



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  
19 Jan 17

**BASE FOOD SERVICE MEMORANDUM 09-17:**

From: Food Service Officer, Food Service Branch, G-4 Logistics  
To: District Manager, Sodexo Inc., Quantico

Subj: BASE FOOD SERVICE MAINTENANCE REPORTING PROCEDURES

Ref: (a) Regional Garrison Food Service Contract  
M00027-11-C-0003

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. All work orders will be called in or submitted by email to [mccdc\\_fdsvc\\_maintreq@usmc.mil](mailto:mccdc_fdsvc_maintreq@usmc.mil) on Monday-Friday between the hours of 0730 and 1630.

3. Emergency work orders (i.e. power, steam, water or electric outage) that occur during the weekends, holidays and hours from 1630 to 0730 will be called in immediately to Facility Maintenance Section (FMS) (703) 928-4168 by the General Manager (GM). The GM will also notify the District Manager (DM) or Technical Representative (TR). The GM will immediately email the description of request, date, time and name of FMS employee to [mccdc\\_fdsvc\\_maintreq@usmc.mil](mailto:mccdc_fdsvc_maintreq@usmc.mil). On the following business day Base Food Service will provide the GM with the work request number which will be logged in the Maintenance log book.

a. District Manager can be reached at (540)623-4522.

b. The GM is the primary point of contact for all work orders.

4. At the end of the month the Sodexo Management Team will ensure that the following items are filed in the Maintenance Log Book under the correct month:

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a. Work request number.

b. Date of completion with signature by Facility Maintenance Employee.

c. Reconciliation will be conducted on the 8<sup>th</sup> day of the following month. If the 8<sup>th</sup> falls on a weekend, reconciliation will be conducted on the business day prior. Matching completed work orders for both Base Food Service and Sodexo.

5. All Mess Halls were provided with a Maintenance Log Book.

6. This Memorandum does not pertain to Mess Hall 2123 Dwyer Hall. Refer to memorandum 10-17 for guidance.

7. The point of contact is MSgt Osborne (703) 784-2491.

  
J. W. GLINSKY

Copy to:  
District Manager  
Technical Representative  
Mess Hall Managers  
QAE  
File