

Subject: NASA Interim Directive, Process for Maintaining Abandoned Facilities

Responsible Office: Facilities and Real Estate Division

1. PURPOSE

This interim directive establishes a process for maintaining abandoned facilities in an approved and consistent manner to minimize costs while complying with fire protection, safety, health, environmental, information technology, and physical security requirements.

2. APPLICABILITY

- a. This interim directive is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers. This directive applies to the Jet Propulsion Laboratory (JPL) (a Federally Funded Research and Development Center) and other contractors only to the extent specified or referenced in applicable contracts.
- b. In this interim directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms “may” or “can” denote discretionary privilege or permission; “should” denotes a good practice and is recommended, but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.
- c. In this interim directive, “NASA directives” refers to Agency-level directives.
- d. In this interim directive, all document citations are assumed to be the latest version unless otherwise noted.
- e. This interim directive is applicable to NASA directives developed or revised after the effective date of this NID.

3. AUTHORITY

- a. NPD 8820.2, Design and Construction of Facilities.
- b. NPD 8800.14, Policy for Real Estate Management.

4. APPLICABLE DOCUMENTS

5. RESPONSIBILITY

a. Center Directors shall:

- (1) Review and approve facilities that are recommended for closure by the Facilities Utilization Review Board (FURB).
- (2) Comply with the requirements of Section 5.5 Facility Status and Utilization Categories of NPR 8800.15.
- (3) Ensure the objectives of this NID are met.
- (4) Appoint a Facility Project Manager who will be responsible for developing a Facility Closure Plan and coordinating the closure process.
- (5) Ensure the Facility Closure Plan is reviewed by local stakeholders and by FURB.
- (6) Approve the Facility Closure Plan.
- (7) Submit a Disposal Letter request to the Director, Facilities and Real Estate Division (FRED) for inclusion of the facility in the Agency Disposal List per Section 7.4 of NPR 8800.15.

b. The Director, Facilities and Real Estate Division shall:

- (1) Incorporate this NID into the Agency's Construction of Facilities and Real Estate Management programs.
- (2) Approve waivers to this NID as may be required.

6. REQUIREMENTS

a. Facility Closure Plan (FCP). Before the Real Property Accountability Officer (RPAO) modifies the status of an active facility to "abandoned", the Facility Project Manager (FPM) shall prepare a Facility Closure Plan (FCP) that includes

- (1) a baseline survey of the condition of the facility's building systems, , including IT systems and operating technology;
- (2) a list of specific tasks to prevent the facility from becoming a safety risk;
- (3) a list of all building facility systems that will remain active to comply with safety and security requirements for the duration of the closure as required by Chapter 5.5.3.2.e(3) of NPR 8800.15;
- (4) a description of deactivation tasks by building system;
- (5) the name and office and individual responsible for the completion of each task;

- (6) the planned completion date of each task;
- (7) a list of issues and concerns that might affect the completion of each task; and
- (8) a Communication Plan to monitor progress, issues and risks, and ensure all stakeholders are well informed of the closure process.

b. The following building systems and equipment shall be removed from service except in cases where removing such services will result in risk to public safety:

- (1) Mechanical
- (2) Electrical
- (3) Sanitary Sewer
- (4) Water – remove from service except as needed for fire protection
- (5) Fire Protection – fire alarm and protection system and firefighter access shall be maintained as appropriate
- (6) Non-Collateral Equipment

c. The following facility systems and equipment shall be decertified and removed from service:

- (1) Elevators/Powered Doors
- (2) Weight handling equipment (hoists, conveyors, cranes, etc.)
- (3) Life Support Equipment
- (4) Nuclear and Radiation
- (5) Commodities (gas, hypergols, cryogenics, specialty fluids, compressed air, refrigerants, etc.)
- (6) Pressure Vessels
- (7) Fuel Tanks
- (8) Water Tanks

d. In developing the Facility Closure Plan, the FPM shall consult and coordinate with the following center organizations (or their equivalent):

- (1) Real Property Office - Performs the roles and responsibilities relating to disposition of facilities as detailed in Chapter 7 Disposition of Real Property, NPR 8800.15 Real Estate Management Program.

(2) Facilities Utilization Review Board – Performs the roles and responsibilities relating to disposition of facilities as detailed in Chapter 5 Facilities Utilization Program, NPR 8800.15.

(3) Personal Property Office – Identifies personal property that should be relocated or disposed as detailed in NPR 4300.1 NASA Personal Property Disposal Procedural Requirements.

(4) Construction of Facilities Office – Ensures the facility does not receive construction improvement funding and initiates process to put the facility in the Agency Disposal List.

(5) Facilities Maintenance Office – Identifies minimum maintenance and interior environmental controls required to keep the facility from becoming a safety risk.

(6) Environmental Services Division – Prepares an environmental baseline survey as required by Chapter 5.5.3.2.e (3) of NPR 8800.15. Identifies, creates inventory, and documents conditions of environmental hazards. Prepares hazardous materials abatement plan.

(7) Occupational Safety, Health, & Medical Services Division – Prepares a safety baseline survey as required by Chapter 7.5.4.2 of NPR 8800.15. Identifies and mitigates conditions that may create an unhealthy or unsafe environment, or could cause loss of life or personal injury.

(8) Protective Services Office – Prepares plan to safely secure the facility and its immediate surroundings to prevent vandalism, theft, and unauthorized entry.

(9) Information Technology Operations Division - Identifies requirements for network deactivation or rerouting to maintain continuity of operations and relocation or disposal of information technology (IT) equipment.

(10) Fire and Emergency – Identifies minimum fire protection required life safety issues for personnel who enter the facility or to address an emergency situation.

(11) Office of Safety and Mission Assurance – Ensures closeout procedure complies with applicable NASA safety policies and all aspects of institutional safety such as lockout/tag-out procedures, facility systems safety, occupational health, personal protective equipment, etc., are reviewed.

e. **Facility Sign.** The FPM shall post warning signs at the main entry door and main entry gate. All other doors and gates will be secured for no entry.

(1) The sign must be at least 18"x18" in size with appropriate font and font size, and shall be fastened securely and visibly on the main entry door and/or gate.

(2) See Appendix A for recommended wording on the sign.

7. CANCELLATION

None.

Appendix:

A. Facility Sign

B. Closure/Abandonment Process Flowchart

APPENDIX A

THIS FACILITY IS ABANDONED

**FIRE PROTECTION AND UTILITY SYSTEMS
ARE NOT IN SERVICE**

DO NOT ENTER

**HAZARDOUS MATERIALS MAY BE
PRESENT. PERSONAL PROTECTION
EQUIPMENT IS REQUIRED FOR ENTRY**

AUTHORIZED PERSONNEL ONLY

----- FOR ACCESS CONTACT -----

Jim White (xxx) 555-0000, PRIMARY

Jane Brown (xxx) 555-0001, ALTERNATE

APPENDIX B

