



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON, FORT CAVAZOS
1001 761ST TANK BATTALION AVENUE
FORT CAVAZOS, TEXAS 76544-5002

AMIM-CAP (420-1a1)

03 NOV 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Custodial Services Policy

1. REFERENCES.

a. DOD Instruction 4000.19, (Interservice and Intragovernmental Support), 25 April 2013, Incorporating Change 2, 31 August 2018.

b. Army Regulation (AR) 5-9, (Installation Support Management), 17 April 2018. (Supersedes AR 37-49).

c. AR 420-1, (Army Facilities Management), 12 February 2008.

d. OPORD 19-011 IMCOM Enterprise Operations - Annex D (Custodial Services).

2. PURPOSE. To establish policies and procedures in order to provide custodial support for Army tenants, Department of Defense (DoD), and non-DoD organizations that request custodial services.

3. APPLICABILITY. This policy applies to all Fort Cavazos facility occupants.

4. DEFINITIONS.

a. Fort Cavazos tenant: A unit, agency, or activity that does not fall under the command of III Corps that occupies a facility on Fort Cavazos.

b. Medical facilities: Any facility classified as Category 500 (medical treatment facilities or clinics) or Category 300 (Medical Research and Development) real property, or facilities that conduct medical practices, or practices involving blood borne pathogens, medical waste, or other hazardous waste generated from medical procedures.

5. POLICY.

a. Authorized administrative facilities are those facilities occupied by the III Armored Corps Commander and the U.S. Army Garrison, including Child Development Centers and Child Youth Centers. Administrative space within U.S. Army Reserve unit facilities with Category Code 17140 (United States Army Reserve Center) is authorized on a non-reimbursable basis.

b. The baseline custodial services provided for by the DPW operate on a bi-weekly schedule. Except for facilities requiring greater frequencies due to high traffic, service will not exceed a 1-day per week frequency. The authority for approving greater frequencies lies with the Director of Public Works. The standard level of services for authorized administrative facilities includes:

- (1) Cleaning and restocking restrooms.
- (2) Mopping.
- (3) Vacuuming carpets.
- (4) Stripping and waxing floors as scheduled.
- (5) Shampooing carpets as scheduled.

c. Custodial support requested by Fort Cavazos tenant organizations or facilities occupied by contractors is reimbursable and will be properly annotated on the Support Agreement or Lease Agreement respectively. The following customers can request custodial services on a reimbursable basis. Reimbursable services will not be initiated until a support agreement is signed and funding for at least 3 months of service is provided.

- (1) Fort Cavazos tenant facilities not listed in paragraph 5(d) below.
- (2) Overseas Contingency Operations requirements not listed in paragraph 5(d).
- (3) Category Code 72112 (enlisted unaccompanied housing, Warriors in Transition), reimbursable by MEDCOM.

d. The Garrison custodial services policy contract does not have the capacity to provide service to:

- (1) Privatized Army Lodging.
- (2) Medical facilities.
- (3) Motorpool and Training facilities (exception: Category Code 17213 [simulation center] and 17210 [simulation building motion] with administrative offices).
- (4) Dining facilities.

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- (5) Barracks (to include common areas).
- (6) Commissaries.
- (7) Exchange facilities.
- (8) Battalion headquarters and below.

e. As of the date of publication, services may be provided on a 1-day per week frequency. Reimbursable customers cannot obtain services that exceed the standard frequency provided to the rest of the Garrison. Increased frequencies are reserved for Child and Youth Services, and high-traffic facilities. For questions regarding category codes of facilities, please contact DPW.

6. PROCEDURES.

a. To request new services, organizations or activities must submit a completed custodial request at the following link: <https://home.army.mil/cavazos/units-tenants/Garrison/DPW/WMB>.

b. Allow 6 weeks for processing of the request prior to the requested date of service. Approval of requests is not guaranteed.

c. Request for custodial services will be evaluated to determine if the requestor is authorized custodial service or whether reimbursement is required. The requesting organization will receive a formal written notification of the determination within 30 days of the request.

7. The points of contact for this memorandum are the DPW Service Agreement Coordinator at (254) 285-6701 and the Garrison Service Agreement Manager at (254) 553-0008.

8. EXPIRATION. This command policy memorandum supersedes all previous policy letters and will remain in effect until superseded or rescinded.



LAKICIA R. STOKES
Colonel, LG
Commanding