

TECHNICAL EXHIBIT 4

CLEANING FREQUENCY
REQUIREMENTS

In order to view the document(s) cited above in electronic format follow the instructions below to access the documents on the Headquarters, Marine Corps website. You will also need to have Acrobat Reader software on your machine in order to open the files on the website.

Click on the site below. When you reach the screen that says "Welcome to Management and Oversight Branch" click on "Other Documents" Tab located above those words. If the Tab bar is not immediately visible on the screen place the pointer above the "Welcome" and hold down the left mouse button and drag it downward. This should bring up the tab bar. Once you see the tab bar double click the "Other Documents" tab. This should bring up the list of hyperlinked documents. Select "TE-4-EC-Links". This will bring up the icons for each document.

<http://www.hqmc.usmc.mil/LBWeb.nsf/MainB?OpenFrameset>

[..\Linked documents\TE-4-CLNG FREQ-EC.xls](#)

CLEANING FREQUENCY REQUIREMENTS

FULL FOOD SERVICE (FFS)

FREQUENCY CODES:

AG	CLEAN AS YOU GO
DA	MEALS
AM	AFTER MEALS
D	DAILY
W	WEEKLY
M	MONTHLY
TW	TWICE WEEKLY
TM	TWICE MONTHLY
Q	QUARTERLY

	Sweep all Floors or / and Vacuum all Carpets	Scrub Floors Thoroughly (all areas)	Wet Mop Floors Thoroughly (all areas)	Damp Mop Thoroughly (all areas)	Minor Preventive Maintenance (all areas)	All Trash Removal / Cleaning (all areas)	Spot Cleaning (all areas)
Saladroom Areas	DA	W	AG	AG	D	DA	AM
Serving Lines (Main and Fast Food Carry Out)	DA	W	AM	AM	D	DA	AM
Beverage Areas	DA	W	AM	AM	D	DA	AM
Salad Bar Areas	DA	W	AM	AM	D	DA	AM
Specialty Bars	DA	W	AM	AM	D	DA	AM
Dining Areas	AM	W	AM	AM	D	DA	AM
Entrances and Exits	AM	W	AM	AM	D	AG	AM
Hallways	DA	W	AM	AM	D	AG	AM
Non-Food Storage Areas	AG	W	D	D	D	AG	AM
Food Storage Areas	AG	W	D	D	D	AG	AM
Refrigerated Storage Areas	AG	W	D	D	D		AM
Office Spaces	D	W	W	D	D	D	AM
Interior Trash Storage Areas	D	W	D	D	D	AM	AM
Restrooms and Locker Rooms (Employees)	AM	W	D	AM	D	AM	AM
Restrooms (Patrons)	AM	W	D	AM	D	AM	AM
Platform Receiving Areas (Loading Dock)	AG	D	D	D		AG	AM
Exterior Trash/Garbage/Cardboard Dumpsters	AG	D				AM	AM
Outside Areas	AM					AM	AM

TECHNICAL EXHIBIT 4

CLEANING FREQUENCY REQUIREMENTS

FULL FOOD SERVICE (FFS)

FREQUENCY CODES:

AG	CLEAN
DA	MEALS
AM	AFTER
D	DAILY
W	WEEKL
M	MONTH
TW	TWICE
TM	TWICE
Q	QUART

Dusting (all areas)

Damp Wipe (all areas) Thoroughly

All Metal and Wood Cleaning (all areas)

Clean All Walls and Doors (all areas)

Internal Glass Cleaning (all areas)

Clean Light Fixtures (all areas)

Thoroughly Clean all Planters Real or Plastic (all areas)

Clean Windows Thoroughly (all areas inside and out)

Clean Ceiling / Floor Fans Thoroughly (all areas)

