

PERFORMANCE WORK STATEMENT
FOR
CUSTODIAL SERVICES
AT
LAKEHURST
JOINT BASE MCGUIRE-DIX-LAKEHURST
(JB MDL)

JB MDL, New Jersey
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PERFORMANCE WORK STATEMENT FOR CUSTODIAL SERVICES IN LAKEHURST AREA AT JOINT BASE MCGUIRE-DIX-LAKEHURST

1. Description of Services: The contractor shall provide all management, tools, equipment, and labor necessary to ensure that custodial services are performed at Lakehurst, JB MDL, in a manner that will maintain a satisfactory facility condition and present a clean, neat and professional appearance. The contractor shall accomplish all cleaning tasks and be required to provide and replenish soap and paper products in all restrooms identified in Appendices A and B, in order to meet the requirements of this Performance Work Statement (PWS) and the Service Summary (SS). Cleaning frequencies are established in Appendix A, Air Force Custodial Common Levels of Service Standards. Facility cleaning levels and estimated square footages are established in Appendix B, Estimated Square Footages and Cleaning Level. All work performed by the contractor shall be performed in accordance with (IAW) all applicable laws, regulations, Headquarters Air Force (HAF) standards, instructions, and commercial practices.

1.1. Facility Cleaning Services:

1.1.1. Non-Carpeted Floors (Hard Floors: Vinyl Tile, Ceramic Tile, Wood, Concrete, etc...) Hard floors shall be maintained free of grit, soil, dust, scuff and heel marks, stains, spills, debris, litter and other foreign matter by effective routine cleaning. Cleaning shall be accomplished by the most appropriate method (vacuum, sweep, dust mop, damp mop, spot clean, etc.) and with cleaning solutions if applicable, for the specific floor type. After cleaning, floor surfaces to include grout shall have a uniform, clean appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film, or standing water. Baseboards, corners, and wall/floor edges shall also be clean. Chairs, trash receptacles, and other easily moveable items shall be moved to maintain floors underneath these items and returned to their original and proper position after cleaning. Special anti-static wax shall be provided and applied to Lab floors as listed in Appendix B.

1.1.2. Carpeted Floors. Carpets shall be maintained free of soil, dirt, debris, litter and other foreign matter by effective routine vacuuming. Efficient vacuum cleaners shall offer high airflow, high efficiency filtration, and an adjustable rotating brush agitation for more effective soil removal. Any spots and / or spills shall be removed by the carpet manufacturer's approved methods or other commercially accepted practices as soon as noticed. All tears, burns, and raveling shall be brought to the attention of the facility manager. Area and throw rugs shall also receive the services described in this paragraph as appropriate. Chairs, trash receptacles, and other easily moveable items shall be moved to maintain floors underneath these items and returned to their original and proper position after cleaning.

1.1.3. Stairways / Elevators / Handicap Lifts. All floor surfaces shall be cleaned in accordance with paragraph 1.1.1 or 1.1.2, as appropriate. Stair guards, handrails, wall

caps and baseboards shall be free from grease and grime. The contractor shall remove all marks, dirt, smudges, scuffs, and other foreign matter from adjoining stairwell walls, up to 72 inches height from stair tread level, to provide or maintain a clean, uniform appearance.

1.1.4. Clean Floor (Walk-Off) Mats. Vacuum and / or clean interior and exterior floor mats. Mats shall be free of all visible lint, litter, debris, soil and other foreign matter. Soil and moisture underneath mats shall be removed, and mats returned to their normal location.

1.1.5. Trash Collection/Removal. All trash receptacles shall be emptied, while performing other required cleaning functions, and returned to their initial location. Bags of solid waste placed near a trash receptacle and marked "TRASH" shall be removed. Any obviously soiled or torn plastic trash receptacle liners shall be replaced. The trash shall be deposited in the nearest outside six cubic yard dumpster or transported to the trash compactor (refer to paragraph 3.6). Trash receptacles shall be kept clean, free of dirt, foreign matter, stains, debris, and odors.

1.2. Restrooms / Locker Rooms Cleaning Services:

1.2.1. Clean and Disinfect. All surfaces of sinks, toilets, urinals, lavatories, showers, shower mats, dispensers, plumbing fixtures, saunas, partitions, dispensers, doors, walls, partitions, stalls, stall doors, entry doors (including handle, kick plates, ventilation grates, metal guards), walls, and other such surfaces shall be cleaned and disinfected using a germicidal detergent. Restrooms shall have a clean scent or no odor at all. Showers, toilets, and urinals will be free of spots, water spots, scale buildup, soap scum, odors, and any other deposits. Special consideration shall be taken to replace, when necessary, waterless urinal cartridges (approximately 20). Mirrors shall be clean and have no streaks or other removable matter. Partitions shall be smudge, stain free. Vents (within 72 inches of the floor) shall be clean. Restroom sinks, countertops, and fixtures shall be free from water and scale deposits, soil, streaks, and other removable matter. Walls and grout shall be free of all film, spots, and detergent buildup.

1.2.2. Restroom Floor Care. All floor surfaces shall be maintained in accordance with paragraph 1.1.1 by effective routine cleaning. Moveable items shall be tilted or moved to sweep and damp mop underneath. Grout on the wall and floor tiles shall be free of dirt, scum, mildew, and residue.

1.2.3. Stock Restroom Supplies. The contractor shall ensure restrooms are stocked sufficiently so any provided supplies including toilet tissue, paper towels, and hand soap do not run out. Supplies shall be stored in designated areas. If supplies run out prior to the next service date, the contractor shall refill within two hours of notification.

1.2.4. Drinking Fountains. The contractor shall clean all facility drinking fountains, typically located near or in the vicinity of restrooms. All porcelain and polished metal surfaces, including the orifices and drain, as well as exterior surfaces of fountains shall be cleaned and disinfected. Drinking fountains shall be free of streaks, stains, spots, smudges, scale, and other obvious soil.

1.2.5. Restroom Trash Removal. All trash containers in restrooms and locker rooms shall be emptied, trash disposed, and containers returned to their original locations. The contractor shall provide and replace any obviously soiled, worn or torn plastic trash can liners. Trash receptacles shall be left clean, free of foreign matter and free of odors.

1.3. Periodic Cleaning Services: (Services performed on a monthly, semi-annual, annual basis)

1.3.1. Periodic Hard Floor Maintenance. Hard floors shall be cleaned, scrubbed, sealed, polished, waxed, and stripped as required for the appropriate surface to maintain, protect and ease normal routine floor cleanings. After periodic maintenance, floor surfaces to include grout shall have a uniform, clean appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film, or standing water. Special anti-static wax shall be provided and applied to Lab floors as listed in Appendix B.

1.3.2. Periodic Carpet Restorative Cleaning. Carpets shall be deep cleaned in order to remove embedded soil from carpet fibers. Deep cleaning shall employ an effective technique and / or method to address soil suspension, soil extraction and drying. After deep cleaning, the carpeted area shall show an improvement in visible appearance. All cleaning solutions shall be removed from baseboards, furniture, trash receptacles, chairs, and other similar items. Chairs, trash receptacles, and other items shall be moved to clean carpets underneath and returned to their original location after the carpet has dried.

1.4. Special Cleaning Requirements:

1.4.1. Child Development Center (CDC). Designated CDC facilities shall be maintained in accordance with AFI 34-144 Child and Youth Programs, summarized below and Appendix A. Kitchen areas are not part of the contractor's responsibility for cleaning. Operational hours of the CDC are from 06:30am to 5:30pm on workdays. All cleaning requirements will be performed either before or after CDC operational duty hours except for any cleaning requirement standard performed more than one time daily. For those specific cleaning requirements of two or more times daily at least one cleaning will be performed during operational duty hours. Daily floor cleanings shall be accomplished during operational duty hours as indicated in Appendix A.

1.4.2. Special Clearance Requirements; Child Development Center and Youth Center.

1.4.2.1. In accordance with DoDI 1402.05, "Criminal History Background Checks on Individuals in Department of Defense (DoD) Child Care Services", a criminal history background check must be initiated and completed for each contractor employee before being allowed to work in the CDC and Youth Centers. The Services Squadron Security Monitor shall initiate, receive and maintain all background checks. All results shall be maintained by the CDC Director. The following steps are required to process the background check:

a. An Installation Records Check (IRC), inclusive of a check of the Air Force Central Services Registry (CSR) has been completed on all employees who have lived or worked on a military

installation, before they were hired. The IRC includes all bases the individual lived or worked on in the last two years. (DoDI 1402.05, Enclosure 3), (AFI 34-144, 9.6.7).

b. A State Criminal History Repository Check (SCHR) has been requested from all the states the individual employee or contractor has lived in during the last five years. NOTE: Only required if a completed National Agency Check (NAC) is not on file. (DODI 1402.05, Enclosure 3), (AFI 34-114, 9.6.9)

c. A NAC or National Agency Check with Inquiries (NACI) has been requested for each individual staff and contractor. If the results of the NAC or NACI were not completed within six months, follow-up action has been conducted and documented until the NAC or NACI is completed. (AFI 34-114, 9.6.10/9.6.11)

d. Record re-verification of the IRC and a Defense Central Index of Investigations (DCII) has been completed for all contract workers every five years. (AFI 34-114, 9.6.13.2)

e. All contract workers shall sign a statement indicating whether or not they have been arrested or convicted of any crime involving children, drugs, or alcohol. (AFI 34-114, 8.10.2)

1.4.2.2. Criminal Background History Check. Refer to DoDI 1402.05, Enclosure 3, for requirements for criminal history background checks. Also refer to Attachment F, Contractor Security Appendix, for general information on contractor access to JB MDL.

1.4.3. Required Training. All contract employees working at the CDC, and or Youth Activity Center shall be required to attend annual training on child abuse prevention, identification and reporting. (AFI 34-114, 10.10.2) The training will be conducted during normal duty hours by a government certified trainer. It shall be the contractor's responsibility to ensure new employees working at the CDC, and or Youth Activity Center completes this training during the first six weeks of their employment (AFI 34144, 10.4.1.2).

1.4.4. Immunizations. All contractor employees assigned to the CDC, and or Youth Activity Center shall be free of communicable diseases to include tuberculosis, prior to entering either facility. All contract employees must have required immunizations prior to an employee being allowed to work (AFI 34-144, 9.8). The contractor shall be responsible for providing certification that all of his / her employees meet the above conditions. Payment for any required immunizations will be incurred at the contractor's expense.

1.4.4.1. Required Documentation. The contractor shall provide a summary spreadsheet listing of all employees proposed to work in CDC and/or Youth Activity Center with the employee's name, position, date background checks were initiated and completed, date child abuse training was completed, certification that immunization requirements have been met and employee statement (1.4.2.1, e.) for assignment to work in the CDC and or Youth Activity Center. If an employee is replaced, even temporarily, the replacement shall meet all requirements set forth in paragraph 1.4.1 through 1.4.4, inclusive, be completed prior to beginning work. Failure to fulfill these requirements, in sufficient time to replace an employee, will not relieve the contractor of their responsibilities under this contract.

Failure to provide these statements will prohibit contractor employee(s) entrance into the CDC and / or Youth Center. It shall be the contractor's responsibility to update the spreadsheet as necessary. Contractor employees shall submit a negative test report from the Health Department or their doctor and current immunization records to the CDC Director prior to starting work on an annual basis.

1.4.4.2. All employees shall wear a nametag or other identifying apparel. (AFI 34-144, 13.3.2)

1.4.5. Cleaning Requirements CDC. Physical contact shall not be allowed, and contractor employees shall not be alone with children unsupervised.

1.4.5.1. Disinfecting, Cleaning and Sanitizing Solutions. The contractor shall store cleaning solutions in a non-brand name container and clearly labeled as "BLEACH WATER". The solution shall be kept out of children's reach at all times.

- **Cleaning Solution:** Use of soap and water to remove visibly soiled areas.

- **Disinfecting Solution:** Use of a chemical agent to prevent infection from non-food surfaces and equipment by destroying harmful bacteria and other microbes. These chemicals must be registered with the US Environmental Protection Agency and so state on the label.

- **Examples:**

- Liquid chlorine bleach (without scent), one-quarter (1/4) cup (5.25% sodium hypochlorite) in one gallon of water (or one Tablespoon bleach in one quart water), made fresh daily.

- Quaternary Ammonium Compound mix at 400 parts per million or as directed and confirm with test papers.

- Pine Oils (must be at least 70% pine oil) follow manufacturer's directions.

- Commercial Disinfectants follow manufacturer's instructions.

- **Sanitizing Solution:** A limited list of chemical agents that reduce the number of bacteria and viruses to a safe level for public health requirements. Use sanitizers on food contaminated surfaces and equipment.

- Examples:

- Liquid chlorine bleach (without scent), one Tablespoon (5.25% sodium hypochlorite) in one gallon of water, made fresh daily; must be left on for two minutes to be effective.

- Quaternary Ammonium Compound mix as directed and confirm with test papers. Check with label to ensure it is recommended for food surfaces. Ammonium compounds are deactivated by soap and detergents and may not protect against all bacteria. Follow manufacturer's instructions and allow time to work.

1.4.5.2. Cleaning Products Approval. The contractor shall provide a list of all cleaning products to be used in CDCs and Youth Activity Centers to the directors of those facilities to ensure that the cleaning products are suitable for use in a childcare environment. The cleaning products which include warnings that they may not be used in areas occupied by children cannot be used. Chemical air fresheners are not permitted. All chemicals and other potentially dangerous products (except bleach water solution) and cleaning supplies (including mops, mop buckets, etc.) must be stored in their original, labeled container in a locked closet inaccessible to children.

1.4.5.3. Cleaning Equipment / Materials. Trash, mops, brooms, and cleaning buckets shall be inaccessible to children.

1.4.5.4. Clean / Sanitize Tables, Chairs, and Highchairs. The contractor will clean tables, chairs, and highchairs used for eating after each meal and will sanitize daily. The contractor will sanitize all other remaining tables and chairs daily.

1.4.5.5. Clean / Sanitize Food Preparation and Diaper Changing Tables and Adjacent Walls. The contractor will clean food preparation tables, diaper changing counters, sinks, and adjacent walls at least daily, and as needed, with hot water and detergent and then sanitize with a bleach solution.

1.4.5.6. Sweeping / Mopping Non-Carpeted Floors. The contractor shall sweep and mop (clean and sanitize) the floors underneath all eating tables and adjoining walls (if necessary) after each meal.

1.4.5.7. Other Non-Carpeted Floors. All other floors (not including restrooms) shall be swept, mopped with hot water, and sanitized with the bleach water solution daily.

1.4.5.8. Clean / Sanitize Children's Toilets and Fixtures. Toilets, sinks and adjacent walls (up to height of four feet) will be cleaned with hot water and detergent and then sanitized with the bleach water solution at least twice daily (after lunch and in the evening, after hours) for children over two years old rooms and once per day for children under two years old rooms.

1.4.5.9. Sweep / Mop Children's Bathroom Floors. The contractor shall sweep and mop the children's bathroom floors twice a day first with hot water and detergent and then sanitized with the bleach water solution.

1.4.5.10. Non-carpeted floor maintenance. The contractor shall spray buff all non-carpeted floors once a month. These floors shall also be stripped and waxed on a semi-annual basis, after operating hours. The contractor shall remove all movable furniture prior to stripping and waxing.

