

PERFORMANCE WORK STATEMENT

FOR

CARETAKER OF THE FARISH RECREATION AREA US AIR FORCE ACADEMY, CO

30 November 2017

AUTHORED BY:	SIGN/DATE
10 FSS/FSWO	
REVIEWED BY:	
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APPROVED BY:	

<p>FARISH RECREATION AREA UNITED STATES AIR FORCE ACADEMY</p>

SECTION 1

DESCRIPTION OF SERVICES

1.1. Scope of Work: The caretaker shall provide security, maintenance, respond to physical, and environmental emergencies as required in order to support the successful operation of the Farish Recreation Area, US Air Force Academy, Colorado, as defined in this Performance Work Statement (PWS). The caretaker shall perform to the standards identified in this PWS beginning 29 October 2018, ending 7 May 2021.

1.2. General: The caretaker is required to provide physical wellness checks, outlined in Attachment 1, at the facility as follows: Monday – Thursday once between the hours of 7:00 AM and 6:00 PM. On Friday – Sunday a check will be performed two times a day with the first check to be performed between the hours of 7:00-9:00 AM, and the second check to be performed between the hours of 4:00-6:00 PM. The caretaker may be required to respond to emergency situations outside of non-operating hours in support of Civil Engineers and/or Emergency personnel as necessary to keep the equipment operational, as well as ensuring the ongoing safety and security of all facilities of Farish Recreation Area.

1.2.1. Temporary Replacement: The caretaker will provide an experienced, qualified replacement during times of absence to Farish management for approval prior to said absence. Farish management maintains the authority to disapprove the recommended replacement if the replacement does not have the required experience to respond to customers, facility needs, operate systems, and/or execute Emergency Plans. Temporary replacement compensation is the responsibility of the caretaker.

SECTION 2

RESPONSIBILITIES

2. General: The caretaker is responsible for maintaining the security and safety of the Farish Recreation Area which includes all facilities and equipment. Coordination with the Manager of Farish is required on all guidelines including: Air Force and USAFA Regulations, and written directives. However in emergencies, or unusual circumstance, the caretaker has the complete authority to make decisions and carry out necessary actions of the Farish Emergency Preparedness Plan.

2.1. Authorized Patrons: Patrons are not permitted on the premises during non-operating hours. The caretaker will ensure the property is clear of trespassers.

2.2. Theft: The caretaker shall prevent the unauthorized removal of items, such as supplies, food, equipment, or articles that are the property of the U.S. Government by ensuring all property is properly stored. If/When attempted unauthorized removal of items is discovered, the caretaker will contact the appropriate agency for further direction. The caretaker will document and report detailed information pertaining to the theft and report to the appropriate agency once safety is established.

2.3. Emergency Awareness: When performing wellness checks, the caretaker will check and ensure all emergency alarm systems are in working order. The caretaker is responsible for ensuring all structures and vehicles are properly secured as required. The caretaker will maintain logbooks, and documentation as required of emergency happenings, threats, or incidents that occur on the Farish. The caretaker will notify the management official on duty immediately when an emergency incident occurs and may be required to notify outside emergency agencies when emergency situations occur.

SECTION 3

GENERAL INFORMATION

3. General: In order to effectively maintain the safety and security of the Farish Recreation Area, the caretaker must meet physical and intellectual requirements such as knowledge of State, USAFA, and local regulations, and be aware of the availability of outside support to the property.

3.1. Physical Requirement: The Caretaker must maintain adequate physical conditioning, eyesight, and hearing in order to safely perform all required duties. Caretaker must have the ability and stamina to sustain frequent climbing of stairs, walking, hiking or snowshoeing, sitting, bending, pulling, lifting, and pushing. The caretaker must be able to work in hazardous and extreme cold conditions for long periods of time, and is required to wear seasonal protective gear, clothing, and footwear as necessary, at the caretaker's expense.

3.1.1. Intellect: The caretaker must possess the ability to make critical decisions, possibly under life threatening conditions. Professional leadership skills are necessary in taking action under particular circumstances regarding security and safeguarding property, resources, and life. Requires ability to read, write, and follow extensive and complicated instructions. The caretaker must factually document all pertinent circumstances surrounding incidents, actions, or requirements. The caretaker will maintain a team attitude and the abilities which are necessary to work well with other staff and management.

3.2. Awareness: Caretaker needs to be aware that cellular phones have no service, and that law enforcement, ambulance service, and fire response can take 30+ minutes to physically respond. Therefore maintaining a basic knowledge of CPR and First Aid is required.

