



**HEADQUARTERS
HAWAII WING CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY**

419 Lele Street
Honolulu, HI 96819-1821
(808) 836-3417



03 September, 2016

FROM: Hawaii Wing Commander
TO: Hawaii Wing Senior Members
SUBJ: Wing Headquarters Facilities Managers

Greetings:

I have appointed Lt Col Ed Green and Major Victor Torres as the Facilities Managers for our Hawaii Wing Headquarter building. Although there is no official position in the CAP organizational structure for this, due to the required maintenance of the building and the advanced scheduling needed for its efficient use, I have decided that these assignments are necessary and essential. These gentlemen will oversee the maintenance and any upgrades for the facility. They will also be responsible for the scheduling of its use. While performing these collateral duties they fall under the Director of Logistics within the Hawaii Wing Headquarters Squadron who reports to our Chief of Staff.

Those members or organizations wishing to use the building for any purpose must contact Ed or Victor for scheduling, this includes the use of everything in and around the building i.e., furnishings, equipment (both CAP & Maryknoll), parking lot, parade and picnic areas, etc. For every event a Senior Member present will be assigned to ensure that the building is cleaned and secured after each use. A pre and post inspection of the facilities will be conducted by Ed or Victor and units will be held accountable for damages to the facilities or anything found missing. Below are the minimum tasks that must be accomplished before departing the building after each use.

- Bag all trash and place into Dempsey dumpster outside.
- Replace trash can liners/bags throughout the building.
- Vacuum all floors and mop tile floors if stained.
- Return all furniture to original configuration.
- Turn off all air conditioning units and return remote controls to wall mounted holders.
- Turn off all lights that do not have motion control auto-off switches.
- Return all furniture to original configuration.
- Lock all doors and activate alarm. Note: A Guest Code will be provided.
- Close front gate and secure with chain and combination lock.

Blanket access to the Logistics Office and Supplies Storeroom along with the Communications Office and Comm Storeroom will no longer be granted. Any items needed in these Offices or Storerooms will have to be requested at least a week before the event commences via the cognizant Directors of the Logistics and Communications Departments and the Facilities Manager will also be notified.

//signed//

Col Patrick A. Collins, CAP
Hawaii Wing Commander