1.4.5.11. Vacuum. The contractor shall maintain all carpet areas free from visible soil and vacuumed at least once per day, when children are not present in the activity rooms, or as required to maintain clean and sanitary conditions. Soiled areas should be cleaned as necessary.

1.4.5.12. Carpet Maintenance. The contractor shall steam clean all carpet in accordance with the standards as listed in Appendix A, preferably on weekends or after operating hours, to ensure carpets are completely dry when children are present.

1.4.5.13. Empty Trash Cans and Diaper Pails. The contractor shall empty trash cans once daily and diaper pails twice daily. The contractor shall provide, and replace worn, torn or otherwise soiled plastic trash bags suitable for the type of trash containers within the entire facility.

1.4.5.14. Clean / Sanitize Trash Container and Diaper Pail. The contractor shall disinfect trash containers and diaper pails daily, first with hot water and detergent and then sanitized with the bleach water solution.

1.4.5.15. Stock Restroom / Facility Supplies. The contractor shall ensure restrooms and facility supplies are sufficiently stocked so any provided supplies including toilet tissue, paper towels, and hand soap do not run out. Supplies shall be stored in designated areas. If supplies run out prior to the next service date, the contractor shall refill within two hours of notification.

1.4.5.16. Dusting. Low dusting includes surfaces within six feet of the floor and must be free of dust, lint, cobwebs, and litter. High dusting includes surfaces above six feet up to 10 feet. Surfaces could include items such as tables, shelves, bookcases, storage lockers, windowsills, handrails, pictures, clocks, window blinds, ceiling fans, etc.

1.4.5.17. Windows / Interior Glass. All windows and interior glass, including glass in doors, partitions, walls, display cases, and directory boards shall show no traces of film, dirt, smudges, water, or other foreign matter.

1.4.5.18. Clean Drinking Fountains. Clean drinking fountains with sanitizing solution once daily.

1.4.5.19. Clean Doorknobs. Clean doorknobs with sanitizing solution once daily.

1.4.6. Special Requirements for other Level 4 Cleaning. The contractor shall accomplish all cleaning tasks IAW 1.1, 1.2, 1.3 and 1.4 as appropriate, and for Special Requirement Facilities (Youth Center, School Age Program, Fitness Center, and Seasonal Buildings, identified in Appendices A and B, in order to meet the requirements of this PWS and the Service Summary (SS). Cleaning frequencies are established in Appendix A, Air Force (AF) Common Levels of Service Standards.

1.4.7. Special Requirements for Level 5 Cleaning of NAVAIR, CERDEC, BUMED and USARB Spaces:

The contractor shall accomplish all cleaning tasks IAW 1.1, 1.2, 1.3 and 1.4 as appropriate, and for Special Requirement Facilities (Clinics) as identified in Appendices A and B, in order to meet the requirements of this PWS and the Service Summary (SS). The additional cleaning frequencies and services for Level 5 are established in Appendix A, Air Force (AF) Common Levels of Service Standards. Special anti-static wax shall be provided and applied to Lab floors as listed in Appendix B.

1.4.8. Special Requirements for Level 5 Cleaning of NAVAIR spaces as a result of COVID19 virus. The contractor shall disinfect frequently touched surfaces in common areas to ensure they are clean, sanitary, and free of potentially infectious materials. Common areas are defined as conference rooms, elevators, entryways, hallways, stairwells, kitchen areas, lobbies, and lactation rooms. Common areas do not include personal offices, cubicles, and other personal work areas. Additionally, it does not include restroom or locker rooms which are currently disinfected daily in accordance with paragraph 1.2 of this PWS. Surfaces shall be cleaned prior to disinfection. The Contractor shall ensure adequate contact time for effective disinfection. Cleaning agents used shall be EPA approved for use against COVID19. A list of EPA approved products is available at

<https://www.americanchemistry.com/NovelCoronavirus-Fighting-Products-List.pdf>. Surfaces in common areas that shall be sanitized include all frequently touched surfaces such as; doorknobs, door handles, CAC readers, cipher locks, electronic locks, light switches (includes manual light switches, motion light switches, and dimming switches), cabinet tops and handles, countertops, water fountains, elevator walls (up to 6 feet), elevator buttons, stairwell handrails, window sills and latches, table tops, chairs, conference room phones, projector remotes, keyboards, remotes, refrigerator handles, countertops, cabinet handles, microwave fronts, coffee handles, vending machine fronts, and copiers. Frequency of this special cleaning requirement shall be either twice (2X) weekly or four (4X) times weekly as established by the COR and dependent upon building number. The Contractor shall use Appendix H - Checklist of Common Areas to Clean & Disinfect every time this requirement is performed to ensure proper disinfecting is accomplished.

1.5. Contractor Provided Equipment and Supplies.

1.5.1. Contractor-Furnished Equipment / Vehicles. The contractor shall provide and maintain all equipment and vehicles necessary to perform the requirements of this contract. The contractor may perform cleaning, minor repair and other normal maintenance requirements of equipment on site. Maintenance and repair of contractor vehicles or their privately owned vehicles shall not be accomplished on site. Contractor vehicles shall have the company name prominently displayed on both sides of the vehicle and be maintained to present a neat, professional appearance. Contractor vehicles shall be used solely for the intended purpose of performing services in this performance work statement during normal hours of operation. The contractor shall not use privately owned vehicles for work related transportation with the exception of reporting to work or leaving JB MDL.

1.5.1.1. All equipment used in the performance of this contract shall be in good operable condition and carry a U/L (Underwriters Laboratory) listing. Equipment found to be unsafe and unable to function as designed, shall not be used in performance of this contract. The CO or designated representative may inspect the contractor's equipment and vehicles at any time and direct the removal of any unsafe or unusable equipment or vehicle from the installation.

1.5.1.2. The contractor shall provide adequate numbers of equipment items and vehicles to effectively fulfill the scope of this contract. In addition, the contractor shall maintain or have backup capability to provide continued service in the event primary equipment or vehicles are down for extended maintenance or repairs. Equipment failure shall not alleviate the contractor from performing any requirement contained in this contract.

1.5.2. Contractor Furnished Items. The contractor shall provide all equipment, materials, supplies and services to perform the requirements of this contract. Material, equipment and supplies provided shall contain the highest available recycled material content. A sample of all products used in the performance of this contract, as well as applicable Safety Data Sheets shall be provided to the CO and to the 87th CE/CEAN (Environmental Flight) for approval prior to bringing material on base.

1.5.2.1. Contractor Furnished Restroom Supplies.

- Plastic Trash Can Liners / Bags: Suitable for the type of trash receptacle.

- Toilet Tissue: Two-ply.
- Paper Towels: Bi-Fold, Tri-Fold, Dispenser type.
- Hand Soap: Liquid anti-bacterial soap for installed liquid soap dispensers, refill foam soap in the touchless (battery operated) foam soap dispensers for CDC bathrooms, hand size push / pump liquid anti-bacterial countertop soap bottles when installed dispensers are non-operational, and heavy-duty powdered hand soap for use in industrial areas,
- Waterless urinal cartridges (approximately 24), and urinal deodorant screens or cakes (approximately 24).
- Recycled Products: 100 percent of all paper products procured (toilet tissue and paper towels) shall contain recycled materials.
- Special anti-static wax shall be provided for application to Lab floors as listed in Appendix B.

1.5.2.2. Entrance Mats. The contractor shall provide, place, clean and replace when worn approximately 150 - 3'x 5' and 4'x 6' entrance mats for all exterior doorways of buildings being serviced, except in areas that have a rubberized non-skid surface or have an existing building tenant logo mat. The location of the contractor-provided mats will be determined by the COR.

1.6. Miscellaneous Requirements

- Turn off unnecessary lights
- Report fire hazards, conditions, and items in need of repair to the Contracting Officer Representative (COR)
- Turn in lost and found articles to the COR
- Notify COR when unauthorized or suspicious persons are seen on the premises
- Employees entering any facility or area after it has been secured shall enter through one door and lock the door behind them. These facilities or areas shall not be left unsecured at any time, including the period when work is being performed. Upon completing work in a facility or area, contractor employees shall ensure all doors and windows that were secured upon their arrival are closed and secured upon their departure.
- The contractor shall display the appropriate caution signs when cleaning floors or any other surface that might pose a risk to injury for any personnel that are present.

1.7. Service Calls. Emergencies or special events will occur that may require the contractor to provide extra labor, materials, and equipment to provide cleaning services beyond the normal cleaning services. Emergency or special events may include, but are not limited to, VIP visits, inspector general team visits, parades, retreats, ribbon cutting ceremonies, open houses, air shows, major spills in buildings, building flooding and storm damage to building interior. Upon notification, the contractor shall perform emergency or special event cleaning required in any building, area, or room on the installation. The contractor shall begin emergency work, as determined by the CO, within eight (8) hours of notification, which may be verbal. The CO or designated representative will notify the contractor as soon as the requirement is known. The contractor shall be compensated for each emergency or special event based on the actual square footage of work completed.

1.8. Window Cleaning. The contractor shall clean all identified interior glass and exterior windows. There are approximately 2,500 windows.

1.8.1. Interior Glass Cleaning. Interior windows, other glass surfaces and associated frames, casings, and sills shall be kept clean and free of visible dirt, streaks, smudges, watermarks or other foreign matter.

1.8.2. Exterior Window Cleaning. Exterior windows and associated frames, casings and sills shall be kept clean and free of visible dirt, streaks, smudges, watermarks or other foreign matter.

2. Service Summary (SS). The contract service requirements are summarized in performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimally acceptable levels of service required for each requirement. The SS and the contractor's Quality Control Plan provide information on contract requirements, the expected level of contractor performance and the expected method of Government surveillance and confirmation of services provided. These thresholds are critical to mission success. Procedures as set forth in the FAR 52.212-4 (a), Contract Terms and Conditions - Commercial Items, Inspection/Acceptance, will be used to remedy all deficiencies. During the first initial 30 days of the contract, two additional errors on each task shall be allowed in an effort to identify normal phase-in problems, except for any periodic cleaning service.

Performance Objective	PWS Paragraph	Performance Threshold	Remedy	Method of Assessment
SS-1 Facility Cleaning Service a. Non-Carpeted Floors b. Carpeted Floors c. Stairways / Elevators / Handicap Lifts d. Walk-off Mats e. Trash Collection/Removal	1.1, inclusive	No more than five valid defects per month	Performance within two hours of notification	Periodic validation, customer complaint
SS-2 Restrooms / Locker Rooms Cleaning Services a. Clean and Disinfect b. Floor Care c. Stock Supplies d. Drinking Fountains e. Trash Collection/Removal	1.2, inclusive	No more than five valid defects per month	Re-performance within two hours of notification	Periodic validation, customer complaint

<p>SS-3 Periodic Cleaning Services a. Hard Floor Maintenance b. Carpet Restorative Cleaning c. Interior and Exterior Window cleaning</p>	<p>1.3 & 1.6 inclusive</p>	<p>1 defect per month Interior windows, other glass surfaces and associated frames, casings, and sills shall be kept clean and free of visible dirt, streaks, smudges, watermarks or other foreign matter. Exterior windows and associated frames, casings and sills shall be kept clean and free of visible dirt, streaks, smudges, watermarks or other foreign matter</p>	<p>Performance within one day of notification or a mutually acceptable timeframe to the COR, customer and contractor.</p>	<p>Periodic surveillance, customer complaint</p>
<p>SS-4 Quality Control Inspection procedures are followed and documented in accordance with contractor's Quality Control Plan (incorporated into contract after award).</p>	<p>2.1 & Appendix D</p>	<p>One valid defect per month</p>	<p>Contractor shall provide a written Corrective Action Report.</p>	<p>Periodic validation, customer complaint</p>
<p>SS-5 Special Requirements a. Clinic b. Child Development Center(s) c. Youth Center c. School Age Program d. Fitness Center e. Specialized Laboratory Floors f. NAVAIR Facilities / Areas g. CERDEC Facilities/ Areas h. USARB Facilities</p>	<p>1.4, inclusive</p>	<p>No more than three valid defects per month</p>	<p>Performance within two hours of notification</p>	<p>Periodic validation, customer complaint</p>
<p>SS-6 Service Calls a. Special Events b. Emergency c. Non-routine d. Customer Complaint</p>	<p>1.7</p>	<p>No more than one valid defect per month</p>	<p>Respond within required times. Provide required emergency services.</p>	<p>100% validation, customer complaint</p>

e. Responses			Objective shall be met one hundred (100%) percent of time.	
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2.1. Quality Control. The contractor shall develop and maintain a quality control program to ensure custodial services are performed in accordance with commonly accepted commercial practices and services identified in this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-performance and continual repeat of defective service does not occur. As a minimum, the contractor shall develop quality control procedures addressing the areas identified in paragraph 2, Service Summary. Refer to Appendix D for submittal.

2.2. Quality Assurance. The government shall inspect and evaluate the contractor’s performance to ensure services are received in accordance with requirements set forth in this contract. The COR will use the contractor’s work schedule or modified version thereof, to record validation results. Results of the validation then become the official Air Force record of the contractor’s performance. When a performance threshold has not been met or contractor performance has not been accomplished, the COR will initiate and provide the CO a Contract Discrepancy Report (CDR) for issuance to the contractor. The contractor shall respond to the CDR in accordance with instructions provided and return it to the CO within 10 calendar days of receipt.

2.3. Performance Assessment.

2.3.1. Periodic Validations. This method requires the COR to employ a “spot check” style of evaluation based on the contractor’s incorporated Cleaning Frequency Schedule (CFS, PWS paragraph 4.19). Periodic surveillance/inspection is the type of surveillance that is based upon selecting samples for evaluation on other than 100% inspection or on a statistically random basis. Periodic surveillance can be accomplished, weekly, monthly or quarterly using a checklist method.

a. Any unsatisfactory inspection (defect) result shall be recorded, and the contractor shall re-perform the service within two hours after notification.

b. Exceeding the performance threshold for any of these performance objectives in any one-month period shall result in a warning or letter of concern from the CO.

c. Exceeding the performance threshold of these performance objectives, in any combination for any two, or more consecutive or non-consecutive months during a contract period shall constitute an immediate Progress Meeting with the Multi-functional Team. All remedies shall be in accordance with the FAR 52.212-4 (a), Contract Terms and Conditions - Commercial Items, Inspection/Acceptance.

2.3.2. Customer Complaints. The COR will receive and investigate complaints. The COR shall be responsible for initially validating customer complaints. The CO shall make final determination of the validity of customer complaint(s) in cases of disagreement with the COR and the contractor. Validated customer complaints shall be re-performed within two hours of notification.

- a. Exceeding the performance threshold (exceeding the number of discrepancy) for performance objectives in any one-month period shall result in a warning or letter of concern from the CO.
- b. Exceeding the performance threshold (exceeding the number of discrepancy) for performance objectives for any two or more consecutive or non-consecutive months during a contract period shall constitute an immediate Progress Meeting with the Multi-functional Team. All remedies shall be in accordance with the FAR 52.212-4 (a), Contract Terms and Conditions - Commercial Items, Inspection/Acceptance.

2.4. Periodic Quarterly Progress Meetings. The CO, Functional Commander, COR, other government personnel as appropriate, and the contractor shall periodically meet to discuss the contractor's performance. The following issues shall be discussed.

