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	TWICĘ WEEKLY
TM	TWICE MONTHLY
Q	QUARTERLY

Saladroom Areas	
Serving Lines (Mair	n and Fast Food Carry Out)
Beverage Areas	
Salad Bar Areas	
Specialty Bars	
Dining Areas	
Entrances and Exit	ts
Hallways	
Non-Food Strorage	Areas
Food Storage Area	S
Refrigerated Storag	je Areas
Office Spaces	
Interior Trash Stora	ge Areas
Restrooms and Loc	cker Rooms (Employees)
Restrooms (Patron	s)
Platform Receiving	Areas (Loading Dock)
Exterior Trash/Gark	page/Cardboard Dumpsters

Sweep all Floors or / and Vacum all Carpets	Scrub Fioors Thoroughly (all areas)	Wet Mop Floors Thoroughly (all are	Damp Mop Thoroughly (all areas)	Minor Preventive Maintenance (all a	All Trash Removal / Cleaning (all ar	Snot Cleaning (all areas)
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DA	W	AM	AM	D	DA	Αħ
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Outside Areas

CLEANING FREQUENCY REQUIREMENTS

FULL FOOD SERVICE (FFS)

DA AM D W M TW	CLEAN MEALS AFTER DAILY WEEKL MONTH TWICE TWICE 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 (al areas)	Ducts, louvers, and Vents Cleaning
, Saladroom Areas		D	АМ	D	w	DA	Q		Q	2M	М
Serving Lines (Main and Fast Food Ca	arry Out)	D	AM	D	W	DA	Q	М		2M	M
Beverage Areas		Ð	AM	Ð	W	DA	Q	M		2M	M
Salad Bar Areas		Ð	AM	Đ	W	DA	Q	М		2M	М
Specialty Bars		D	AM	D	W	DA	Q	М		2M	М
Dining Areas		D	AM	D	D	DA	Q	М	Q	2M	М
Entrances and Exits		D	AM	D	D	DA	Q	М	AM	2M	M
Hallways		D	AM	D	D	DA	Q			2M	М
Non-Food Strorage Areas		D	ΑM	D	D	DA	Q		Q	2M	М
Food Storage Areas		D	AM	D	D	DA	Q	М	Q	2M	М
Refrigerated Storage Areas			AM	D	D	DA	Q		_	2M	M
Office Spaces		D	D	D	D	DA	Q	М	Q	2M	М
Interior Trash Storage Areas		D	D	D	D	DA	Q	M	Q	2M	M
Restrooms and Locker Rooms (Emplo	D	AM	D	D	DA	Q	M		2M	M	
Restrooms (Patrons)		D	AM	D	D	DA	Q	M		2M 2M	M M
Platform Receiving Areas (Loading Do					W		Q			ZIVI	141
Exterior Trash/Garbage/Cardboard Du	ımpsters				M M		^				
Outside Areas					IVI		Q				

CLEANING FREQUENCY REQUIREMENTS

FULL FOOD SERVICE (FFS)

FREQUENCY CODES: AG DA AM D W M TW TM Q	CLEAN MEALS AFTER DAILY WEEKL MONTH TWICE TWICE 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 Un	Clean all Curtains and / or Venation Blind (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							Q	W	1. Wet mopping is not
Serving Lines (Main and Fast Food 6	Carry Out)	AG	W					Q	2W	Q	W	performed on wood floors.
Beverage Areas		AG	W					Q	2W	Q	W	Substitute washing for
Salad Bar Areas		AG	W					Q	2W	Q	W	wet mopping on concrete
Specialty Bars		AG	W					Q	2W	Q	W	floors.
Dining Areas		D	W	W	М		W	Q	2W	Q	W	Spot cleaning to all type
Entrances and Exits			W			Q	W	Q	2W	Q	W	floors.
Hallways		AG	W				W	Q	2W	Q	W	Damp mopping is not
Non-Food Strorage Areas		AG	W				W			Q	W	required if wet mopping is
Food Storage Areas		AG	w				W			Q	W	to be done after meal
Refrigerated Storage Areas		AG	W			Q	W			Q	W	Cleaning includes racks,
Office Spaces			W				W	Q	2W	Q	W	shelves, and dunnage in
Interior Trash Storage Areas		AG	W							Q	W	storage and refrigeration
Restrooms and Locker Rooms (Emp	oloyees)		W					Q	2W	Q	W	area.
Restrooms (Patrons)			W					Q	2W	Q	W	
Platform Receiving Areas (Loading I	Dock)	AG	W							Q	W	
Exterior Trash/Garbage/Cardboard I		AG								Q	W	
Outside Areas		AG								Q	W	

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CLEANING FREQUENCY	KEGNKEMEN 19 -

