



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
MARINE CORPS BASE QUANTICO  
3250 CATLIN AVENUE  
QUANTICO, VA 22134-5001

IN REPLY REFER TO:  
10110  
B214  
21 Dec 16

BASE FOOD SERVICE MEMORANDUM 03-17:

From: Technical Representative, Food Service Branch, G-4  
Logistics  
To: District Manager, Sodexo Inc., Quantico  
Subj: WORK REQUEST NOTICE PLACED ON MAJOR EQUIPMENT  
Ref: (a) Regional Garrison Food Service Contract  
M00027-11-C-0003  
Encl: (1) Work Request Notice

1. Per the reference, the Government will be responsible for the maintenance of mess hall facilities, which includes repairs to facility fixtures, including plumbing fixtures, light fixtures, repairing leaky faucets, toilets, and replacing burnt out light bulbs. The Contractor shall promptly notify the Government whenever the Contractor sees that a facilities maintenance task is required. **The Contractor shall attempt to unclog any clogged toilet, sink or drain, with a plunger (plumber's helper) before requesting assistance from the Government.**
2. Once the General Manager (GM) identifies equipment in need of repair, he/she will follow the procedures outlined in Base Food Service Memorandum 02-17. He/she will then fill out the enclosure (1) and place it on the equipment.
3. Enclosure (1) will only be removed from the equipment when it is repaired.
4. The point of contact is MSgt Osborne (703) 784-2491.

A handwritten signature in black ink, appearing to read "F. S. Osborne", is written over a circular stamp or seal.

F. S. OSBORNE

**WORK REQUEST NOTICE**

MESS HALL BUILDING NUMBER \_\_\_\_\_

DATE REPORTED TO BES \_\_\_\_\_

DATE REPORTED TO FMS \_\_\_\_\_

WORK ORDER NUMBER \_\_\_\_\_

WORK ORDER STATUS \_\_\_\_\_

**Enclosure (1)**

TO BE REMOVED BY MANAGER UPON COMPLETION OF REPAIRS

BY ORDER OF TR