

DIVISION OF PARKS AND RECREATION

August 19, 1997

Revised  
9/1-2

**STAFF DIRECTIVE 97-28**

TO: Superintendent of State Parks  
District Superintendents  
Park Superintendents

FROM: Philip K. McKnelly *PK McKnelly*

SUBJECT: Revision to Staff Directive 91-2  
Procedures for Implementation and Management of the Division's Facilities  
Inventory and Inspection Program (FIIP)

This Staff Directive updates Staff Directive 91-2 which clarified the roles and responsibilities of the Construction Section staff and Operations Section staff for the implementation and management of the Facilities Inventory and Inspection Program (FIIP).

It is the responsibility of the Construction Section staff to:

- inventory all "new" structures. New structures are defined as those structures constructed under the Capital Improvements Program, Cost Sharing Agreements with the U.S. Army Corps of Engineers or similar programs, and those structures acquired through the Division's land acquisition program or by donation to the State. Acquired structures will be inventoried and recorded within 120 days of acquisition; new construction will be inventoried and recorded prior to the acceptance of the structure.
- assign building numbers to all structures located within park and recreation areas administered by the Division of Parks and Recreation. These numbers will be coordinated with the State Property Office and Department of Insurance and will be used by park staff in any references to park structures.
- maintain the current status of the FIIP database, and provide updated printouts to field units the middle of February each year, or as required.
- evaluate existing park structures as requested by park staff, and recommend the rehabilitation or demolition of the structure.



- reevaluate park structures periodically, not to exceed five years, to insure that FIIP database is kept accurate, and provide Operations Section with current printouts as required.
- invite the District Maintenance Mechanic/Coordinator and the Park Superintendent on the initial inspections of new structures and any subsequent inspections requested by park staff or deemed necessary by Construction Section personnel.

It is the responsibility of the Operations Section staff to:

- report all changes and any work done to existing (FIIP inventoried) structures, to the Division Architect. Any work that changes existing floor plans or that changes the status or use of structures as listed in the most current FIIP report will be transmitted to the Maintenance Coordinator by field staff. Changes will be reported immediately upon completion of the project and will be noted on a copy of the corresponding FIIP report and, where appropriate, on the structure's floor plan. The Maintenance Coordinator will maintain these change reports and submit them on the first day of each fiscal year quarter to the Division Architect.
- coordinate any planned work affecting the structural integrity or function of a building, or new construction with the Construction Section. All other maintenance work will be done in compliance with Staff Directive 97-25.
- provide all necessary assistance and cooperation to the Construction Section in the updating and maintenance of the FIIP data base. The point of contact of all FIIP matters will be the Division Architect.

These duties and responsibilities may be modified at any time with the consent of the Superintendent of State Parks and the approval of the Director.

PKM/FH/lf