Ducts, louvers, and Vents Cleaning

Saladroom Areas	D	AM	D	W	DA	Q		Q	2M	M
Serving Lines (Main and Fast Food Carry Out)	D	AM	D	W	DA	Q	M		2M	M
Beverage Areas	D	AM	D	W	DA	Q	M		2M	M
Salad Bar Areas	D	AM	D	W	DA	Q	M		2M	M
Specialty Bars	D	AM	D	W	DA	Q	M		2M	M
Dining Areas	D	AM	D	D	DA	Q	M	Q	2M	M
Entrances and Exits	D	AM	D	D	DA	Q	M	AM	2M	M
Hallways	D	AM	D	D	DA	Q			2M	M
Non-Food Storage Areas	D	AM	D	D	DA	Q		Q	2M	M
Food Storage Areas	D	AM	D	D	DA	Q	M	Q	2M	M
Refrigerated Storage Areas		AM	D	D	DA	Q			2M	M
Office Spaces	D	D	D	D	DA	Q	M	Q	2M	M
Interior Trash Storage Areas	D	D	D	D	DA	Q	M	Q	2M	M
Restrooms and Locker Rooms (Employees)	D	AM	D	D	DA	Q	M		2M	M
Restrooms (Patrons)	D	AM	D	D	DA	Q	M		2M	M
Platform Receiving Areas (Loading Dock)				W		Q			2M	M
Exterior Trash/Garbage/Cardboard Dumpsters				M						
Outside Areas				M		Q				

CLEANING FREQUENCY REQUIREMENTS

FULL FOOD SERVICE (FFS)

FREQUENCY CODES:

AG	CLEAN											
DA	MEALS											
AM	AFTER											
D	DAILY											
W	WEEKL											
M	MONTH											
TW	TWICE											
TM	TWICE											
Q	QUART											

Thoroughly Clean all Bus Cabinets (all areas)

Polish all Stainless Steel

Clean all TVs, Stands, and Brackets (all areas)

Clean Trophy Cases (all areas)

Clean Air Curtains and Insect Control Units

Clean all Curtains and / or Venation Blinds (all areas)

Stripping Wax (all areas)

Wax and Buff Floors (all areas)

Clean all Floors Drains

Clean Safety Mats (all areas)

Saladroom Areas	AG	W										
Serving Lines (Main and Fast Food Carry Out)	AG	W						Q	2W	Q	W	
Beverage Areas	AG	W						Q	2W	Q	W	
Salad Bar Areas	AG	W						Q	2W	Q	W	
Specialty Bars	AG	W						Q	2W	Q	W	
Dining Areas	D	W	W	M		W		Q	2W	Q	W	
Entrances and Exits		W				W		Q	2W	Q	W	
Hallways	AG	W				W		Q	2W	Q	W	
Non-Food Storage Areas	AG	W				W				Q	W	
Food Storage Areas	AG	W				W				Q	W	
Refrigerated Storage Areas	AG	W				W		Q	2W	Q	W	
Office Spaces		W				W		Q	2W	Q	W	
Interior Trash Storage Areas	AG	W								Q	W	
Restrooms and Locker Rooms (Employees)		W						Q	2W	Q	W	
Restrooms (Patrons)		W						Q	2W	Q	W	
Platform Receiving Areas (Loading Dock)	AG	W								Q	W	
Exterior Trash/Garbage/Cardboard Dumpsters	AG									Q	W	
Outside Areas	AG									Q	W	

1. Wet mopping is not performed on wood floors.
2. Substitute washing for wet mopping on concrete floors.
3. Spot cleaning to all type floors.
4. Damp mopping is not required if wet mopping is to be done after meal..
5. Cleaning includes racks, shelves, and dunnage in storage and refrigeration area.

CLEANING FREQUENCY REQUIREMENTS -

Mangement & Mess Attendant (MM&A) Services

FREQUENCY CODES:

- AG CLEAN AS YOU GO
- DA MEALS
- AM AFTER MEALS
- D DAILY
- W WEEKLY
- M MONTHLY
- TW TWICE WEEKLY
- TM TWICE MONTHLY
- Q QUARTERLY

- Sweep all Floors or / and Vacuum all Carpets
- Scrub Floors Thoroughly (all areas)
- Wet Mop Floors Thoroughly (all areas)
- Damp Mop Thoroughly (all areas)
- Minor Preventive Maintenance (all areas)
- All Trash Removal / Cleaning (all areas)
- Spot Cleaning (all areas)
- Dusting (all areas)
- Damp Wipe (all areas) Thoroughly
- All Metal and Wood Cleaning (all areas)
- Clean All Walls and Doors (all areas)
- Internal Glass Cleaning (all areas)
- Clean Light Fixtures (all areas)

