



REPLY TO
ATTENTION OF

IMHD-PWF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5002

**GARRISON POLICY
DPW - 02**

22 JAN 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Custodial Services Policy

1. REFERENCES.

- a. AR 37-49, Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities, 15 October 1978.
- b. DOD Instruction 4000.19, Interservice and Intragovernmental Support, 9 August 1995.
- c. AR 5-9, Area Support Responsibilities, 16 October 1998.
- d. AR 420-1, Army Facilities Management, 12 February 2008.

2. PURPOSE. To outline policies and procedures in order to establish custodial support for Army tenants, Department of Defense (DoD), and non-DoD organizations that request custodial services.

3. APPLICABILITY. This policy applies to all Fort Hood facility occupants.

4. DEFINITIONS.

- a. Fort Hood tenant. A unit, agency, or activity that does not fall under the command of III Corps that occupies a facility on Fort Hood.
- b. Medical facilities. Any facility classified as Category 500 (medical treatment facilities or clinics) or Category 300 (Medical Research and Development) real property, or facilities that conduct practices involving blood borne pathogens, medical waste, or other hazardous waste generated from medical procedures.

5. POLICY.

- a. Authorized administrative facilities are those facilities occupied by the III Corps Commander and the US Army Garrison, including Child Development Centers and Child Youth Centers.

IMHD-PWF
SUBJECT: Custodial Services Policy

b. Basic custodial services provided for by DPW consist of one and six day schedules for non-reimbursable customers, and two and six day schedules for reimbursable customers. Standard levels of service for authorized administrative facilities include:

- (1) Clean and restock restrooms
- (2) Mopping
- (3) Vacuuming carpets
- (4) Stripping and waxing floors as scheduled
- (5) Shampooing carpets as scheduled

c. Custodial support requested by Fort Hood tenant organizations or a contractor is reimbursable and will be properly annotated on the Support Agreement, DD Form 1144, or Lease Agreement respectively. The following customers can request custodial services on a reimbursable basis:

- (1) Brigade and Division Headquarters
- (2) Fort Hood tenant facilities not listed in paragraph 5(d) below
- (3) Overseas Contingency Operations requirements not listed in paragraph 5(d)

d. The Garrison custodial services policy contract does not have the capacity to provide service to:

- (1) Privatized Army Lodging
- (2) Medical facilities
- (3) Motor Pool facilities
- (4) Dining facilities
- (5) Barracks (to include common areas)
- (6) Commissaries
- (7) Exchange facilities

IMHD-PWF
SUBJECT: Custodial Services Policy

e. When funding declines, services will be provided to authorized administrative facilities on a reduced level within the limits of the funding provided. Facilities normally scheduled for six day service may be reduced to two day service. Facilities normally scheduled for two day service are currently reduced to one day service. Annual, semi-annual, and monthly services may be reduced in frequency, or cancelled until further notice. Customers can reimburse for above the standard level of service if the service provided is not sufficient. Reimbursable customers will not be affected by declining budgets as long as reimbursement is received for services provided.

6. PROCEDURES.

a. To request new services, organizations or activities must submit a completed Department of the Army Form 4283 to the Work Management Branch, Bldg 4612.

b. Request for custodial services will be evaluated to determine if the requestor is authorized custodial service or whether reimbursement is required. The requesting organization will receive a formal written notification of the determination within 30 days of the request.

7. EXPIRATION. This Fort Hood command policy memorandum is effective immediately and will have a review date not to exceed 18 months from the date it is signed.

8. Points of contact for this memorandum are the DPW Service Agreement Coordinator at (254) 285-6701, Garrison Service Agreement Manager at (254) 553-0008 and the DPW Work Management Branch, at (254) 287-7759.


MATTHEW G. ELLEDGE
COL, IN
Commanding

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