- Opportunities to improve the contract,
- Any modifications required of the contract,
- Unsatisfactory inspections and valid customer complaints against each performance objective observed and steps taken by the contractor to prevent occurrences in the future. The contractor shall provide a summation of unsatisfactory inspections and customer complaints and provide insight into any identified trends.

The minutes of these meetings will be reduced to writing, signed by the CO and any other signatures as deemed appropriate, distributed to the functional area and the contractor. Should the contractor not concur with the minutes, the contractor will provide a written notification within seven days to the Contracting Office identifying areas of non-concurrence for resolution.

3.0. GOVERNMENT FURNISHED PROPERTY AND SERVICES

3.1. Government Furnished Facilities. The Government shall provide the contractor a location for two trailers, for use as an office and for storage space. The contractor shall install trailer and earth anchors that will resist 115 miles per hour winds. Before the installation of these anchors, the contractor shall obtain a digging permit. The contractor shall, at his expense, install any lines for connection to existing outlets. These installations shall include metering devices when required by the Government. The office trailer, the storage trailer and the surrounding grounds shall comply with all applicable safety and health regulations and instructions. The contractor shall remove all trailers from the site within seven days of the contract's expiration date. Failure to vacate and clean up the trailer site in the time prescribed may result in additional charges to the contractor.

3.1.1. Janitorial Closets. Janitorial closets will be available for use by the contractor, without cost, for the purpose of storing materials and equipment, excluding flammable materials. The contractor will be required to maintain odorless and clean closets. Closets will be free of clutter and debris. Cleaning supplies and tools will be stored and organized in such a manner as to allow easy access and movement in closet. Closets provided for janitorial service use will be locked if locks are available. The government will not be responsible for contractor's stored supplies or equipment kept in the building or janitor's closets or for the contractor's employees' personal belongings.

3.2. Government Furnished Supplies and Equipment: The government will provide a trash compactor for use of disposing building trash. The contractor shall inform the government when the compactor requires emptying.

3.3. Government Furnished Utilities. The Government will furnish electricity, water and sewage service as necessary for accomplishment of work in accordance with this contract.

3.3.1. Utility Conservation. The contractor shall adhere to all base level utility conservation practices or requirements. The contractor shall be responsible for operating under conditions that prevent waste of utilities.

3.4. Maintenance of Government Facilities. Any problems found by contractor's employees regarding the safe and proper use of facilities, appliances, furnishings and fixtures shall be reported to the COR.

3.5. Solid Waste Collection and Disposal. The contractor shall use existing bulk containers to dispose of trash or solid waste generated from accomplishment of services detailed in this PWS. The contractor shall adhere to all base level recycling programs.

3.6. Telephone Service. The Government shall only provide base and local commercial telephone service. Long distance service, if desired, shall be at the contractor's expense.

3.7. Security, Fire and Medical Services. The Government will provide police and fire protection. In the event of a medical emergency, base ambulance service for transporting an injured employee to a local hospital is available on a cost reimbursement basis. The Lakehurst Security dispatch number is 732-323-4000; for all other emergencies, the contractor can dial 911. The contractor needs to be aware that the 911 call will connect to the Ocean County 911 response desk.

3.8. Mail Service. The contractor shall be responsible for coordinating with the US Postal Service for the delivery of mail to the contractor's facility or post office box.

4. General Information

4.1. Hours of Operation. The contractor shall perform the services required under this contract during the following hours. The contractor is not required to perform services on Federal Holidays.

4.1.1. Normal Base Hours. Base hours of operation are 7:00am through 4:00pm. The contractor may find it necessary to deviate from the normal base hours of operation to ensure timely completion of work under this PWS at no additional cost to the government.

4.1.2. Base Wide Facilities, Hours of Operation. The contractor shall perform facility cleaning, restroom/locker room cleaning services, and periodic cleaning services under this contract during the following shift hours. Under periodic cleaning services, buffing floors, floor maintenance and shampooing carpets shall be accomplished during the Night Shift or Late-Night Shift.

Day Shift - Monday-Friday, if applicable Saturday and Sunday 7:00 am through 4:00 pm

Night Shift - Monday-Friday, if applicable Saturday and Sunday 4:00 pm through 12:00 am

Late Night Shift - Monday-Friday, if applicable Saturday and Sunday 12:00 am through 7:00 am

4.1.2.1. Base Wide Facilities, Hours of Operation with Special Restrictions:

Facility Number	Facility Description	Service	Hours of Operation or Restrictions
8	Security		7 day a week service is required.
123	Fitness Center	All	7 day a week service is required, before or after normal duty hours. One restroom/locker room cleaning during duty hours.
545, 568, 573	Seasonal Bldgs.		7 day a week service is required.
657	Child Development Center	All	A rapid response to spills, stains, etc. on floors, walls, and partitions is required between scheduled cleanings. Cleaning shall be done after normal working hours, and when children are not present.
687	LKE JB MDL Fire House		7 day a week service is required.

4.1.3. Child Development Center (CDC), Hours of Operation. The CDC hours are from 6:30AM to 5:30PM on workdays. All cleaning requirements will be performed

either before or after CDC operational duty hours except for any cleaning requirement standard performed more than one time daily. For those specific cleaning requirements of two or more times daily at least one cleaning will be performed during operational duty hours. Daily floor cleanings shall be accomplished during operational duty hours as indicated in Appendix A.

4.2. Federal Holidays.

New Year's Day - 1 January
Martin Luther King Day - 3rd Monday in January
Washington's Birthday - 3rd Monday in February
Memorial Day - last Monday in May
Juneteenth - June 19th
Independence Day - 4 July
Labor Day - 1st Monday in September
Columbus Day - 2nd Monday in October
Veteran's Day - 11 November
Thanksgiving Day - 4th Thursday in November
Christmas Day - 25 December

If these holidays fall on Saturday, the preceding Friday will be observed. If these holidays fall on Sunday, the following Monday will be observed. If a holiday falls on a scheduled service day, the contractor will be responsible for rescheduling services for the first day post the holiday observance.

4.3. Base Closures. Work scheduled but not accomplished because of base closure due to weather, exercises, or actual alert, will be accomplished as soon as possible after reopening the base.

4.4. Performance of Services during Crisis Declared by the National Command Authority or Overseas Combatant Commander. According to Department of Defense Instruction (DoDI) 1100.22, "Policy and Procedures for Determining Workforce Mix", DoDI 3020.37, "Continuation of Essential DoD Contractor Services during Crises", and the Air Force implementation thereof, unless otherwise directed by an authorized Government representative, it is determined that Custodial Services requirements under this PWS ARE essential to be performed during a crisis.

4.5. Contractor / Employee Base Pass and Identification, Special Clearances and Vehicle Passes. The contractor shall comply with all requirements and procedures in accordance with the Contractor Security Appendix, Attachment F.

4.6. Cleaning and Restroom Supplies. The contractor shall furnish a listing of all cleaning and restroom supplies utilized during the contract period to the CO not later than the pre-performance conference for approval by the CO. After approval, any new cleaning supplies added to the contract will need approval before being used on the installation. The cleaning inventory supply list shall contain the following information:

Product name

Manufacturer
Item use
Disposal procedures if material remains after usage
Storage of item

The contractor shall be responsible for the proper disposal of all their cleaning supplies.

A safety data sheet (SDS) shall also be provided for each cleaning and restroom supply item and employees will be trained, by the contractor, on the proper use and disposal of each item. All cleaning supplies shall be non-flammable.

NOTE: Products containing chlorofluorocarbons (CFCs) or ozone depleting substances shall not be allowed or approved for use. Products containing phenolic compounds, such as "Lysol" shall not be allowed or approved for use in Child Development Centers.

The contractor shall not use products that are or contain Toxic 17 chemicals, Extremely Hazardous Substances (EHS), Ozone Depleting Substances (ODS), and/or Persistent Bio-accumulative and Toxic (PBT) chemicals. Any hazardous material (HM) containing one of these banned substances will not be allowed on base.

4.6.1. Hazardous Material Identification. SDS are required as specified in the latest version of Federal Standard No. 313 (including revisions adopted during the term of the contract) for any other material designated by a government technical representative as potentially hazardous and requiring safety controls. SDSs must be submitted by the contractor prior to bringing on to base.

4.7. HAZMART. Reserved

4.7.1 Spill Response. The contractor will be briefed on JB MDL, Lakehurst spill response procedures at the pre-performance conference. The contractor is responsible to report and promptly cleanup all spills in a manner consistent with current environmental regulations. In the event that it is necessary to utilize government material, equipment or personnel to clean up a contractor caused spill, the contractor shall be required to reimburse the government for all associated costs.

4.8 Hazardous Material/ Waste Management. The contractor will be briefed on JB MDL, Lakehurst Hazardous Material / Waste Management Plan at the pre-performance conference.

4.9 Hazardous Material Handling. Reserved

4.10. Training. The contractor shall ensure all employees complete the local Air Force Hazardous Communication, and hazardous waste training. The contractor shall appoint a primary and alternate Hazardous Waste monitor. Monitors are responsible for training all contractor personnel regarding hazardous material containers maintained within JB MDL and complete SDSs immediately upon receipt of new chemicals, products, or materials. The contractor shall submit SDSs to COR as required.

4.11. Traffic Laws. The contractor and its employees shall comply with base traffic regulations.

4.12. Weapons, Firearms, and Ammunition. Contractor employees are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their contractor-owned or privately owned vehicle while on JB MDL.

4.13 Reporting Requirements. Contractor personnel shall report to an appropriate authority any information or circumstances of which they are aware may pose a threat to the security of DOD personnel, contractor personnel, resources, and classified or unclassified defense information.

4.14. Physical Security. The contractor shall be responsible for safeguarding all government property and controlled forms provided for contractor use. At the end of each work period, all government facilities, equipment, and materials shall be secured.

4.15. Contract Manager. The contractor shall establish and maintain an office through which the contract manager or alternate(s) can be contacted during work hours. The contract manager or alternate shall be available during normal duty hours to meet on the installation within one hour with the government personnel designated by the CO to discuss problem areas. The contractor shall provide the CO telephone number(s) where validation results and complaints can be reported. The contractor shall also provide to the CO the names and phone/pager numbers of contractor POCs for after business hours including nights, weekends, and holidays. This information will be kept updated by the contractor whenever personnel changes occur. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to the daily operation of this contract.

4.16. Personnel. Contractor personnel shall present a neat appearance. Contractor personnel shall be easily recognizable while on the installation in conjunction with this contract. This shall be accomplished through the wear of distinctive clothing, overcoats, or hats, bearing the company name or logo. Uniforms are not required. The coloring or design of the items selected should be such that identifies personnel easily and quickly for reasons of safety and personal protection.

The government is authorized to restrict the employment under the contract of any contractor employee or prospective contractor employee, who is identified as a potential threat to the health, safety, security, general well-being, or operational mission of the installation and its population.

4.17. Key Control. The contractor shall establish and implement methods of making sure all keys/combinations issued to the contractor by the government are not lost or misplaced and are not used by unauthorized persons. The contractor shall not duplicate any keys issued by the government. The contractor shall immediately report to the COR or CO any occurrences of lost or duplicated keys. In the event keys, other than master keys, are lost or duplicated, the contractor may be required, upon written direction of the CO, to re-key or replace the affected lock or locks without cost to the government. The government may, however, at its option, replace the affected lock or locks or perform re-keying and deduct the cost of such from the monthly payment due the contractor. In the event a master key is lost or duplicated, the government shall replace all locks and keys for that system, and the total cost will be deducted from the monthly payment due the contractor.

4.18. Schedules. The contractor shall submit an annual schedule for services described in PWS paragraphs 1.1.1, 1.1.2, 1.1.3, and Appendices A and B to the CO for acceptance at the pre-performance conference, identifying facilities by building number in numerical order, and approximate time cleaning will occur. The contractor shall be allowed 30 days to adjust work schedules based on inspections, use, traffic, special requirements identified in PWS paragraph 4.1.2.1, frequencies listed in Appendix A and with facility managers as appropriate. This second work schedule shall be submitted to the CO for acceptance within 10 days after the first contract month period and shall be known as the Cleaning Frequency Schedule (CFS). The contractor shall provide the CFS to each facility manager of the buildings identified in Appendix B and not deviate from the accepted schedule without prior approval from the CO or COR. Any permanent changes to the CFS must be submitted 10 days before implementation and receive CO acceptance before the Government will allow the proposed changes. The CFS may be submitted electronically using a file format compatible with Government software programs such as "Microsoft Office" software. A facility manager contact list will be provided to the contractor at the pre-performance conference and updates to this list will be the responsibility of the COR.

4.18.1. One time (non-permanent) schedule changes due to customer requests or base exercises shall be submitted to the COR and do not require CO approval.

4.19. Contract Modifications.

4.19.1. Existing Facility Floor Plan Changes. Modifications for a price increase or decrease to the contract shall only be made when the overall identified "cleaning area" square footage, as identified in Appendix B, of a facility increases or decreases or a frequency of cleaning service changes significantly (plus or minus 25% to the overall contract price).

4.19.2. New Facility and / or New Facility Addition. Modifications for a price increase to the contract shall only be made when a new facility or addition is officially added to the contract and identified in Appendix A and B, with all information agreed upon.

4.19.3. Worksite / Workload Notification Process. The worksite locations and workloads are very dynamic due to the nature of the bases' mission. In order to efficiently and effectively manage and coordinate these variations in real time with minimal impact to mission requirements, the following process shall be utilized: The COR shall notify the contractor via e-mail that service is required or not required at certain facilities. The information shall include the facility number, amount of square footage, and start or stop date. Two (2) calendar days shall be the normal custodial service start-up or termination timeframe unless otherwise stated. The e-mail shall also include a current updated spreadsheet detailing all facilities that are receiving custodial service to include the facility number, square footage, termination date, or start-up date. This e-mail shall be sent simultaneously to all three parties: COR, CO, and contractor. All parties shall acknowledge the receipt of this e-mail and the correctness of the information and data. Conversely, if the contractor finds that a facility has been vacated or re-occupied, the contractor shall utilize the same process to inform the COR and CO.

4.20. Contracting Officer (CO) and Contracting Officer Representative (COR). The CO will appoint a primary and alternate representative for management of the day-to-day activities of the

contract. The identity, title, and authority of this representative will be provided in writing to the contractor after contract award.

4.21. Safety Requirements and Reports. The contractor shall perform work in a safe manner as required by Office of Safety and Health Association (OSHA) requirements. The contractor shall provide a verbal report to the CO as soon as possible of each occurrence of damage to Government property or an accident resulting in death, injury, occupational disease, or adverse environmental impact. The contractor shall provide a completed copy of required Accident Investigation Reports to the CO within five calendar days of each occurrence.

