



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

**JUL 12 2019**

BASE FOOD SERVICE MEMORANDUM 02-19:

From: Assistant Contracting Officer Representative (ACOR), Food  
Service Branch, G-4 Logistics  
To: District Manager, Sodexo, Quantico  
Subj: PLACEMENT OF WORK REQUEST NOTICE  
Ref: (a) Regional Garrison Food Service Contract III M95494-18-C-  
0018  
Encl: (1) Work Request Notice

1. Per the reference, the Government will be responsible for the maintenance and repairs of mess hall facilities. Repairs to mess hall facilities include plumbing and light fixtures, leaky faucets at hand-washing stations, repairing toilets, and replacing light bulbs per local Standard Operating Procedures. The Contractor shall notify the Government within 24 hours when a facilities maintenance task is required. The Contractor shall attempt to unclog any toilet, sink or drain with a plumber's helper (plunger) before requesting assistance from the Government. Enclosure (1) will be placed on all mess hall facilities requiring facilities maintenance.

2. The Contractor will be responsible for all Food Preparation and Serving Equipment (FPSE). The general manager will notify Sodexo maintenance of equipment requiring repairs. FPSE Repair Work Order form will be submitted to the ACOR for all repairs over \$500. Enclosure (1) will be placed on all equipment that is not operational.

3. Enclosure (1) will be removed by the general manager upon the completion of repairs.

4. The point of contact in this matter is Gunnery Sergeant Shawn C. Fitzpatrick at (703)432-1242.

  
S. C. FITZPATRICK

# WORK REQUEST NOTICE

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

DATE REPORTED TO BFS \_\_\_\_\_

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

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

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

TO BE REMOVED BY MANAGER UPON COMPLETION OF REPAIRS

BY ORDER OF ACOR  
Encl (1)