Saladroom Areas	DA	W	AG	AG	D	DA	AM	D	AM	D	W	DA	Q
Serving Lines	DA	W	AM	AM	D	DA	AM	D	AM	D	W	DA	Q
Beverage Areas	DA	W	AM	AM	D	DA	AM	D	AM	D	W	DA	Q
Salad Bar Areas	DA	W	AM	AM	D	DA	AM	D	AM	D	W	DA	Q
Specialty Bars	DA	W	AM	AM	D	DA	AM	D	AM	D	W	DA	Q
Dining Areas	AM	W	AM	AM	D	DA	AM	D	AM	D	D	DA	Q
Entrances and, Exits	AM	W	AM	AM	D	AG	AM	D	AM	D	D	DA	Q
Hallways	DA	W	AM	AM	D	AG	AM	D	AM	D	D	DA	Q
Non-Food Storage Areas	AG	W	D	D	D	AG	AM	D	AM	D	D	DA	Q
Food Storage Areas	AG	W	D	D	D	AG	AM	D	AM	D	D	DA	Q
Refrigerated Storage Areas	AG	W	D		D		AM		AM	D	D	DA	Q
Office Spaces	D	W	W	D	D	D	AM	D	D	D	D	DA	Q
Interior Trash Storage Areas	D	W	D	D	D	AM	AM	D	D	D	D	DA	Q
Restrooms And Locker Rooms (Employees)	AM	W	D	AM	D	AM	AM	D	AM	D	D	DA	Q
Restrooms (Patrons)	AM	W	D	AM	D	AM	AM	D	AM	D	D	DA	Q
Platform Receiving Areas (Loading Dock)	AG	D	D	D		AG	AM				W		Q
Exterior Trash/Garbage/Cardboard Dumpsters	AG	D				AM	AM				M		
Exterior Areas	AM					AM	AM				M		Q

CLEANING FREQUENCY REQUIREI

Mangement & Mess Attendant (MM

FREQUENCY CODES:

- AG CLEAN AS YOU GO
- DA MEALS
- AM AFTER MEALS
- D DAILY
- W WEEKLY
- M MONTHLY
- TW TWICE WEEKLY
- TM TWICE MONTHLY
- Q QUARTERLY

- Thoroughly Clean all Planters Real or Plastic (all areas)
- Clean Windows Thoroughly (all areas inside and out)
- Clean Ceiling / Floor Fans Thoroughly (all areas)
- Ducts, louvers, and Vents Cleaning
- Thoroughly Clean all Bus Cabinets (all areas)
- Polish all Stainless Steel
- Clean all TVs, Stands, and Brackets (all areas)
- Clean Trophy Cases (all areas)
- Clean Air Curtains and Insect Control Units
- Clean all Curtains and / or Venation Blinds (all areas)
- Stripping Wax (all areas)
- Wax and Buff Floors (all areas)
- Clean all Floors Drains
- Clean Safety Mats (all areas)

Saladroom Areas		Q	2M	M	AG	W												
Serving Lines	M		2M	M	AG	W				Q	2W	Q	W					
Beverage Areas	M		2M	M	AG	W				Q	2W	Q	W					
Salad Bar Areas	M		2M	M	AG	W				Q	2W	Q	W					
Specialty Bars	M		2M	M	AG	W				Q	2W	Q	W					
Dining Areas	M	Q	2M	M	D	W	W	M		Q	2W	Q	W					
Entrances and, Exits	M	AM	2M	M		W				Q	2W	Q	W					
Hallways			2M	M	AG	W				Q	2W	Q	W					
Non-Food Storage Areas		Q	2M	M	AG	W				Q	2W	Q	W					
Food Storage Areas	M	Q	2M	M	AG	W				Q	2W	Q	W					
Refrigerated Storage Areas			2M	M	AG	W				Q	2W	Q	W					
Office Spaces	M	Q	2M	M		W				Q	2W	Q	W					
Interior Trash Storage Areas	M	Q	2M	M	AG	W				Q	2W	Q	W					
Restrooms And Locker Rooms (IM			2M	M		W				Q	2W	Q	W					
Restrooms (Patrons)	M		2M	M		W				Q	2W	Q	W					
Platform Receiving Areas (Loadi			2M	M	AG	W						Q	W					
Exterior Trash/Garbage/Cardboa					AG							Q	W					
Exterior Areas					AG							Q	W					