4.22. Anti-terrorism.

Reference:

- **Department of Defense Instruction (DoDI) 2000.16 DoD Antiterrorism (AT) Standards, 02 OCT 2006, Paragraph E3.18 DoD Standard 18**
- **Defense Federal Acquisition Regulation Supplement (DFARS) (*R*eference (*r*)) reflects current DoD AT security requirements for defense contractors**
- **Joint Publication 3-07.2 Antiterrorism**

Terrorism is defined as:

The calculated use of unlawful violence or threat of unlawful violence to inculcate fear; intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious, or ideological. See also **antiterrorism; combating terrorism; counterterrorism; force protection condition; terrorist; terrorist groups.**

Antiterrorism - As a prelude and during performance of any contract, it is critical that the Contractor be supportive of all DoD requirements to protect personnel and their families, installations, facilities, information, and other resources from terrorist acts. All **Contractors** and **Sub-Contractors** are responsible for providing their personnel information on the JB MDL Antiterrorism Program. During performance of work, personnel security and protection of resources is critical for the installation to maintain a safe work environment. Contractors and contracted personnel will be alert for any suspicious activities while on the installation. If any situation appears to be suspicious, immediate actions must be taken to properly notify the 87 Air Base Wing (ABW) Security Forces Squadron (SFS) Law Enforcement Desk (**Dix and McGuire**) (609) 562-6001, Lakehurst (732) 323-4000 ext. 2. Contractors must ensure that contracted personnel and vehicles are strictly controlled during performance of duty. For instance, Contractors shall use reasonable efforts to prevent any personnel or equipment from being placed in harm's way or in a position that could aid or abet terrorists. It is recommended that all contracted personnel take the computer-based training (CBT) for the DoD approved Antiterrorism Level Contractors are encouraged to contact the JB MDL Antiterrorism Office at (609)562-5362 for information regarding the installation Antiterrorism Program training and working web link.

REMEMBER IF YOU SEE SOMETHING – SAY SOMETHING

4.23. Plans

4.23.1. Transition Plan. The transition plan shall be provided in the technical proposal prior to contract award to include the below phase-in and phase-out requirements.

- **Phase-In:** Plan shall include, at a minimum, that the Contractor shall establish a project management office, recruit, retain and hire necessary personnel, obtain all required certifications and clearances, develop a systematic and disciplined approach to achieve an efficient/effective acquisition, submit deliverables IAW PWS Appendix 2, and attend post-award meetings as directed. The contractor shall describe their procedures for obtaining equipment and supplies in accordance with Federal Acquisition clause 52.208-9 - *Contractor Use of Mandatory Sources of Supply or Services*.
- **Phase-Out:** Plan includes, at a minimum, Contractor's approach to employee notification, retention of key personnel, turn-over of work in progress, removal of Contractor property, data and information transfer and any other actions required to ensure continuity of operations.

4.23.2 Management Plan. The management plan shall be provided in the technical proposal prior to contract award and shows the capability to meet the entire range of task requirements of the PWS by:

- Hiring, training and retaining an adequate staff.
- Demonstrating the offeror's understanding of the requirements for employees cleaning in the Child Development Center (CDC) and Youth Program (YP) facilities to include the following:
- Obtaining Security Clearances (PWS paragraph 1.4.2, inclusive),
- Training as required in paragraph 1.4.3 of the PWS,
- Immunizations and documentation (PWS paragraph 1.4.4).

5.0. APPENDICES. The government will make all publications, forms, references and report formats listed available. Publications can be accessed on-line at <http://www.e-publishing.af.mil/>. Supplements or amendments to listed publication from any organizational level may be issued during the life of the contract. The contractor shall immediately implement those changes in publications, which result in a decrease, or no change in the contract price. Prior to implementing any such revision, supplement, or amendment that will result in an increase in contract price, the contractor shall submit to the CO a price proposal and obtain prior approval. Price proposals shall be submitted as determined by the CO instructions. Changes in the contract price due to supplements and amendments shall be considered under the FAR 52.212-4, Contract Terms and Conditions - Commercial Items clause. Failure of the contractor to submit a price proposal in accordance with the CO instructions shall entitle the government to performance in accordance with such change, at no increase in contract price.

APPENDIX A - Air Force Common Levels of Service Standards

APPENDIX B - Estimated Square Footage and Cleaning Level

APPENDIX C- Floor Plans and Maps

APPENDIX D - Required Submittals/Reports/Forms

APPENDIX E – Employee Statement Form

APPENDIX F - Contractor Security Appendix

APPENDIX G - Applicable AFIs, DoDIs, AFFARS, Federal Standards, etc.

APPENDIX H – Checklist of Common Areas to Clean & Disinfect

APPENDIX A - Air Force Common Levels of Service Standards

- Level 1 Cleaning (Prestige)
- Level 2 Cleaning (Basic)
- Level 3 Cleaning (Academic Facilities – AETC Technical Training Schools and US Air Force Academy, CNATT and HRO classrooms)
- Level 4 Cleaning (Special Requirements)
 - Child Development Centers
 - Youth Centers
 - School Age Programs
 - Fitness Centers
 - Seasonal Buildings
- Level 5 NAVAIR, BUMED, CERDEC and CECOM Facilities / Areas (Special Tenant requirements)
 - Specialized Floors for Laboratories
 - Clinics

AF CUSTODIAL SERVICES: Level 1 Cleaning (Prestige)	
TASK / SERVICE	Level 1 Cleaning - Prestige General Officer, Wing/Base CC, MAJCOM Commander Suites: - Offices, Lobbies, Conference Rooms. Facility Waiting Areas, Base Operations, Library, Education Centers, Passenger Terminals, Recreation/ Community Centers, Chapels, Officer/Enlisted Clubs, Bath Houses (Remote and Isolated)
SWEEP FLOORS	1 x Week
MOP FLOORS	1 x Week
BUFF FLOORS	As required by the COR via work order
MAINTAIN/STRIP FLOORS	As required by the COR via work order
VACUUM CARPET	1 x Week
SHAMPOO CARPET	As required by the COR via work order
CLEAN WALK-OFF MATS	1 x Week
TRASH COLLECTION/REMOVAL (Centralized Location)	1 x Week
REST ROOMS (All tasks/services)	3 x per Week (Except as noted)
- RESUPPLY REST ROOMS	
- CLEAN DRINKING FOUNTAIN	

- CLEAN WALLS/PARTITIONS	
- SWEEP/DAMP MOP FLOORS	
- SCRUB FLOORS	Via work order by COR
- CLEAN/DISINFECT REST ROOMS	
- DESCALE FIXTURES	1x a Month
- REMOVE TRASH	

APPENDIX A: - Air Force Custodial Standards

AF CUSTODIAL SERVICES: Level 2 Cleaning (Basic)	
TASK / SERVICE	Level 2 Cleaning - Basic General Administrative and Industrial Areas - Wing Staff Agencies, Admin Facilities/Offices, PME Schools, Sq. Command Sections, Hangars, Laboratories, Shops, Warehouses, Computer Rooms, Auditoriums, Break Rooms, Lobbies, Conference Rooms, etc...
SWEEP FLOORS	1 x every two weeks
MOP FLOORS	1 x every two weeks
BUFF FLOORS	As required by the COR via work order
MAINTAIN/STRIP FLOORS	As required by the COR via work order
VACUUM CARPET	1 x every two weeks
SHAMPOO CARPET	As required by the COR via work order
CLEAN WALK-OFF MATS	1 x every two weeks
TRASH COLLECTION/REMOVAL (Centralized Locations)	1 x Week
REST ROOMS (All tasks/services)	2x a week (except as noted)
- RESUPPLY REST ROOMS	
- CLEAN DRINKING FOUNTAIN	
- CLEAN WALLS/PARTITIONS	
- SWEEP/DAMP MOP FLOORS	
- SCRUB FLOORS	Via work order by the COR
- CLEAN/DISINFECT REST ROOMS	
- DESCALE FIXTURES	1x a month
- REMOVE TRASH	

APPENDIX A: - Air Force Custodial Standards

AF CUSTODIAL SERVICES: Level 3 Cleaning (Academic Facilities – NAVAIR/HRO Technical Training rooms and NATTC TRAINING areas)	
SWEEP FLOORS	5 x Week
MOP FLOORS	5 x Week
BUFF FLOORS	2 x Month
MAINTAIN/STRIP FLOORS	2 x Year
VACUUM CARPET	5 x Week
SHAMPOO CARPET	Level 2 Service
CLEAN WALK-OFF MATS	Level 2 Service
TRASH COLLECTION/REMOVAL (Centralized Locations)	5 x Week
REST ROOMS (All tasks/services)	Level 1 Service
- RESUPPLY REST ROOMS	
- CLEAN DRINKING FOUNTAIN	
- CLEAN WALLS/PARTITIONS	
- SWEEP/DAMP MOP FLOORS	
- CLEAN/DISINFECT REST ROOMS	
- DESCALE TOILETS & URINALS	
- REMOVE TRASH	
CLEAN INTERIOR AND EXTERIOR OF WINDOWS	1 x Year
EMERGENCY SERVICES	As Required

**APPENDIX A: - Air Force Custodial Standards Level
4 Cleaning (Special Requirements)**

– Child Development Centers

AREA		
CLASSROOMS	Children Under 2 years	Children Over 2 years
Cabinets/Millwork (Scrubbing/Sanitizing)	1 x Daily	1 x Weekly
Carpet/Rugs (Shampoo)	1 x Monthly	Quarterly
Carpet/Rugs (Spot Clean)	As Needed	As Needed
Carpets/Rugs (Vacuum)	1 x Daily	1 x Daily

Clean, Sanitize Tables, Chairs, High Chairs	2 x Daily	2 x Daily
Clean, Sanitize Counters/Sinks	1 x Daily	1 x Daily
Doors (Knobs and surrounding areas)	1 x Daily	1 x Daily
Dusting (High)	Annually	Annually
Dusting (Low)	1 x Monthly	1 x Monthly
Floors - Eating (Damp Mop)	After breakfast, lunch, PM snack	After breakfast, lunch
Floors - Eating (Sweep)	After breakfast, lunch, PM snack	After breakfast, lunch
Floors (Buff)	1 x Monthly	1 x Monthly
Floors (Strip/Scrub/Seal/Wax)	Semi-annually	Semi-annually
Floors- Non-Eating (Damp Mop)	1 x Daily	1 x Daily
Floors- Non-Eating (Sweep)	1 x Daily	1 x Daily
Food Prep Counters/Service Surfaces	1 x Daily	1 x Daily
Trash (Emptying & Sanitize)	1 x Daily	1 x Daily
Walls (Routine cleaning/dusting)	1 x Daily	1 x Daily
Walls (Spot cleaning)	As Needed	As Needed
Windows (Exterior)	Semi-annually	Semi-annually
Windows (Interior)	Quarterly	Quarterly
Interior Glass/Mirrors/Other	1 x Weekly	1 x Weekly
Soiled Diaper Container (Emptying)	2 x Daily	
Soiled Diaper Container (Sanitizing)	1 x Daily	

-Child Development Centers (continued)

AREA	Children Under 2 years	Children Over 2 years
CLASSROOM REST ROOMS		
Clean, Sanitize Counters/Sinks/Faucets	1 x Daily	1 x Daily
Clean, Sanitize Toilets	1 x Daily	2 x Daily
Floors- Non-Eating (Damp Mop)	1 x Daily	2 x Daily
Floors- Non-Eating (Sweep)	1 x Daily	2 x Daily
Floors (Buff)	1 x Monthly	1 x Monthly
Floors (Strip/Scrub/Seal/Wax)	Semi-annually	Semi-annually
Resupply/stock	1 x Daily	1 x Daily
Walls/Partitions (Routine cleaning/disinfect)	1 x Daily	1 x Daily
OUTDOOR PLAYGROUNDS		
Trash (Emptying)		80% Full
GENERAL TASKS		
Clean Entrance, Lobby, and Corridors		1 x Daily
Clean Walk Off Mats		1 x Daily
ADMIN OFFICES		Level 2 Service
STAFF REST ROOMS (ALL TASKS)		Level 1 Service
LAUNDRY ROOM		
Floors (Damp mop)		2 x Monthly
Floors (Sweep)		1 x Weekly
EMERGENCY SERVICES		As Required

Level 4 Cleaning (Special Requirements)

- Youth Centers

AREA	
ACTIVITY ROOMS	Youth/Teen
Carpet/Rugs (Shampoo)	Quarterly
Carpet/Rugs (Spot Clean)	As Needed

Carpets/Rugs (Vacuum)	1 x Daily
Clean Tables, Chairs	1 x Daily
Doors (Knobs and surrounding areas)	1 x Daily
Dusting (High)	Annually
Dusting (Low)	1 x Monthly
Floors - Eating (Damp Mop)	1 x Daily
Floors - Eating (Sweep)	1 x Daily
Floors (Buff)	1 x Monthly
Floors (Strip/Scrub/Seal/Wax)	Semi-annually
Floors- Non-Eating (Damp Mop)	1 x Daily
Floors- Non-Eating (Sweep)	1 x Daily
Trash (Emptying & Sanitize)	1 x Daily
Walls (Routine cleaning/dusting)	1 x Daily
Walls (Spot cleaning)	As Needed
Windows (Exterior)	Semi-annually
Windows (Interior)	Quarterly
Interior Glass/Mirrors/Other	1 x Weekly
MULTIPURPOSE ROOMS/COURTS	
Sweep/damp mop floors	1 x Daily
Sweep/damp mop/disinfect bleachers and stairs	1 x Weekly
Sweep under bleachers, pick up debris, remove chewing gum from court/bleachers	1 x Daily
Power Scrub Floor	1 x Weekly
Clean Walls	1 x Weekly
OUTDOOR PLAYGROUNDS	
Trash (Emptying)	80% Full
GENERAL TASKS	
Clean Entrance, Lobby, and Corridors	1 x Daily
Clean Walk Off Mats	1 x Daily

ADMIN OFFICES	Level 2 Service
STAFF REST ROOMS (ALL TASKS)	Level 1 Service
EMERGENCY SERVICES	As Required

Level 4 Cleaning (Special Requirements)

– School Age Programs

AREA	
CLASSROOMS	6 to 12
Cabinets/Millwork (Scrubbing/Sanitizing)	1 x Weekly
Carpet/Rugs (Shampoo)	Quarterly
Carpet/Rugs (Spot Clean)	As Needed
Carpets/Rugs (Vacuum)	1 x Daily
Clean Tables, Chairs	1 x Daily
Clean, Sanitize Counters/Sinks	1 x Daily
Doors (Knobs and surrounding areas)	1 x Daily
Dusting (High)	Annually
Dusting (Low)	1 x Monthly
Floors - Eating (Damp Mop)	1 x Daily
Floors - Eating (Sweep)	1 x Daily
Floors (Buff)	1 x Monthly
Floors (Strip/Scrub/Seal/Wax)	Semi-annually
Floors- Non-Eating (Damp Mop)	1 x Daily
Floors- Non-Eating (Sweep)	1 x Daily
Food Prep/Service Surfaces	1 x Daily
Trash (Emptying & Sanitize)	1 x Daily
Walls (Routine cleaning/dusting)	As Needed
Walls (Spot cleaning)	As Needed
Windows (Exterior)	Semi-annually

Windows (Interior)	Quarterly
Interior Glass/Mirrors/Other	1 x Weekly
OUTDOOR PLAYGROUNDS	
Trash (Emptying)	80% Full
GENERAL TASKS	
Clean Entrance, Lobby, and Corridors	1 x Daily
Clean Walk Off Mats	1 x Daily
ADMIN OFFICE	Level 2 Service
REST ROOMS (ALL TASKS)	Level 1 Service
LAUNDRY ROOM, if applicable	
Floors (Damp mop)	2 x Monthly
Floors (Sweep)	1 x Weekly
EMERGENCY SERVICES	As Required