3.3. Natural Resource Protection: Farish Recreation Area is home to three man-made lakes, as well as numerous wild animals. It is the caretaker's responsibility to be aware of and enforce all regulations associated with fishing and hunting on the property.

3.3.1 USAFA and State Hunting Regulations: No hunting or shooting of any type of firearm, archery or projectiles is allowed on Farish at any time. The caretaker must ensure no hunting or shooting occurs on the premises as determined by the State of Colorado, Division of Wildlife, and USAFA.

3.3.2. Transport: When appropriately registered and licensed to do so, the caretaker is authorized to carry firearms during wellness checks.

APPENDIX 1

SAFETY AND SECURITY STANDARDS

A.1.0 Safety and Security Standards: Caretaker ensures that safety, security and AF facility standards are met in all areas of Farish Recreation Area. This includes:

A.1.1 Ensures/Checks/Inspects the following:

- a) Gates: Front, Sapphire, and above Leo lakes are closed and locked
- b) Office: Doors, windows, and safe are closed and locked
- c) Doors and/or Windows: Shed, Showers, Duplexes, MPC, Cottage, and Lodge are closed and locked.
- d) Doors and windows on the kitchen/office, laundry room, and lower safe are closed and locked.
- e) Doors of all garages are closed and locked.
- f) Daily inspections and recording, weather permitting, of water well and storage systems.
- g) Fire alarm, auxiliary power generator, electrical systems, and the propane heating system are operational as required.
- h) Steps and walks are free of snow and/or add ice melt as needed.
- i) Complete utility operational and conservation check
- j) Snow removal with use of a 4X4 snowplow in emergency situations only (CE is the primary responsible agency for snow removal.)
- k) Review Security Camera footage, report discrepancies and violations to the appropriate management and emergency personnel as required.
- l) Contact appropriate management and emergency personnel when are noted.
- m) Check all buildings to ensure no water breaks or malfunctions of heating systems have occurred.

APPENDIX 2

REPORTING PROCEDURES

A.2.1 Reporting Procedures:

- a) Caretaker will fill out a daily checklist to be faxed down to USAFA Outdoor Recreation once a week. Fax number 719-333-1403, Attn: Farish Recreation Area Manager or Outdoor Recreation Manager.
- b) Any damages, theft, or security issues need to be reported the day they were observed. Contact Farish Recreation Area Manager or Outdoor Recreation Manager at 719-333-4475
- c) If the caretaker is unable to gain access to the facility or any buildings on property they need to contact appropriate personnel so that snow removal can be requested. Contact Farish Recreation Area Manager or Outdoor Recreation Manager at 719-333-4475. Civil Engineering Contact, Contract Officer Representative at 719-333-3575.

APPENDIX 3

ADDITIONAL TRAINING

A.3.1. Fire Suppression System: Caretaker will be trained on the Fire Suppression System modules

A.3.2. Observe septic and well systems for proper operation: Additional training will be given on Farish systems to refresh required previous experience.

APPENDIX 4

SKILLS AND KNOWLEDGE

A.4.1. Special Requirements, Certifications, and Licenses:

- a) Current snow removal experience using a 4X4 snowplow or equivalent heavy equipment.
- b) Ability to operate emergency generator equipment in adverse to extreme conditions with no support.
- c) Current unrestricted driver's license and documented equipment operators experience or government license and training.
- d) Ability to perform operators' level maintenance on all facility equipment and vehicles.
- e) Ability to use chainsaws and other cutting implements to clear fallen trees from the roadways.

APPENDIX 5

HAZARDS AND/OR DANGERS

A.5.1. Associated Hazards and/or Danger: Below are listed hazards or dangers associated with Farish Recreation Area and the caretaker's daily life:

- a) Fire suppression
- b) Search and Rescue
- c) Extreme weather, snow, and ice
- d) Extreme cold and wind
- e) Severe lightening, rain, and hail storms
- f) Possible unmarked areas of thin ice on lakes
- g) Potential flash floods and flooding
- h) Large boulders and loose rocks
- i) Unimproved and uneven terrain
- j) Vandalism
- k) Trespassers
- l) Poaching
- m) Heavy Equipment operation
- n) Wildlife such as Mountain Lions, Black Bears, Coyotes, Foxes, Elk, Deer, Badgers, Raccoons, Bobcats, Turkeys, Squirrels, Porcupines, Bats, Rattlesnakes, and a variety of birds, rodents, and spiders.