1. Wet mopping is not performed on wood floors.
2. Substitute washing for wet mopping on concrete floors.
3. Spot cleaning to all type floors.
4. Damp mopping is not required if wet mopping is to be done after meal.
5. Cleaning includes racks, shelves, and dunnage in storage and refrigeration area.

TECHNICAL EXHIBIT-4

CLEANING FREQUENCY REQUIREMENTS -

Brig Messhall Mangement & Food Preparation (M&FP) Services

FREQUENCY CODES:

AG	CLEAN AS YOU GO
DA	MEALS
AM	AFTER MEALS
D	DAILY
W	WEEKLY
M	MONTHLY
TW	TWICE WEEKLY
TM	TWICE MONTHLY
Q	QUARTERLY

Sweep all Floors or / and Vacuum all Carpets	Scrub Floors Thoroughly (all areas)	Wet Mop Floors Thoroughly (all areas)	Damp Mop Thoroughly (all areas)	Minor Preventive Maintenance (all areas)	All Trash Removal / Cleaning (all areas)	Spot Cleaning (all areas)	Dusting (all areas)	Damp Wipe (all areas) Thoroughly	All Metal and Wood Cleaning (all areas)	Clean All Walls and Doors (all areas)	Internal Glass Cleaning (all areas)	Clean Light Fixtures (all areas)
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Food Prep Areas (Galley, Bakery & Fast Food)	DA	W	AG	AG	D	DA	AM	D	AM	D	W	DA	Q
Saladroom Areas	DA	W	AG	AG	D	DA	AM	D	AM	D	W	DA	Q
Non-Food Storage Areas	AG	W	D	D	D	AG	AM	D	AM	D	D	DA	Q
Food Storage Areas	AG	W	D	D	D	AG	AM	D	AM	D	D	DA	Q
Refrigerated Storage Areas	AG	W	D	D	D	AM	AM	D	AM	D	D	DA	Q
Office Spaces	D	W	W	D	D	D	AM	D	D	D	D	DA	Q

TECHNICAL EXHIBIT-4

CLEANING FREQUENCY REQUIREI

Brig Messhall Mangement & Food f

FREQUENCY CODES:

AG	CLEAN AS YOU
DA	MEALS
AM	AFTER MEALS
D	DAILY
W	WEEKLY
M	MONTHLY
TW	TWICE WEEKL
TM	TWICE MONTH
Q	QUARTERLY

Thoroughly Clean all Planters Real or Plastic (all areas)

Clean Windows Thoroughly (all areas inside and out)

Clean Ceiling / Floor Fans Thoroughly (all areas)

Ducts, louvers, and Vents Cleaning

Thoroughly Clean all Bus Cabinets (all areas)

Polish all Stainless Steel

Clean all TVs, Stands, and Brackets (all areas)

Clean Trophy Cases (all areas)

Clean Air Curtains and Insect Control Units

Clean all Curtains and / or Venation Blinds (all areas)

Stripping Wax (all areas)

Wax and Buff Floors (all areas)

Clean all Floors Drains

Clean Safety Mats (all areas)

Food Prep Areas (Galley, Baker)	Q	2M	M	AG	W					Q	W
Saladroom Areas	Q	2M	M	AG	W					Q	W
Non-Food Storage Areas	Q	2M	M	AG	W					Q	W
Food Storage Areas	M	Q	2M	M	AG	W				Q	W
Refrigerated Storage Areas			2M	M	AG	W		Q		Q	W
Office Spaces	M	Q	2M	M		W		Q	2W	Q	W