**APPENDIX A: - Air Force Custodial Standards Level
4 Cleaning (Special Requirements)**

- Fitness Centers

TASK / SERVICE	HALLWAYS, CORRIDORS, LOBBIES, STAIRWAYS, ENTRANCE WAY, GENERAL ROOMS
SWEEP FLOORS	1 x Daily
MOP FLOORS	1 x Daily
BUFF FLOORS	1 x Monthly
MAINTAIN/STRIP FLOORS	1 x Year
CLEAN ENTRYWAY GLASS DOORS	1 x Daily
VACUUM CARPET	1 x Daily
SHAMPOO CARPET	1 x Year
CLEAN WALK-OFF MATS	1 x Daily
CLEAN SANITIZE DRINKING FOUNTAINS	1 x Daily
LOW DUST (LEDGES/WINDOW SILLS)	1 x Quarter
EMPTY TRASH	1 x Daily
CLEAN INTERIOR/EXTERIOR HIGH GLASS	1 x Year
HIGH DUST (CEILING RAFTERS/LIGHTS/FAN)	1 x Year

TASK / SERVICE	LOCKER ROOMS, PUBLIC RESTROOMS, FAMILY CHANGING AREAS
- CLEAN/DISINFECT SHOWERS, FIXTURES, WALLS,CURTAINS	2 x Daily
- SWEEP/ MOP FLOORS/VACUUM IF CARPETED	2 x Daily
- CLEAN SMALL TRASH CAN WITHIN ACCESS OF EACH FEMALE TOILET	2 x Daily
- CLEAN/SANITIZE TOILETS, URINALS, SINKS, FIXTURES	2 x Daily
- RESUPPLY LOCKER ROOMS AND RESTROOMS	2 x Daily

- CLEAN MIRRORS	2 x Daily
- REMOVE TRASH	2 x Daily
- CLEAN WEIGHT SCALES	2 x Daily
- CLEAN INFANT CHANGING TABLES	2 x Daily
- CLEAN WALLS /PARTITIONS	1 x Weekly
- CLEAN TRASH CANS	1 x Weekly
- POWER SCRUB SHOWER /FLOOR DRAIN COVERS	1 x Weekly
- POWER SCRUB LOCKER ROOM FLOORS	1 x Month
- HIGH DUST (CEILING FANS, TOP OF LOCKERS, IMMEDIATE VICINITY AROUND AIR DUCTS, VENTS	1 x Month
- DESCALE TOILETS, URINALS, SHOWERS	1 x Month

TASK / SERVICE	SAUNAS/STEAM ROOM/WHIRLPOOLS
CLEAN FLOORS	1 x Daily
CLEAN BENCHES	1 x Daily
CLEAN GLASS	1 x Daily
CLEAN WALLS	1 x Weekly

TASK / SERVICE	EXERCISE ROOMS
CLEAN EQUIPMENT HOUSING IN CONTACT WITH FLOOR	2 x Daily
SWEEP/VACUUM FLOORS	2 x Daily
MOP FLOORS	2 x Daily
CLEAN MIRRORS	1 x Daily
SPOT CLEAN WALLS	1 x Month

TASK / SERVICE	PARENT CHILD AREAS
SWEEP/VACUUM FLOOR	1 x Daily
MOP/SANITIZE FLOOR	1 x Daily
CLEAN MIRRORS	1 x Daily
CLEAN EQUIPMENT HOUSING IN CONTACT WITH FLOOR	1 x Daily

TASK / SERVICE	BASKETBALL/RACQUETBALL COURTS
SWEEP/MOP FLOORS	1 x Daily
CLEAN INTERIOR GLASS (UP TO 6 FEET)	1 x Daily
PICK UP DEBRIS AROUND BLEACHERS	1 x Daily
CLEAN WALLS IN COURT/HALLWAYS	1 x Weekly
SWEEP/MOP BLEACHERS AND STAIRS	1 x Weekly
CLEAN PADDED WALLS AROUND COURT	1 x Weekly
CLEAN CORRIDOR	1 x Weekly

TASK / SERVICE	RUNNING TRACK
CLEAN INDOOR TRACK	1 x Daily
DEEP CLEAN PER MANUFACTURER'S GUIDELINES	1 x Month
DUST RAILINGS	1 x Month

TASK / SERVICE	MULTI -PURPOSE AREA
SWEEP / MOP FLOORS	1 x Daily
PICK UP DEBRIS	1 x Daily

TASK / SERVICE	MASSAGE ROOMS
SWEEP / MOP FLOORS	1 x Daily
REMOVE TRASH/DEBRIS	1 x Daily
SHAMPOO CARPETS	1 x Year

TASK / SERVICE	ADMIN AREAS (INCLUDES HEALTH & WELLNESS CENTERS AND MASSAGE AREAS)
SWEEP FLOORS	1 x Week
MOP FLOORS	1 x Week
VACUUM CARPET	1 x Week
CLEAN WALK-OFF MATS	1 x Week
TRASH COLLECTION / REMOVAL (Centralized Locations)	1 x Week
BUFF FLOORS	1 x Month
MAINTAIN / STRIP FLOORS	1 x Year

SHAMPOO CARPET	1 x Year
EMERGENCY SERVICES	As Required

**APPENDIX A: - Air Force Custodial Standards Level
4 Cleaning (Special Requirements)**

– Seasonal (5.5 months) Buildings

AREA	
Seasonal (5.5 months) Buildings	Bathrooms, Showers, Locker Rooms
Doors (Knobs and surrounding areas)	1 x Daily
Dusting (High)	Annually
Dusting (Low)	1 x Monthly
Floors (Sweep)	1 x Daily
Floors (Mop)	1 x Daily
Floors (Strip/Scrub/Seal/Wax)	Annually
Trash (Emptying & Sanitize)	1 x Daily
Walls (Routine cleaning/dusting)	1 x Daily
Walls (Spot cleaning)	As Needed
Windows (Exterior)	Annually
Windows (Interior)	Quarterly
Interior Glass/Mirrors/Other	1 x Weekly
Clean Walls	1 x Weekly
Clean Walk Off Mats	1 x Daily

**APPENDIX A: - Air Force Custodial Standards Level
5 Cleaning (Special Requirements)**

- Clinic

AREA	
ADMIN AND EXAM ROOMS	Clinic
Carpet/Rugs (Shampoo)	Quarterly
Carpet/Rugs (Spot Clean)	As Needed
Carpets/Rugs (Vacuum)	1 x Daily
Clean Tables, Chairs	1 x Daily
Doors (Knobs and surrounding areas)	1 x Daily
Dusting (High)	Annually
Dusting (Low)	1 x Monthly
Vinyl Floors - (Sweep)	1 x Daily
Vinyl Floors - (Damp Mop)	1 x Daily
Floors (Buff)	1 x Monthly
Floors (Strip/Scrub/Seal/Wax)	Semi-annually
Trash (Emptying & Sanitize)	1 x Daily
Walls (Routine cleaning/dusting)	1 x Daily
Walls (Spot cleaning)	As Needed
Windows (Exterior)	Semi-annually
Windows (Interior)	Quarterly
Interior Glass/Mirrors/Other	1 x Weekly
Clean Walls	1 x Weekly
GENERAL TASKS	
Clean Entrance, Lobby, and Corridors	1 x Daily
Clean Walk Off Mats	1 x Daily
EMERGENCY SERVICES	As Required

**APPENDIX A: - Air Force Custodial Standards
Level 5 Cleaning (Tenant Special Requirements)**

-NAVAIR, CERDEC, BUMED and USARB facilities / areas

AF CUSTODIAL SERVICES: Level 5 Cleaning for NAVAIR, CERDEC, BUMED and USARB facilities / areas

	Level 5 Cleaning – Special cleaning: NAVAIR, CERDEC, BUMED and USARB facilities / areas listed in Appendix B, Estimated Square Footage and Cleaning Level 5, shall receive additional restroom cleaning and additional desk / common areas trash collection
SWEEP FLOORS	2 x Week
MOP FLOORS	2 x Week
BUFF FLOORS	1 x Month
MAINTAIN/STRIP FLOORS	1 x Year
VACUUM CARPET	2 x Week
SHAMPOO CARPET	1 x Year
CLEAN WALK-OFF MATS	2 x Week
TRASH COLLECTION/REMOVAL	2 x Week
REST ROOMS (All tasks/services)	1 x per 24-hour period when the facility is operational
- RESUPPLY REST ROOMS	
- CLEAN DRINKING FOUNTAIN	
- CLEAN WALLS/PARTITIONS	
- SWEEP/DAMP MOP FLOORS	
- CLEAN/DISINFECT REST ROOMS	
- DESCALE TOILETS & URINALS	
- REMOVE TRASH	
EMERGENCY SERVICES	As Required
CLEAN INTERIOR AND EXTERIOR OF WINDOWS	1 x Year

Appendix B: Estimated Square Footage and Cleaning Levels

Cleaning Level 1 – Prestige							
Facility No.	Address	Description	User/Agency	Restroom SF	Carpet SF	Hard Floor SF	Total Cleaned SF per Facility
8	JBMDL LKE	Security	O&M	1455	0	7573	9028
33	JBMDL LKE	CMO	O&M	443	3,477	0	3,920
120	JBMDL LKE	Armory	O&M	0	0	597	597
150	JBMDL LKE	Command HQ	O&M	1,295	18,008	2,137	21,440
264	JBMDL LKE	Cathedral	O&M	46	1,962	351	2,359
620	JBMDL LKE	Welcome Center	O&M	105	1,130	241	1,476
649	JBMDL LKE	Guard Shack	O&M	0	0	65	65
687	JBMDL LKE	Fire House	O&M	640	6,095	2,604	9,339
Totals:				3,984	30,672	13,568	48,224

Cleaning Level 2 – Basic							
Facility No.	Address	Description	User/Agency	Restroom SF	Carpet SF	Hard Floor SF	Total Cleaned SF per Facility
5	JBMDL LKE	Public Works	O&M	504	13,084	1,077	14,665

42	JBMDL LKE	Transmitter	O&M	177	0	1,999	2,176
60	JBMDL LKE	Credit Union	O&M	22	950	969	1,941
88	JBMDL LKE	Transportation	O&M	241	577	2,579	3,397
108	JBMDL LKE	Dog Kennels	O&M	166	0	1,820	1,986

120	JBMDL LKE	Supply, NMCI, Union	O&M	286	7,996	339	8,621
148	JBMDL LKE	Hangar 2	O&M	541	0	3,726	4,267
158	JBMDL LKE	Navy Relief	O&M	80	850	1,148	2,078
189	JBMDL LKE	Auto Shop	O&M	166	0	128	294
191	JBMDL LKE	Rigger Shop	O&M	360	0	669	1,029
199	JBMDL LKE	Electric Shop	O&M	387	0	596	983
271	JBMDL LKE	Supply	O&M	393	642	3,210	4,245
272	JBMDL LKE	PW Maint. Shop	O&M	298	0	3,860	4,158
278	JBMDL LKE	Fuel Farm Office Bldg.	O&M	540	0	1184	1,724
307	JBMDL LKE	West Field	O&M	530	1,851	511	2,892
333	JBMDL LKE	Cafeteria	O&M	0	1,335	0	1,335
362	JBMDL LKE	Power Plant 2	O&M	105	0	151	256
386	JBMDL LKE	RSTS TAMS	O&M	112	0	2,009	2,121

481	JBMDL LKE	Maloney Hall	O&M	256	8,208	3,556	12,020
483	JBMDL LKE	Housing, Navy Recruiter	O&M	92	1,908	190	2,190
484	JBMDL LKE	Galley	O&M	317	3,993	726	5,036
485	JBMDL LKE	NEX	O&M	186	0	538	724
488	JBMDL LKE	Family Services, Chaplain	O&M	232	2,988	752	3,972
489	JBMDL LKE	Bowling Center	O&M	249	1,338	0	1,587
551	JBMDL LKE	Air Force Tactical Training	O&M	665	0	3383	4048
552	JBMDL LKE	Air Dept	O&M	72	0	0	72
571	JBMDL LKE	Environmental Bldg.	O&M	151	0	629	780
572	JBMDL LKE	Material Storage	O&M	150	0	0	150
608	JBMDL LKE	AIMD	O&M	446	0	0	446
626	JBMDL LKE	CHB-8	O&M	0	1,012	845	1,857
627	JBMDL LKE	CHB-8	O&M	0	0	1,919	1,919
628	JBMDL LKE	CHB-8	O&M	0	0	1,887	1,887
629	JBMDL LKE	CHB-8	O&M	0	0	1,921	1,921
630	JBMDL LKE	CHB-8	O&M	0	0	1,540	1,540
631	JBMDL LKE	CHB-8	O&M	180	0	0	180

639	JBMDL LKE	CHB-8	O&M	0	0	1,540	1,540
669	JBMDL LKE	MWR Recycling	O&M	84	0	675	759
850	JBMDL LKE	ARECS	ARECS	399	0	7,573	7,972
851	JBMDL LKE	ARECS	ARECS	1,643	0	8,549	10,192
Totals:				10,030	46,732	62,198	118,960

Cleaning Level 3 – Academics							
Facility No.	Address	Description	User/Agency	Restroom SF	Carpet SF	Hard Floor SF	Total Cleaned SF per Facility
1	JBMDL LKE	Hangar 1	O&M	911	0	9,243	10,154
1	JBMDL LKE	Hangar 1	NAVAIR	298	3,056	844	4,198
Totals:				1,209	3,056	10,087	14,352

Cleaning Level 4 – Special Services (CDC, Youth Centers, School-Age Programs, Fitness Centers, Seasonal Buildings Facilities / Areas)							
Facility No.	Address	Description	User/Agency	Restroom SF	Carpet SF	Hard Floor SF	Total Cleaned SF per Facility
123	JBMDL LKE	MWR	O&M	1,993	11,186	23,658	36,837
487	JBMDL LKE	Youth Center	O&M	342	1,717	2,077	4,136

545	JBMDL	Seasonal Bldgs	O&M	1,196	0	20,565	21,761
568	LKE						0
573							0
657	JBMDL LKE	CDC	O&M	821	2,666	5,255	8,742
Totals:				4,352	15,569	51,555	71,476

Cleaning Level 5 – Special Additional Trash Collection and Bathroom/Locker Room Cleaning, Special Laboratory Floor Cleaning, Clinics, Services for: NAVAIR, BUMED, CERDEC and USARB Facilities / Areas							
Facility No.	Address	Description	User/Agency	Restroom SF	Carpet SF	Hard Floor SF	Total Cleaned SF per Facility
1	JBMDL LKE	Hangar 1	NAVAIR	1918	18,755	27,424	48,097
5	JBMDL LKE	Public Works	NAVAIR	0	665	557	1,222
26	JBMDL LKE	BLDG 26	I2WD B26 CERDEC	826	8,994	2,783	12,603
38	JBMDL LKE	TRANSTEC	NAVAIR	167	352	244	763
39	JBMDL LKE	Admin Spaces	O&M	830	6,971	3,781	11,582
120	JBMD LKE	HRO, Comptroller, Contract	NAVAIR	2,445	37,805	4,719	44,964
120	JBMDL LKE	IMD Lab floor	NAVAIR	0	0	4,512	4,512
123	JBMD LKE	VLA/Photo	NAVAIR	380	691	14,237	15,308