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
a	QUARTERLY

Sweep all Floors or / and Vacum al	Carpets	Scrub Floors Thoroughly (all areas)	Wet Mop Floors Thoroughly (all are	Damp Mop Thoroughly (all areas)	Minor Preventive Maintenance (all	All Trash Removai / Cleaning (all a	Spot Cleaning (all areas)	Dusting (all areas)	Damp Wipe (all areas) Thoroughly	All Metal and Wood Cleaning (all a	Clean All Walls and Doors (all area	Internal Glass Cleaning (all areas)
DA	W	AG	AG	Ð	DΑ	AM	D	AM	D	w	DA	Q
DA	W	AM	AM	D	DA	AM	Đ	AM	D	W	DA	Q
DA	W	AM	AM	D	DA	AM	D	AM	D	W	DA	Q
DA	W	AM	AM	D	DA	AM	D	AM	Đ	W	DA	Q
DA	W	AM	AM	D	DA	AM	D	AM	D	W	DA	Q
AM	W	AM		D	DA			AM	Đ	D	DA	Q
AM	W	AM		D	AG			AM	D	D	DA	Q
DA	W	AM	AM	D	AG			AM	D	D	DA	Q
AG	W	D	D	D	AG			AM	D	D	DA	Q
AG	W	D	D	D	AG			AM	D	D	DA	Q
AG	W	D		D		AM		AM	Đ	D	DA	Q
D	W	W	D	D	D	AM		D	D	D	DA	Q
D	W	D	D	D	AM			D	D	D	DA	Q
AM	W	D	AM	D	AM			AM	D	D	DA	Q
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Clean Light Fixtures (all areas)

C	LEANING FREQUENCY REQUIRE																
ı	Mangement & Mess Attendant (MM										**		٠				
F	REQUENCY CODES:	ō	SS	hly (ali		_ 			s (al		rol Units	n Blinds			•		
1 1 1	AG CLEAN AS YOU GO DA MEALS AM AFTER MEALS D DAILY W WEEKLY M MONTHLY TWICE WEEKLY 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)
9	, Saladroom Areas		Q	2M	М	AG	w								Q	w	Wet mopping is not
		М	•	2M	M	AG	w						Q	2W	Q	W	performed on wood floors.
		M		2M	М	AG	W						Q	2W	Q	W	2. Substitute washing for
	· · · • • · · · · · · · · · · · · · · ·	М		2M	М	AG	W						Q	2W	Q	W	wet mopping on concrete
	•	M		2M	М	AG	W						Q	2W	Q	W	floors.
	-	М	Q	2M	M	D	W	W	М			W	Q	2W	Q	W	Spot cleaning to all type
	-	М	AM	2M	M		W			Q		W	Q	2W	Q	W	floors.
	- -lallways			2M	M	AG	W					W	Q	2W	Q	W	4. Damp mopping is not
ļ	Non-Food Storage Areas		Q	2M	M	AG	W					W			Q	W	required if wet mopping is
1	Food Storage Areas	М	Q	2M	M	AG	W					W			Q	W	to be done after meal.
ı	Refrigerated Storage Areas			2M	M	AG	W			Q		W			Q	W	Cleaning includes racks,
(Office Spaces	М	Q	2M	M		W					W	Q	2W	Q	W	shelves, and dunnage in
ĺ	nterior Trash Storage Areas	M	Q	2M	M	AG	W								Q	W	storage and refrigeration
ı	Restrooms And Locker Rooms (IM		2M	М		W						Q	2W	Q	W	area.
I	Restrooms (Patrons)	М		2M	М		W						Q	2W	Q	W	
ı	Platform Receiving Areas (Loadi	i		2M	М	AG	W								Q	W	
Į	Exterior Trash/Garbage/Cardboa	•				AG									Q	W	
															_	147	

AG

Exterior Areas

CLEANING	FREQUENCY	/ RFOLIIREM	FNTS.

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

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TW TWICE WEEKLY TM TWICE MONTHLY Q QUARTERLY Food Prep Areas (Galley, Bakery & Fast Food) Saladroom Areas DA W AG AG D DA AM D AM D W DA Non-Food Strorage Areas AG W D D D AG AM D AM D D D Refrigerated Storage Areas AG W D D D AG AM D AM D D Refrigerated Storage Areas AG W D D D AG AM D AM D D Refrigerated Storage Areas AG W D D D AG AM D AM D D Refrigerated Storage Areas AG W D D D AG AM D AM D D Refrigerated Storage Areas AG W D D D AG AM D AM D D Refrigerated Storage Areas AG W D D D AG AM D AM D D Refrigerated Storage Areas			e n		<u> </u>		全真	ਠੁੱ		ě		၈ ပ		മ്	Ē	
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TM TWICE MONTHLY Q QUARTERLY Proof Prep Areas (Galley, Bakery & Fast Food) Saladroom Areas DA W AG AG D DA AM D AM D W DA Saladroom Areas DA W AG AG D DA AM D AM D W DA Non-Food Strorage Areas AG W D D D AG AM D AM D D Refrigerated Storage Areas AG W D D D AG AM D AM D D Refrigerated Storage Areas AG W D D D AG AM D AM D D Refrigerated Storage Areas AG W D D D AG AM D AM D D Refrigerated Storage Areas	M	MONTHLY	<u>آم</u>		<u> 2</u>		E E	e T		. <u>Ē</u>		<u> </u>		Val	Glass	뽀
TM TWICE MONTHLY Q QUARTERLY See 1	TW	TWICE WEEKLY	=		0 E		<u>e</u> §	£			<u>w</u>	je i		=	ច	į
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Food Storage Areas AG W D D D AG AM D AM D D DA Refrigerated Storage Areas AG W D D AM AM D D D DA	Non-Foor	d Strorage Areas	AG	W	D	D	D	AG	AM	D	AM	D	D		Q	
Reliigerated Storage Areas			AG	W	D	D	D	AG	AM	D	AM		_		Q	
Office Spaces D W W D D D AM D D D DA	Refrigera	ated Storage Areas	AG	W	D		D		AM		AM		D		Q	
	Office Sp	paces	D	W	W	D	D	D	AM	D	D	Đ	D	DA	Q	