

## Chapter 1 INTRODUCTION

### Section 1 - DETERMINING WORKLOAD

**1.1.1 Emphasis.** Proper housekeeping and clean surroundings are of interest to all personnel on the installation and influence both their health and morale. The cost of cleaning by in-house or contractual employees, as reflected in the budget, is considerable. However, the reported cost of cleaning applies to only a small percentage of the occupied areas. The greater cost is incurred by building occupants and users who clean their assigned areas; consequently, substantial savings can be effected by carefully analyzing requirements and assuring that the best labor-saving devices are provided and that the most efficient methods and techniques are understood and practiced throughout the installation. Frequencies of service, type of facilities, amount of traffic, type of use, and other specialized requirements will govern the area or

number of square feet that can be accomplished by a custodial worker and will directly affect the cost involved. When a contract is used for janitorial services, an economic study should be conducted to determine the most advantageous method to the Government. Custodial service type contracts will be in accordance with Armed Services Procurement Regulation and pertinent Public Laws.

**1.1.2 Use.** This manual provides information generally applicable to military installations. It is designed for use by all personnel, civil service, contractual, and/or organizational, who participate in cleaning Department of Defense buildings. In practice, improvements in techniques and equipment frequently are developed. Application of such proven developments is encouraged.

### Section 2 — ARMY RESPONSIBILITY

\* **1.2.1 Directives.** Responsibilities within the Army for various aspects of custodial services are defined in AR 420-81, AR 420-10, AR 420-17, Armed Services Procurement Regulation (APR.), and other pertinent directives (see appendix b, references).

\* **1.2.2 Commanding Officers.** The commanding officer at each level of command is responsible for the efficient administration of services and procedures prescribed therefor within the Department of the Army, including those designed to provide custodial services in the most practical and economical manner. Execution of the custodial activities may be by contract services, civilian or military personnel, or combinations of these services within the

criteria established in AR 420-81.

\* **1.2.3 Engineer:**

\*(1) The facilities engineer will administer the accomplishment of custodial services as an essential part of the building operations and maintenance function.

\*(2) The facilities engineer will implement an adequate training program for engineer personnel assigned to custodial services, and cooperation in the training of other personnel performing custodial services as outlined in the AR 420-81.

\***1.2.4 Supply Procedures.** Items of supply will be requisitioned in accordance with the procedures outlined in AR 420-17.

### Section 3 - NAVY RESPONSIBILITY

**1.3.1 Directives.** Responsibilities for custodial services within the Department of the Navy are defined or covered in DOD Instruction 4165.2 1964; NAVFAC Instructions 11014.35C, 11014.29B, 1104.22C; NAVDOCKSP-68, Contract Administration; NAVDOCKS, P-706.0, and OPNAV P11010.20 (see appendix b, references).

**1.3.2 Commander/Commanding Officer.** The Commander/Commanding Officer of each Naval Facilities Engineering Field Division is responsible for providing guidance and assistance to field activities under his cognizance for adequate custodial services programs. Custodial services must be provided in the most efficient and economical matter; whether by con-

tract, in-house, or a combination of civilian and military manpower.

**1.3.3 Public Works Officer (PWO).** Normally, the responsibilities for the programs are delegated to the PWO of an activity or a Public Works Center (PWC). The PWO or PWC administers the accomplishment of custodial services as an essential part of the maintenance function.

**1.3.3.1 Program Implementation and Training.** The PWO or PWC implements all NAVFAC Instructions, noted in 1.3.1, and establishes an adequate training program for custodial personnel. An annual short seminar is provided through the Naval Facilities Engineering Command for engineering and management personnel; i.e., planners and estimators, administrators, and specification writers. His office prepares contract specifications and awards a contract or prepares a plan for in-house forces to accomplish custodial services. His staff provides technical guidance and assistance in methods, practices, new materials, and equipment.

**1.4.1 Major Command Level.** Each major command will:

- (1) Insure that effective custodial services

are established and accomplished at all installations under its jurisdiction.

- (2) Provide for training of personnel engaged in custodial service.

- (3) When on staff visits to bases, determine technical adequacy of custodial services, cost reports and proposed custodial service contracts.

**1.4.2 Base Civil Engineer.** The base civil engineer will plan, initiate and supervise the execution of the engineer responsibilities of custodial service activities. He will:

- (1) Insure that base civil engineer custodial, service personnel are adequately trained as prescribed in chapter 6 of this manual.

- (2) Prepare specifications for custodial service type contracts, and assist in administering these contracts.

- (3) Provide technical guidance in methods and use of materials and equipment and training of other than engineer personnel performing custodial services.

**1.4.3 Medical Treatment Facilities:** The Base Medical Commander is responsible for all custodial services in the medical treatment facilities.