



NATIONAL GUARD BUREAU

3501 FETCHET AVENUE
JOINT BASE ANDREWS MD 20762-5157

19 December 2014

MEMORANDUM FOR DISTRIBUTION

FROM: NGB/A7

3501 Fetchet Ave
JB Andrews MD 20762-5157

SUBJECT: Air National Guard (ANG) Engineering Technical Letter (ANGETL) 14-13: Facility Operations (FO) Policies and Procedures for Janitorial Contracts and Janitorial Services (EEIC 570F8) under Appendix 21, FOMA.

1. Purpose: This ANGETL prescribes the policies and procedures for administering certain sections of the Master Cooperative Agreements (MCA) for janitorial services through contractual service or with in-house maintenance personnel.
2. Effective Date: Immediately
3. Supersedes: ANG ETL 10-02, dtd. 1 February 2010
4. Reference: NGB 5-1, Appendix 21, 2105. b. (7).
5. Description and Implementation:
 - 5.1. This ANGETL defines the policies and procedures for Custodial Services and the level of services to provide.
6. Custodial Services: In-house State Maintenance Employees or contractual service (EEIC 570F8): Our intent is to define the level of services for custodial services performed on ANG installations based on FOMA funding. There are some questions from the field indicating the amount of services that we are to provide. Our policy is that custodial services are for common use areas of each authorized facility, i.e., hallways, restrooms, meeting rooms, etc. FOMA has limited resources of services and we will not provide service outside of the common use area. If your unit or section desires to have other areas serviced then they will need to seek funds from elsewhere to provide this service, or perform this service with building occupants. The Building Manager should address areas outside the common use area. Common use areas are typically defined as:
 - 6.1. Restrooms/Locker rooms/Shower Rooms
 - 6.2. Corridors/hallways

- 6.3. Classrooms/Conference Rooms/Training Rooms
- 6.4. Public traffic area
- 6.5. Break-rooms
7. The Base Civil Engineer/Facility Manager, in conjunction with the building manager, will determine which areas are classified as common use in specific facilities. The following areas are not typically considered common use areas and will not be cleaned by FOMA custodial employee's or FOMA contractual services.
 - 7.1. Private offices (Exception shall be Officers 0-6 and above or Civilian (equivalents))
 - 7.2. Shops
 - 7.3. Independent cubicles/Administrative areas
 - 7.4. Aircraft Hanger Floors
8. The level of service for common use areas shall include standard vacuuming of carpets, dusting (within areas of reach from floor to include common area furniture), cleaning and sanitizing of restrooms and showers, drinking fountains, and mopping of tile or hardwood floors. Additional cleaning requirements will be authorized based on availability of Federal Funds.
9. The CES Facility Manager will provide basic cleaning supplies and equipment for areas outside the common use area, to building managers or designee for authorized facilities.
10. The point of contact for this ANGETL is NGB/A7RP, SMSgt Jeff Coles, commercial (240) 612-8199, DSN 612-8199, or email jeff.coles@ang.af.mil.



PETER A. SARTORI, Col, USAF
Director, Installations and Mission Support

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