adequate and secure space for security office.

Computer Network and Telecom:

- Location and security of network/telecom room, needs to be locked.
- Adequate number of outlets in room, normally 6 computers.
- Adequacy of ventilation, temperature for network room.
- Ease of wiring i.e. ceiling height, do walls go to the roof, outlets locations.
- Use of existing phone jacks.
- Check existing wiring to support need for phone lines. Basic need is wiring for 2 voice, 1 data, 12 analog. Need line for mailing machines and other carriers as appropriate.
- Check with local phone company regarding existing lines/service for building.
- Guideline for 100 personnel facility is 150 phone lines.
- Runway to run wiring in building.
- Adequate line of sight for laser and/or microwave installations between multiple buildings, if necessary.
- Check if wire can be run through ceiling, walls and floors.

Electrical:

- Building suitable for anticipated electric load.
- Adequate outlet numbers and locations.
- Location of control. Check breaker boxes.
- Dedicated 20-amp circuit for each copier.
- Dedicated outlets for coffee pots, hot/cold water coolers, microwave, refrigerator.
- Needs for space heaters, fans, faxes, printers.
- Check breaker box for number of breakers for lights vs. number for electric power needs.
- Location of reliable, bonded local electrician.
- Rule of thumb – 100 computers need 33 15-amp circuits.
- Sufficient power for network room.

Heating and Air Conditioning:

- Air handling unit. Check if it has a timer.
- Thermostats. Check if they have timers and locks.
- Check if unit automatically shuts off on weekends or at night; manual override.
- Check climate zones and location. Prefer zones controlled by separate dampers/ducts.

- Check if floors covered by the same air handler.
- Location of thermostats, circuit breakers, and fuse boxes.
- Check if circuit breakers reset automatically.
- Source of heat; gas, electric, oil. If oil, check location of tank, refill needs.
- Type of heat; forced air, hot water, radiant.
- No large glass areas for special needs; cold in winter, hot in summer.
- Talk to building maintenance person, if available.
- If building has swamp coolers, check service/cleaning record regarding bacteria.

Janitorial Service:

- If included in lease, verify contact person and process.
- Requirements of first cleaning must be clearly defined. Go over areas that will need extra heavy cleaning due to mess left by set-up crews, condition of bathrooms and carpet. Agree to any extra costs up front.
- Overtime costs.
- Day and time required for first cleaning, i.e. day before scheduled opening.
- Days and time when janitors will be in the building; security arrangements.
- Days of operation including holidays, normally 7 days/week.
- Days when trash and outside dumpsters are emptied.
- Weekend service.
- Days of vacuuming of building.
- Steam clean carpets, frequency.
- Break areas cleaned.
- Windows and doors cleaned.
- Adequate dumpsters; large/extra dumpsters needed during opening week(s).
- Recycling pickup and/or bins provided.
- Trash can liners included with service.
- Toilet supplies provided, i.e. soap, air fresheners, tissue, seat covers, etc.
- Location of closet for janitorial supplies, who has access.

Safety:

- Coordinate with Safety Officer.
- Check with local fire dept/public safety regarding the building, availability/proximity of hydrants.
- Check for fire alarm pull stations.
- Fire extinguishers available and located in accordance with code.
- Fire extinguishers charged with valid dates.
- Fire extinguishers easily accessible.
- Fire exits clearly marked and sign well lit.
- Stairwells well lit and in good condition with no trash buildup.
- Handrails on stairs.
- Adequate wide fire exits.

- Adequate emergency floor lighting and exit signs, check functioning.
- Responsibility for additional safety requirements.
- Floors, walkways, doorways etc. safe.
- Need for monitoring of air quality, CO detectors.
- Adequate first aid kits.
- Storm warning devices for tornadoes etc with arming tones, weather radios.
- Check for suitable area of TV for weather channel.
- Check location of main shutoff for electric/gas/water.
- Check posting of building safety/evacuation/assembly plans.
- Check for hazardous material or asbestos.

Water:

- Location of main shut off.
- Adequate potable water supply. If facility has not been occupied for over one year have Safety test it.
- Safe/clean wall fountains to drink from.
- If drinking water in the bldg is not safe or sufficient, assess need for water coolers, number, locations, type. Guideline for 100 persons is 2 hot/cold and 4 warm/cold to start.
- Obtain Finance Section Chief approval.
- Bottled water vendors in the area that can deliver to location.
- Frequency of deliveries, number of bottles that can be delivered/stored. General guide to keep 10-15 five-gallon bottles in storage.
- Need for water at satellite offices other operations centers.
- Consider clay cistern type coolers to save on electric demand costs.