123	JBMDL LKE	123 LABS	NAVAIR LAB	0	0	6,825	6,825
128	JBMDL LKE	US Army Rec Btn	USARB	160	1,916	2,223	4,299
148	JBMDL LKE	Hangar 2	NAVAIR	1,790	10,527	11,366	23,683
149	JBMDL LKE	Hangar 3	NAVAIR	1,573	1,094	30,412	33,079
149T	JBMDL LKE	Re-locatable Trailers	NAVAIR	502	18,347	1,071	19,920
150	JBMDL LKE	Hangar 2	NAVAIR	0	1,893	0	1,893
331	JBMDL LKE	Electric Lab	NAVAIR	0	0	3,724	3,724
332	JBMDL LKE	A/C Maint.	NAVAIR	61	0	277	338
332T	JBMDL LKE	A/C Maint.	NAVAIR	105	0	1,335	1,440
333	JBMDL LKE	WK Stand Lab	NAVAIR	105	0	1,986	2,091
342	JBMDL LKE	GSED Lab	NAVAIR	350	0	1,650	2,000
351	JBMDL LKE	Test-RSTS	NAVAIR	60	0	0	60
354	JBMDL LKE	RSTS INSTR Lab	NAVAIR	81	0	174	255
355	JBMDL LKE	PEVD	NAVAIR	510	4,000	9533	14,043
359	JBMDL LKE	Catapults	NAVAIR	233	0	1,421	1,654
360	JBMDL LKE	Catapults	NAVAIR	180	0	0	180
362A	JBMDL LKE	Test Lab	NAVAIR	666	352	4,306	5,324

369	JBMDL LKE	Elec. Shop	NAVAIR	207	1,031	2,018	3,256
370	JBMDL LKE	M&R Shop	NAVAIR	210	0	375	585
380	JBMDL LKE	RSTS Control Bldg.	NAVAIR	96	0	0	96
381	JBMDL LKE	Tracks	NAVAIR	0	0	630	630
382	JBMDL LKE	Comp. Bldg	NAVAIR	181	0	1,081	1,262
384	JBMDL LKE	Jet Engine Shop	NAVAIR	92	0	0	92
386	JBMDL LKE	Tracks	NAVAIR	112	0	2,461	2,573
387	JBMDL LKE	Tracks	NAVAIR	0	0	407	407
389	JBMDL LKE	Instrument Bldg	NAVAIR	0	0	900	900
398	JBMDL LKE	Material Storage	NAVAIR	0	0	411	411
405	JBMDL LKE	RALS Pit	NAVAIR	146	0	0	146
410	JBMDL LKE	PEVD	NAVAIR	138	0	9,464	9,602
562	JBMDL LKE	RDT&E	NAVAIR	1,690	38,086	50,046	89,822
566	JBMDL LKE	RDT&E	NAVAIR	104	0	900	1,004
572	JBMDL LKE	Material Storage	NAVAIR	150	0	0	150
574	JBMDL LKE	PEVD	NAVAIR	454	387	1,316	2,157
583	JBMDL LKE	NAPC Sit	NAVAIR	210	134	2,727	3,071
596	JBMDL LKE	Engineering	NAVAIR	2,084	35,694	3,429	41,207

596	JBMDL LKE	Jetti Lab	NAVAIR	0	0	904	904
646	JBMDL LKE	Helo Site	NAVAIR	28	542	115	685
672	JBMDL LKE	Recovery Site	NAVAIR	247	0	1,944	2,191
678	JBMDL LKE	Aircr/Plat Facility	NAVAIR	732	11,487	46,444	58,663
678	JBMDL LKE	Aircr/Plat Lab Floor Facility s	NAVAIR LAB	0	0	3,386	3,386
685	JBMDL LKE	EMALS	NAVAIR	100	384	1,686	2,170
688	JBMDL LKE	US Army Rec Btn	USARB	420	6,318	1,678	8,416
690	JBMDL LKE	FBI Hgr 8	FBI	1,392	1,958	6,474	9,824
693	JBMDL LKE	Aircr/Plat Facility	NAVAIR	94	0	400	494
708	JBMDL LKE	TRACKS CONTRO L	NAVAIR	64	0	1,735	1,799
Totals:				22,141	208,383	275,635	506,159

COVID CLEANING								
Facility No.	Address	Description	User/Agency	Total Cleaned SF per Facility	2x wk = 8	4x wk = 16	EST Total Cleaned SF per Facility per Mth	Total EST Annual SF per Facility
1	JBMDL LKE	Hangar 1	NAVAIR	46,176	0	738,816	738,816	8,865,792
5	JBMDL LKE	Public Works	NAVAIR	1,222	0	19,552	19,552	234,624
120	JBMDL LKE	HRO, Comptroller, Contracts	NAVAIR	47,036	0	752,576	752,576	9,030,912
123	JBMDL LKE	VLA/Photo	NAVAIR	14,928	0	238,848	238,848	2,866,176
123	JBMDL LKE	123 LABS	NAVAIR LABS	6,825	0	109,200	109,200	1,310,400
124	JBMDL LKE	Heat Treat	NAVAIR	144	0	2,304	2,304	27,648
148	JBMDL LKE	Hangar 2	NAVAIR	21,224	0	387,584	387,584	4,651,008
149	JBMDL LKE	Hangar 3	NAVAIR	35,671	0	570,736	570,736	6,848,832
149T	JBMDL LKE	Re-locatable Trailers	NAVAIR	19,418	0	310,688	310,688	3,728,256
150	JBMDL LKE	Command	NAVAIR	13,914	0	222,624	222,624	2,671,488
331	JBMDL LKE	Electric Lab	NAVAIR	3,724	0	59,584	59,584	715,008
332	JBMDL LKE	A/C Maint.	NAVAIR	3,928	0	62,848	62,848	754,176
333	JBMDL LKE	WK Standards Lab	NAVAIR	2,091	0	33,456	33,456	401,472

355	JBMDL LKE	PEVD	NAVAIR	25,400	0	406,400	406,400	4,876,800
359	JBMDL LKE	Catapults	NAVAIR	1,654	0	26,464	26,464	317,568
360	JBMDL LKE	Catapults	NAVAIR	180	0	2,880	2,880	34,560
362A	JBMDL LKE	Test Lab	NAVAIR	4,668	0	74,688	74,688	896,256
370	JBMDL LKE	M&R Shop	NAVAIR	585	4,680	0	4,680	56,160
380	JBMDL LKE	RSTS Control Bldg.	NAVAIR	96	768	0	768	9,216
381	JBMDL LKE	Tracks	NAVAIR	630	0	10,080	10,080	120,960
382	JBMDL LKE	Comp. Bldg.	NAVAIR	1,262	0	20,192	20,192	242,304
384	JBMDL LKE	Jet Engine Shop	NAVAIR	92	736	0	736	8,832
386	JBMDL LKE	Tracks	NAVAIR	2,573	20,584	0	20,584	247,008
387	JBMDL LKE	Tracks	NAVAIR	407	3,256	0	3,256	39,072
389	JBMDL LKE	Instrument Bldg.	NAVAIR	900	7,200	0	7,200	86,400
398	JBMDL LKE	Material Storage	NAVAIR	411	3,288	0	3,288	39,456
405	JBMDL LKE	RALS Pit	NAVAIR	146	0	2,336	2,336	28,032
562	JBMDL LKE	RDT&E	NAVAIR	89,822	0	1,437,152	1,437,152	17,245,824
566	JBMDL LKE	RDT&E	NAVAIR	104	0	1,664	1,664	19,968
574	JBMDL LKE	PEVD	NAVAIR	2,157	0	34,512	34,512	414,144

583	JBMDL LKE	NAPC Site	NAVAIR	3,071	24,568	0	24,568	294,816
596	JBMDL LKE	Engineering	NAVAIR	42,111	0	673,776	673,776	8,085,312
672	JBMDL LKE	Recovery Site	NAVAIR	2,191	17,528	0	17,528	210,336
678	JBMDL LKE	Aircr/Plat Facility	NAVAIR	58,663	0	938,608	938,608	11,263,296
678	JBMDL LKE	Aircr/Plat Facility Lab Floors	NAVAIR LAB	8,251	0	132,016	132,016	1,584,192
685	JBMDL LKE	EMALS	NAVAIR	2,170	0	34,720	34,720	416,640
693	JBMDL LKE	Aircr/Plat Facility	NAVAIR	494	0	7,904	7,904	94,848
708	JBMDL LKE	TRACKS CONTROL	NAVAIR	1,585	0	25,360	25,360	304,320
Totals:				475,090	82,608	7,436,224	7,518,832	90,225,984

APPENDIX C

FLOOR PLANS AND MAPS

JB MDL LAKEHURST:

Floor plans are available for review from the Civil Engineering Department located in Building 5.

APPENDIX D

REQUIRED SUBMITTALS / REPORTS / FORMS

Required	Due Date
IRC	Pre-Performance Conference
contractor's QCP	With Proposal Document
Cleaning Frequency Schedules	Upon Contract Award and as needed
Primary/Alternate POCs	Upon Contract Award and as needed
Customer Complaint Form	As Needed
Employee Statement Form	As Needed

Attachment E

Employee Statement Form

In accordance with AFI 34-144, this form is to be completed by any employee who will be assigned independent work at the Youth Center, Teen Center, Child Development Center or any facility concerning children. Completed copies will be provided to the Contracting Officer.

1. Have you ever been arrested or convicted of a crime involving a child?

_____ Yes _____ No

If yes, describe the disposition of the arrest or charge.

2. Have you ever been arrested or convicted of a crime involving substance abuse.

_____ Yes _____ No

If yes, describe the disposition of the arrest or charge.

3. Have you ever been arrested or convicted of a crime involving a sex crime or violent crime.

_____ Yes _____ No

If yes, describe the disposition of the arrest or charge.

Your signature certifies that the above statements are true, correct, complete, and made in good faith.

NAME

SIGNATURE

DATE

APPENDIX F

APPENDIX F TO ANNEX C TO JB MDL JIDP CONTRACTOR SECURITY APPENDIX

1. SITUATION. This annex provides the 87th Security Forces Squadron (SFS) appendix to all statements of work for JB MDL.
 - 1.1. Enemy. Refer to Basic Plan.
 - 1.2. Friendly. Refer to Basic Plan.
 - 1.3. Assumptions. Refer to Annex C of this plan.
 - 1.4. Limiting Factors. Not all members listed below will be monitoring the radio.
2. MISSION. To provide Installation entry control procedures for all contractors. The following appendix provides information from Air Force Instruction 31-101, AFMAN 31-113 and local supplements on requirements for entering and conducting business while on Joint Base McGuire-Dix Lakehurst (JB MDL), New Jersey.
3. EXECUTION
 - 3.1. Contract Award. JB MDL requires all visitors/contractors/vendors to conduct a criminal history background check and Wants/Warrants check prior to being issued an Installation Access Pass/Card. This check is done at no expense to the contractor and will be accomplished at the Visitor Control Center or Commercial Vehicle Inspection Area. This will be completed prior to any access credential for JB MDL being issued to the contractor personnel.
 - 3.1.1 All personnel requesting an installation visitor pass must complete the *JB MDL request for criminal history form* at the Visitor Control Center or Commercial Vehicle Inspection facility. Failure to provide all required information may result in access to the installation being denied.
 - 3.1.2 A current/valid driver's license or identification card issued by a state or outlying possession of the United States provided it contains a photograph and biographic information such as name, date of birth, gender, height, weight, eye color, and address; must be in compliance with the REAL ID Act of 2005. Driver's license or identification cards will have a 'Gold Star' on the front of the credential indicating the ID is compliant with the REAL ID Act of 2005. Enhanced

Driver's License (EDL) will be marked as 'enhanced driver license' and bear a small red, white, and blue U.S. Flag logo on the front of the credential. Individuals not in possession of a 'COMPLIANT' or 'EDL' driver's license or identification card may present an alternate approved credential for identity proofing.

3.1.3 Acceptable alternate approved credentials are:

- a. United States Passport
- b. Consular Report of Birth Abroad
- c. Certificate of Naturalization issued by DHS
- d. Permanent Resident Card/Alien Registration Receipt Card (Form I-551)
- e. Foreign passport with a temporary (I-551) stamp or temporary (I-551) printed notation on a machine-readable immigrant visa
- f. Employment authorization document containing a photograph (Form I-766)
- g. U.S. Coast Guard Merchant Mariner Cards Credentials
- h. U.S. Certificate of Naturalization or Certificate of Citizenship (Form N-550) and U.S. Permanent Resident Card (Form I-551)
- i. PIV or PIV-I Card, DHS "Trusted Traveler Cards" (Global entry, NEXUS, SENTRI, FAST)
- j. U.S. Refugee travel document or other travel document or evidence of immigration status issued by DHS containing a photograph
- k. Foreign Government Issued Passport

3.1.4 If the contractor requires access to the installation for more than 60 days and up to three years, Visitor Control Center personnel will conduct a QWA Person Inquiry and criminal record check prior to issuing a card. Prior to issuing another Pass/Card another QWA Person Inquiry and criminal record check will be conducted.

3.1.5 If the contractor requires access for less than a 60 day period, a QWA Person Inquiry and criminal history check will be conducted prior to the contractor/vendor being issued an Installation Access Pass. Any subsequent request for entry will require another QWA Person Inquiry and criminal history background check to be accomplished.

3.1.6 The Visitor Control Center will conduct the required background checks, review the results and determine whether personnel will be authorized to enter JB MDL. The Visitor Control Center will forward any derogatory/disqualifying information to 87 SFS/S5R for debarment initiation. If no derogatory/disqualifying information is identified, any printed QWA Person Inquiries or criminal background checks will be destroyed immediately.

- 3.1.7 The Visitor Control Center will also notify the appropriate Administrative Contracting Office or unit POC of those personnel who are being denied access to the installation due to derogatory information identified in the individual's criminal background investigation. The disposition date (date the charges were finalized in court) is the date used to determine time frames. The below criminal history findings will automatically disqualify the person in question from being granted access to the installation:
- 3.1.7.1. There is a reasonable basis to believe based on an individual's criminal or dishonest history, that issuance of an access credential poses an unacceptable risk to the installation/mission.
 - 3.1.7.2. Wanted by Federal or civil law enforcement authorities, regardless of offense or violation.
 - 3.1.7.3. Immigration status is in question or cannot be verified.
 - 3.1.7.4. US Citizenship or Social Security Account Number cannot be verified.
 - 3.1.7.5. There is a reasonable basis to believe the individual has submitted fraudulent information concerning his or her identity.
 - 3.1.7.6. There is a reasonable basis to believe the individual will attempt to gain unauthorized access to classified documents, information protected by the Privacy Act, information that is proprietary in nature, or other sensitive or protected information.
 - 3.1.7.7. There is a reasonable basis to believe the individual will unlawfully or inappropriately use an access credential outside the workplace.
 - 3.1.7.8. Barred from entry/access to any Federal installation or facility.
 - 3.1.7.9. Wanted by federal or civil law enforcement authorities, regardless offense/violation.
 - 3.1.7.10. Any conviction of firearms, armed robbery or explosives violation within the last 10 years.
 - 3.1.7.11. Incarcerated for 12 months or longer within the past ten years, regardless of the offense/violation. This can be a single incarceration or several combined which total 12 months.
 - 3.1.7.12. Any conviction of espionage, sabotage, treason, terrorism or murder.

- 3.1.7.13. The individual is known to be or reasonably suspected of being a terrorist or belongs to an organization with known terrorism links/support.
- 3.1.7.14. The individual's name appears on any Federal or State agency's "watch list" or "hit list" for criminal behavior or terrorist activity.
- 3.1.7.15. The individual has been convicted of DUI manslaughter or involuntary manslaughter, drug possession with intent to sell, drug distribution or drug manufacture in the past 10 years.
- 3.1.7.16. The individual has been convicted of sexual assault, rape, child molestation, child pornography, trafficking in humans.
- 3.1.7.17. Any Felony conviction within the last 10 years
- 3.1.7.18. Any conviction of drug possession within the past 5 years, reviewable on a case-by-case basis.
- 3.1.7.19. There is a reasonable basis to believe, based on the individual's material, intentional false statement, deception, or fraud in connection with Federal or contract employment, that issuance of an access credential poses an unacceptable risk to the installation/mission.
- 3.1.7.20. There is a reasonable basis to believe, based on the nature or duration of the individual's alcohol abuse without evidence of substantial rehabilitation, that issuance of an access credential poses an unacceptable risk to the installation/mission.
- 3.1.7.21. There is a reasonable basis to believe, based on the nature or duration of the individual's illegal use of narcotics, drugs, or other controlled substances without evidence of substantial rehabilitation, that issuance of an access credential poses an unacceptable risk to the installation/mission.
- 3.1.7.22. A statutory or regulatory bar prevents the individual's contract employment; or would prevent Federal employment under circumstances that furnish a reasonable basis to believe that issuance of an access credential poses an unacceptable risk to the installation/mission.
- 3.1.7.23. The individual has knowingly and willfully engaged in acts or activities designed to overthrow the U.S. Government by force.

- 3.1.7.24. Any person with a pending court resolution will be denied access for any offense listed above. The disposition date (defined as the date the charges were finalized in court) is used to determine the debarment period.
- 3.1.7.25. Any person with a pending court resolution for an offense not listed above will be issued a pass for two weeks at a time until the case is finalized in court. If the charges are dismissed the person will be considered to have a favorable criminal history.
- 3.1.8 The contractor will provide an Entry Authority List (EAL) (see attachment 2 for EAL requirements) to the administrative contracting office or installation Point of Contact (POC) (i.e. 87 CONS, US Army Corps of Engineers (USACE), 87 CES, etc.). The contracting office will provide a copy of the initial EAL to the 87 SFS/Visitor Control Center. The contracting office will maintain any required documentation until the contract has been completed or terminated for any reason.
 - 3.1.8.1. The administrative contracting office or installation POC will authenticate and forward the EAL to the 87 SFS Visitor Control Center, *NLT 72 hours prior* to contract start date.
 - 3.1.8.2. If EALs are not accurate or contain fraudulent information, contractor identification badges will not be issued.
 - 3.1.8.3. Pen and ink changes for deletion purposes may be made to an EAL.
 - 3.1.8.4. Pen and ink additions to an EAL will not be accepted. All additions must be made by initiating a new EAL.
 - 3.1.8.5. The Master EAL will be resubmitted with the additions included. Individual letters for long term employees will not be accepted if the contract exceeds 60 days.
 - 3.1.8.6. The Visitor Control Center will maintain a copy of the documents for 90 days after expiration for future reference.
 - 3.1.8.7. Contractor/vendor Criminal History Record and Background Checks will be valid for a period of the issued credentials.
 - 3.1.8.8. When new credential is issued the contractor/vendor is required to complete a new check for each individual still employed and working at JB MDL.

- 3.1.8.9. Background checks will be updated by accomplishing a new JB MDL Criminal History Request Form. Records older than one years on file will be destroyed.
 - 3.1.8.10. Holders of other federal credentials must have a validated need for installation access and will not be granted unlimited or unrestrained access to JB MDL. Therefore, identification credentials/tokens issued by other Federal departments, such as the Transportation Workers Identification Credential (TWIC) [produced in accordance with the *Maritime Transportation Security Act of 2002* and Security and Accountability for Every (SAFE) Port Act of 2006] or other Federal credentials, may be used as identity proofing only and the person must be vetted and issued an Installation Access Pass/Card. .
- 3.1.9 Contractor Visitor Passes for Entry to JB MDL. Contractors and vendors will be issued a computer generated or handwritten Visitor Pass, or Defense Biometrics Identification System (DBIDS) card identifying them as a contractor authorized access to JB MDL.
- 3.1.9.1. A criminal history check will be conducted prior to issuing any pass or card.
 - 3.1.9.2. Contractor and vendor visitor passes will be issued at a Visitor Control Center or the Commercial Vehicle Inspection facility for all contractors or vendors who require access to the installation.
 - 3.1.9.3. Visitor paper passes will be issued to contractors or vendors who do not access the installation at least three days per week.
 - 3.1.9.4. Contractors and vendors who access the installation less than three days per week, but will access the installation for longer than one month will be included on an EAL with the date the contract expires. These personnel must stop at the Visitor Control Center each time they are needed to perform work. They will be issued a Visitor Pass each time they need to enter the installation. These personnel will be identified on the EAL as requiring periodic access.
 - 3.1.9.5. DBIDS Installation Access Cards will only be issued to contractors or vendors requiring access at least 3 days a week for more than 60 days in a year. Personnel will only be issued an Installation Access Card after all required Criminal History Checks are completed. Installation Access Passes will only be issued at any of the Visitor Control Centers or Commercial Vehicle Inspection facilities for the entire JB MDL. These personnel will be identified on the EAL as requiring daily access.

- 3.1.9.5.1. Contractor passes will be updated annually at the Visitor Control Center or Checkpoint 9 for contracts lasting over 1 year.
- 3.1.9.5.2. Contractor passes will be issued for the duration of the contract, or the length of the option period not to exceed 1 years, whichever is less.
- 3.1.9.5.3. NON U.S. CITIZENS: All non-U.S. citizens must provide a Work Permit Visa or Alien Registration Card with immigration number when requesting entry onto JB MDL. Upon completion of an approved Alien Immigration background check, the foreign national will be permitted to be sponsored onto the installation.
- 3.1.9.5.4. Foreign nationals requesting access onto Lakehurst must be initially authorize access and then be escorted to and from the required location.
- 3.1.9.5.5. Sponsors must meet their Foreign National visitor at the Lakehurst Visitor Control Center.
- 3.1.9.5.6. Non US citizens will not be issued an Installation Access Card for longer than their Work Permit Visa is valid.
- 3.1.9.5.7. Those contractors working under the AF Industrial Security program will provide an EAL to the Visitor Control Center.
- 3.1.9.5.8. Those contractors under the AF Industrial Security program requiring access to the AF computer network may be issued a Common Access Card (CAC) in lieu of the normal contractor visitor pass.
- 3.1.9.5.9. Those contractors under the AF Industrial Security program who have not been issued a CAC will be issued a contractor visitor pass if they will be on the installation less than 60 days. These Contractors will be issued an Installation Access Card if they will be on the installation longer than 60 days.
- 3.1.9.5.10. Those contractors under the AF Industrial Security Program who maintain an active DoD security clearance shall provide a Joint Personnel Adjudication System (JPAS) printout in lieu of the required background checks.

3.1.9.6. Installation Access Cards or temporary visitor / vehicle passes are issued for a specific purpose. It is not intended to allow unrestricted installation access and is to be used only when access is required for the stated purpose. Access Cards are the property of the government and must be returned to the issuing office when no longer authorized (termination, retirement, end of contract, expired, etc.) or required. The misuse of an Access Card or a temporary pass may be cause for confiscation and barment from the installation. All visitors and contractors will be advised that the acceptance of an Access Card and or temporary pass will be considered implied consent to inspect passenger(s) and vehicle at any time while on the installation. When an Access Card, visitor or vehicle pass has expired, renewal is not automatic. The sponsor or requesting individual must resubmit required information.

3.2. Contractor Vehicle Passes for Entry to JB MDL. Contractor vehicle passes will be issued at any Visitor Control Center or Commercial Vehicle Inspection Area.

3.2.1 All vehicles and drivers must have the following documentation prior to being issued a Visitor Pass/Card and being granted access to JB MDL:

3.2.1.1. Valid/current state driver's license with photo in compliance with the REAL ID Act of 2005. (Refer to 3.1.2 for guidance)

3.2.1.2. Valid state driver's license without photo with another government/state issued form of identification with photo.

3.2.1.3. Valid vehicle insurance.

3.2.1.4. Valid vehicle registration.

3.2.1.5. Bill of Lading (if available).

3.2.1.6. A JB MDL point of contact with a phone number.

3.2.1.7. Contractors will be issued Visitor Pass/Card for entry to JB MDL provided the required documentation listed in 3.2 is valid.

3.2.1.8. Commercial vehicles identified in Appendix 4 and issued a Visitor Pass/Card must enter the installation through a Commercial Vehicle Inspection Area

3.3. Contractor, Commercial and Oversized Vehicles. **All contractors, commercial and oversized vehicles must enter JB MDL Main Base through Checkpoint-9 located on Saylor's Pond Road.**

- 3.3.1 All contractors, commercial and oversized vehicles must enter JB MDL Lakehurst through the Commercial Vehicle Inspection (CVI) gate located on CR 547.
- 3.3.2 The following are considered “commercial and oversized” vehicles at JB MDL and these vehicles can only enter the installation IAW paragraph 3.3.1. & 3.3.2.
- 3.3.3 All vehicles registered and licensed for commercial purposes with “commercial” license plates, regardless of state of issue.
- 3.3.4 All vehicles, regardless of type, license plate, or size, having more than two (2) axles.
- 3.3.5 All vehicles used to carry tools, machinery, equipment, or other commercial related equipment onto the installation.
- 3.3.6 All vehicles displaying a commercial plaque, logo or emblem carrying tools, machinery, equipment, or other commercial related equipment onto the installation.
- 3.3.7 Pick-up trucks which have not been equipped with storage containers and are not loaded with material in the bed of truck may enter JB MDL through any gate.
- 3.4. Contractor vehicle and personnel processing requirements. Checkpoint - 9 is open for personnel and vehicle processing from 0600-1600 hours Monday through Friday and 0600-1400 hours Saturday, Closed on Sunday and some Holidays.
 - 3.4.1 Contractor/Commercial vehicles requesting JB MDL Main Base entry from 1600-0600 will not be allowed entry. Unusual circumstances will be handled on a case-by-case basis. Contact the Emergency Communication Center (ECC) at (609) 754-6001.
- 3.5. Lakehurst CVI is open for personnel and vehicle processing from 0700-1600 hours Monday through Friday.
 - 3.5.1 Contractor/Commercial vehicles requesting JB MDL Lakehurst entry from 1600-0700 or on weekends must be coordinated with the Operations Emergency Communication Center (ECC and BDOC) at (609) 754-6001/2001 /2002.
- 3.6. Sub-Contractors. All subcontractors are required to follow the same instructions listed above for their subcontractor personnel.
 - 3.6.1 **Contractors with an immediate access requirement for a short-term subcontractor must coordinate with their Contracting Officer prior to authorization of access without following the normal procedures.**

- 3.6.2 Short term Subcontractors will be issued a pass not to exceed 1 week.
- 3.7. Contractors. Contractors working in USAF Restricted Areas will comply with the following:
- 3.7.1 All contractors meeting the standard of visitor groups IAW AFI 31-501 will be issued line badges for working on the flight line and restricted areas. Those contractors must be working 90 or more consecutive days. All other contractors will require escort.
- 3.7.2 Each individual contractor (person) will be required to complete a Standard Form 85P - Questionnaire for Public Trust Position before accessing the Restricted Area. This is an investigation to determine the trustworthiness of the individual requiring access to the Restricted Area. This is not the same type of investigation as the NJ or other state background checks required to be conducted to access JB MDL.
- 3.7.3 Each individual will work with the unit security manager the contractor is supporting to complete the SF 85P.
- 3.7.4 Upon completion, the contractor will submit to the unit security manager for review.
- 3.7.4.1. If the 85P package contains errors, the individual will work with the security manager to correct.
- 3.7.4.2. If unable to correct, the individual will not be allowed access to the restricted area and may be asked to leave the installation.
- 3.7.5 If the SF 85P package contains no errors, the unit security manager will complete an AF Form 2586 - Unescorted Entry Authorization Certificate for accessing the restricted area.
- 3.7.6 The unit security manager will make an appointment with 87 ABW/IPP Personnel Security office for contractor processing and turn-in AF Form 2586.
- 3.7.7 The contractor will meet 87 ABW/IPP personnel and submit the completed SF 85P. 87 ABW/IPP will review SF 85P for accuracy and completion. If the 85P package contains errors, the individual will work with the personnel security office to correct.
- 3.7.7.1. If unable to correct, the individual will not be allowed access to the restricted area and may be asked to leave the installation.

- 3.7.7.2. If no issues with 85P, the 87 SFS Reports and Analysis will conduct a local files check on the individual.
 - 3.7.8 Upon local files check completion (no issues), contractor will be directed to the Pass & Registration (Bldg. 620) where a restricted area badge can be issued on an interim basis based on submission of the 2586 to S-5B.
 - 3.7.8.1. S-5B will review AF Form 2586 for accuracy and completion.
 - 3.7.8.2. If there are no errors, then an AF Form 1199 - Restricted Area Badge will be produced for the contractor.
 - 3.7.8.3. If there are errors on the AF Form 2586, the contractor will be directed to return to the unit security manager for re-accomplishment of the form.
 - 3.7.9 If potential disqualifying information is discovered the file is forwarded to the 87th ABW IPP office. The IPP office will coordinate with the unit and appropriate wing to determine an appropriate status for the contractor. If the determination is unfavorable the IPP office will notify the 87th SFS and unescorted entry privileges to restricted areas and the flightline will be withdrawn automatically.
- 3.8. Any work on or near the flightline will be coordinated through the 87 SFS/S5 office. The S5 Resource Protection section (Bldg. 6049 / Room 8) and Plans Manager (Bldg. 6049 / Room 7) must review prior to start of any work in or around a Controlled/Restricted Area.
 - 3.8.1 The S5 Resource Protection section will verify the need to access the restricted area and determine if a Free Zone must be established.
 - 3.8.2 The S5 Plans Manager needs to review all Statements of Work, Blueprints, and Contracts to ensure all JB MDL Force Protection needs are met and any police support is identified.
- 3.9. Flightline Driving. Only authorized contracted or privately owned vehicles with colored cones/placards are authorized on the flightline and/or flightline road unless driving a government vehicle or under authorized escort.
 - 3.9.1 Contractor personnel who are authorized to drive on the flightline will be issued a colored cone/placard from Airfield Management.
 - 3.9.2 Cones/placards must be visible during operations of the vehicle when driving on the flightline and when parked on the flightline.

- 3.9.3 The cone/placard must be secured (put away) upon departure from the flightline.
- 3.10. Restricted Areas: Defined as an area delineated by ropes, red lines or barriers that contain Protection Level resources (i.e. aircraft or equipment).
 - 3.10.1 These areas require a certain level of protection, and entry is only allowed by authorized personnel wearing a restricted area badge or personnel under authorized escort.
 - 3.10.2 Aircraft hangars are restricted areas when aircraft are present.
 - 3.10.3 Signs are posted every 100 feet on the exterior of restricted area boundaries stating; "Deadly Force is Authorized."
 - 3.10.4 Contractors will never enter restricted areas unless properly escorted or authorized by the installation commander or designee through the issuance of a restricted area badge.
 - 3.10.5 If the Security Forces or a military member detains a contractor or contract employee at any time or for any reason, the contractor will comply with their request and will not become combative or argumentative.
- 3.11. Miscellaneous Requirements. All requests for additional contractor personnel must meet the same requirements listed in para A1 above before Installation Access Passes will be issued.
 - 3.11.1 The administrative contracting office will be notified when personnel leave the contractor company for any reason and provide that information to the Visitor Control Center.
 - 3.11.2 The contractor company is responsible for the return of all contractor identification badges at the end of the contract or when personnel depart for any reason. All badges and passes will be returned to the Visitor Control Center.
 - 3.11.3 During increased Force Protection Conditions (FPCONs) there may be limited entry to the installation.
 - 3.11.4 Retired military or government personnel may be allowed to enter the installation through any gate providing the vehicle operator has a current and valid base entry ID card.
 - 3.11.5 Retired military or government personnel must be listed on the company EAL.

- 3.11.6 All retired military or government personnel will complete all Criminal History Record Information/Background Check regardless of their military/government retired status.
- 3.11.7 All contractor vehicles entering must be registered at the Visitor Control Center or Commercial Vehicle Inspection Facility.
- 3.11.8 Personnel authorized to receive a long-term Access Pass will not be issued a vehicle pass. The vehicle information will be included in the bar code of the pass. Personnel entering JB MDL who do not qualify for a long-term pass or are using a vehicle temporarily, will be issued an AF Form 75, Vehicle Pass.
- 3.12. Contractors are NOT normally authorized to Sponsor any personnel to enter JB MDL.
 - 3.12.1 Exceptions to this rule will be addressed on an as needed basis through the Contracting Officer and the 87 SFS Visitor Control Center Supervisor.
 - 3.12.1.1. The contractor must work through the Contracting Officer who in turn will contact the Visitor Control Center Supervisor.
 - 3.12.1.2. In the event the Visitor Control Center Supervisor is unavailable, the following personnel in the order listed may approve the contractor sponsorship authority:
 - 3.12.1.2.1. 87 SFS Deputy Air Provost, Operations Officer, Operations Superintendent, or the on- duty flight chief as necessary.
 - 3.12.1.2.2. Sponsoring personnel onto the installation is a limited privilege for emergent requirements only and cannot be used as a routine method to get subcontractors onto the installation.
 - 3.12.1.2.3. Contractors granted sponsorship privileges may only sponsor a visitor pass a maximum of 7 calendar days. If the person being sponsored onto the installation requires a longer pass, the responsible contracting officer or base POC must submit the person on an EAL.
 - 3.12.1.2.4. Contractors with Installation Access Sponsoring authority must contact the Visitor Control Center Supervisor or Senior Clerk to coordinate each emergent requirement.
 - 3.12.1.2.5. The sponsoring Contractor will be responsible for all individuals they sponsor onto the installation.

- 3.12.1.2.6. Contractor sponsorship privileges will be revoked if is determined the contractor is attempting to supersede normal installation access requirements.
 - 3.12.1.2.7. No more than three personnel per prime contract EAL will be granted sponsorship privileges.
 - 3.12.1.2.8. The Contracting Office or JB MDL point of contact will ensure this privilege is only granted to prime contractors who will not know in advance which personnel will be reporting for work.
 - 3.12.1.2.9. Personnel granted sponsorship authority must have a criminal history background check completed prior to them authorized to be a sponsor.
- 3.12.2 Any contractor found in violation of these requirements will be escorted off the installation. They will be removed from the company entry authority list and will not be allowed to reenter JB MDL without the express written permission of the Installation Commander.
- 3.12.3 Contractors are required to obey all entry requirements, traffic rules and requirements of JB MDL. Failure to comply will result in debarment from the installation.
- 3.12.4 Contractors are not authorized to utilize cell phones while operating a motor vehicle of any type while on JB MDL unless they can be operated hands free to include turning on, answering, speaking, and turning off.
- 3.13. Headsets are not authorized for use while operating a vehicle on JB MDL.
- 3.14. Questions or Problems. Questions on entry onto the installation may be directed to any one of the following locations: McGuire Gate Visitor Control Center – (609) 754-3197 or (609) 754-3003 Checkpoint 9 – (609) 562-3938 Lakehurst Visitor Control Center – (732) 323-2693
- 3.15. If a contractor has any problems while on JB MDL in any way related to base entry or security, the contractor should contact the Emergency Communication Center. (609)7546001/2001/2002/2003/2004.

ATTACHMENT 1 TO APPENDIX F TO ANNEX C TO JB MDL JIDP

JB MDL Request for Criminal History Check

87 Security Forces Squadron, JB McGuire/Dix/Lakehurst
REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION
FOR A NONCRIMINAL PURPOSE
 (TYPE OR PRINT ALL INFORMATION)

Date of Request

SUBJECT CONSENT OF THE REQUEST

NAME (Including Maiden Name)

(Last Name)	(Maiden Name)	(First Name)	(Middle Name)
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Home Address

Number and Street	City	State	Zip Code
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Date of Birth	Sex		
	Race		
Year Month Day		Driver's License number	State
	Country of Citizenship	Passport Number (Required if Foreign National)	

PURPOSE FOR REQUEST

Contractor _____	Company Name
(If applicable)	
Vendor	
Visitor	
MWR Use	
Volunteer	
Non-Contracted Business	
Other _____	Describe Other

Signature of Requester

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 301.10 U.S.C. 8012 and 8034, and EO 9397

PRINCIPAL PURPOSE: To verify individual status and conduct any background checks to determine if access to Joint Base McGuire-Dix-Lakehurst (JB MDL) is warranted. ROUTINE USE: All information will be maintained in a central Security Forces database and may be disclosed to public affairs and security representatives to carry out official duties. Information will not be considered "Public Domain" and will be safeguarded by the end users. DISCLOSURE: Information collected on this form and your signature are voluntary. If you have no objection to these procedures fill out the form and sign your name. Failure to provide the requested information or a signature may lead to denial of access and privileges at JB MDL.

This section for Security Forces Use only

Control number

Date Conducted

Derogatory (Y or N)

Operator

ATTACHMENT 2 TO APPENDIX F TO ANNEX C TO JB MDL JIDP
Contractor Entry Authority List (EAL) Requirements

A2.1. The EAL must include the following information regarding the contractor:

A2.1.1. Company Name.

A2.1.2. Company Address.

A2.1.3. Company Point of Contact (POC).

A2.1.4. Company POC Phone number.

A2.1.5. Company On Site Contact name.

A2.1.6. Company on Site Phone number.

A2.1.7. Contract Number

A2.1.8. Purpose of contract.

A2.1.9. Duration of contract (Start and End Dates)

A2.1.10. Location where contract is to be performed.

A2.1.11. JB MDL Unit POC Name and Grade,

A2.1.12. JB MDL Unit of Sponsor

A2.1.13. JB MDL Unit POC Phone number

A2.1.14. Administrative Contracting Officer POC

A2.1.15. Administrative Contracting Officer POC Phone Number

A2.1.16. Days of the week access is required (ie, Monday-Friday)

A2.1.17. Hours of the day access is required (ie 0600-1800)

A2.1.18. Alphabetical listing of all contractor personnel to include full name (LAST, First Middle Initial).

A2.1.19. Social Security Number of all contractors.

A2.1.20. Date of Birth of all contractors.

A2.1.21. Alien Registration Number or passport number for all Non-U.S. legal immigrants.

A2.2. Subcontractors must be processed in the same manner as a prime contractor.

A2.2.1. Subcontractors require all the above listed information and the following additional information which must be submitted:

A2.2.1.1. Subcontractor Company Name,

A2.2.1.2. Subcontractor Company Address,

A2.2.1.3. Subcontractor Company Point of Contact (POC),

A2.2.1.4. Subcontractor Company POC Phone number,

NOTE: Any military ID card holder working as a contractor must be included on the EAL.

FOR OFFICIAL USE ONLY

YOUR COMPANY LETTERHEAD

DATE

FROM: (Your Company Address Information)

MEMORANDUM FOR 87th Security Forces Squadron Visitor Control Center

SUBJECT: Entry Authority List (EAL)

1. The (Your Company Name) will be working on Contract Number (Example: F12958-06- C-0092) for the purpose of building the new Temporary Lodging Facility near Bldg. 2717 from 1 May 2009 through 31 May 2011.
2. My onsite POC will be (Example) John J. Johnson, and his on-site phone number is (Example: (123) 456-7890).
3. The JB MDL Unit POC is (Example: Lt Tom T. Thompson) from the (insert unit name Ex: SFS, 819 GRS, 87th CES), his phone number is (Example: (456)789-0123).
4. The Procurement/Administrative Contracting Officer is (Example: Mrs. Joan J. Jett) and her phone number is (Example: (789) 012-3456).
5. The following personnel will be required to access JB MDL on a daily basis for the length of the contract.

<i>LAST, First, MI</i>	<i>SSAN</i>	<i>Date of Birth</i>	<i>Days of Week Access Required</i>	<i>Hours of Day Access Required</i>
THUMB, Thomas J.	123-45-6789	1 Jan 1981	M-F	0600-1800
PLUMMER, Patricia M.	456-78-9012	25 Dec 1986	Tues only	1200-1600
KRAVER, Gregory A.	789-01-2345	4 Jul 1976	Sun-Sat (7 days/week)	24 hours
MORPHIUS, Neo D.	123-98-7654	31 Dec 1982	Mon & Wed only	0800-1200

6. If there are any questions, please contact me at (098) 765-4321.

1st Endorsement, Contracting Officer

Signature Block of Company

Signature Block of Procurement/Approving Official
Administrative Contracting Officer

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ATTACHMENT 3 TO APPENDIX F TO ANNEX C TO JB MDL JIDP
Contractor Free Zone Requirements and Procedures

A3.1. Free zones are temporary zones without protection level resources that are created within restricted areas when construction projects and similar activities make normal circulation controls inappropriate.

A3.1.1. Requests to establish free zones must be coordinated with those agencies involved in the project, including the unit commander or staff agency chief having immediate responsibility for the operational resources of the area, the 87 SFS/CC and 87 SFS/S-3ISR.

A3.1.2. Free zones are limited in size to the minimum necessary for the contract work to be completed. The free zone must seclude the construction area from the restricted area.

A3.1.3. The Integrated Defense Council (IDC) approves free zone establishment and concept of operations. Free zone approval must be in writing and is maintained by 87 SFS/S-3ISR and the organization most responsible for the project.

A3.2. Requests to establish free zones will be submitted by letter to the IDC voting membership after routing through the unit commander having immediate responsibility for the operational resources of the area, the restricted area OPR, and the 87 SFS/CC.

A3.2.1. Projects within or adjacent to flight line-controlled areas must be routed through 305 OSS/OSAM and Flight Safety (87 ABW/SE) prior to submittal to the IDC.

A3.2.2. The 87 ABW/CV is the final approving authority.

A3.2.3. Written requests for free zone establishment must contain the following information:

A3.2.4. Estimated start and completion dates of the project.

A3.2.5. Physical description of the area.

A3.2.6. Prohibited areas.

A3.2.7. A map indicating the requested free zone area and access routes to or from the free zone.

A3.2.8. An outline of security procedures to be used to ensure restricted area integrity.

A3.3. If a contractor is completing the work, the installation contracting officer gives the contractor a letter signed by the installation commander or the group commander responsible for the security of the area, outlining the contractor's security responsibilities.

A3.4. The USAF organization or agency most directly associated with the project must watch the free zone boundary, provide escorts, and prevent unauthorized entry into the restricted area. Ensure sufficient personnel are available to provide constant surveillance for the entire free zone boundary.

A3.5. Entry control to restricted areas containing free zones will not be delegated to contractors.

A3.6. The USAF organization or agency most directly associated with the project ensures the free zone boundary is clearly marked with an elevated rope, barrier, fencing, or other suitable material, clearly delineating it from the restricted area. Normally, the provision and placement of boundary materials and markers are included in the contract as a contractor responsibility.

A3.6.1. Signs identifying the free zone should face away from the free zone, so that they are visible upon approaching the free zone.

A3.6.2. Restricted area signs will be placed every 100 feet on the inside of the free zone boundary, visible to workers inside the free zone, clearly marking the restricted area boundary where it adjoins the free zone.

A3.6.3. Security forces will provide technical assistance in marking and maintaining the free zone boundary. (Note: Free zones WILL NOT be granted to replace, or granted as a convenience in place of, the need for escort officials and escorts.)

A3.6.4. The free zone will be closed and secured at the end of working hours each day.

A3.6.5. ECC will be notified by owner/user prior to opening/closing/securing the free zone.

A3.6.6. Security forces must conduct a sweep of the free zone area when closed for the day in areas containing PL1 and 2 resources.

A3.7. Free Zones for Protection Level 4 Resources (Controlled Areas).

A3.7.1. Free zones are established within controlled areas when construction projects and similar activities make it inappropriate/impractical to apply normal circulation controls.

A3.7.2. Establish a free zone corridor from some point on the controlled area boundary to the work project to aid in moving personnel and equipment.

A3.8. Controlled Area Free Zones. Establish free zones when construction projects or other temporary work activities make escort procedures impractical. Follow these general guidelines.

A3.8.1. Allow entry to the project work area at some point on the boundary of the controlled area with a free zone corridor.

A3.8.2. Ensure that the responsible activity maintains surveillance over the boundary of the free zone.

A3.8.3. Close the free zone and secure the controlled area after normal work project hours.

A3.8.4. If the temporary free zone inside a CA requires contractors to complete work around sensitive equipment or materials, owner/user personnel will be present any time contractors are in the area or will have the sensitive equipment or materials removed from the area.

APPENDIX G

Applicable AFIs, DoDIs, AFFARS, Federal Standards, etc.

For FAR clauses:

<https://www.acquisition.gov/?q=browsefar>

FAR 52 212.4 (a): Contract Terms and Conditions- Commercial Items, Inspection/Acceptance

For DoD issuance:

DoDI 1100: Policy and Procedures for Determining Workforce Mix

DoDI 1402.05: Background Checks on Individuals in DoD Child Care Services Programs

DoDI 2000.16: DoD Antiterrorism (AT) Standards, 02 OCT 2006

DoDI 3020.37: Continuation of Essential DoD Contractor Services During Crises

For AFI searches:

<http://www.e-publishing.af.mil/>

AFI 34.144: Child Youth Programs

For Federal Standards:

www.google.com:

FED.STD.313E: Material Safety Data, Transportation Data, and Disposal Data for Hazardous Materials furnished to Government Activities found through Google.

APPENDIX H

Checklist of Common Areas to Clean & Disinfect

- Desktops/Tabletops/Countertops (All FLAT surfaces)
- Table Drawer Fronts/Handles
- Chairs
- Podiums
- Self-standing Cabinet Doors
- Above/Below Counter Cabinet doors
- Light Switches
- Telephones/remotes
- Room Doors (front and back vertical surfaces)
- Doorknobs/Handles/Keypads/cac readers/locks
- Computer Workstation (Keyboard/Monitor/Stands/CPU)
- Windowsills
- Window Latches/Handles
- Sinks/Faucets/water fountains
- Miscellaneous Appliances
- Kitchen Areas
 - Refrigerator
 - Coffee Maker
 - Toaster/Toaster Oven
 - Water Cooler
- Elevator Walls/buttons
- Elevator Rails
- Stairwell Rails