



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, U.S. ARMY GARRISON, FORT STEWART / HUNTER ARMY AIRFIELD**  
**1791 GULICK AVENUE, BUILDING 709**  
**FORT STEWART, GA 31314-4400**

AMIM-SHG-ZA(100)

MEMORANDUM FOR U.S. Army Garrison Fort Stewart/ Hunter Army Airfield  
Directorates and Mission and Installation Contracting Command

SUBJECT: U.S. Army Garrison Fort Stewart/Hunter Army Airfield Policy #16, Design  
and Maintenance of Contractor Storage Areas

1. PURPOSE. To set forth the Fort Stewart/Hunter Army Airfield (FS/HAAF) policy regarding on-post contractor operations and storage areas.
2. APPLICABILITY. This policy applies to all contractors conducting operations on FS/HAAF.
3. POLICY. On-post contractor operations and storage areas must be maintained in an overall clean and orderly condition. To ensure a minimum level of upkeep and uniformity contractors must:
  - a. Submit to the Contracting Officer Representative (COR) a detailed sketch depicting the location and view of all facilities to be placed on, and all improvements to be made to, a storage site; obtain written approval from the Directorate of Public Works (DPW) prior to placing any facilities on or making any improvement to the site; and bear all expenses associated with establishing and maintaining the site.
  - b. Install and maintain a 6-foot-high chain link fence around all storage yards.
  - c. Install and maintain appropriate weatherproof signs identifying the contractor and the governing contract; locate such signs on the main gate to each storage yard and on any trailer; and list on said signs the name(s) and phone number(s) of the emergency point(s) of contact responsible for the site and available to always resolve problems regarding the site.
  - d. Install and maintain appropriate weatherproof signs on all storage containers identifying the owner of the container and the governing contact; keep all storage containers inside the fenced storage yards; and align storage containers in a neat and orderly manner.
  - e. Stack and arrange all materials not maintained inside an enclosed storage container in a neat and orderly manner inside the fenced storage yard. Where practical, place all materials on pallets, not directly on the ground.

AMIM-SHG-ZA

SUBJECT: U.S. Army Garrison Fort Stewart/Hunter Army Airfield Policy Memorandum #16, Design and Maintenance of Contractor Storage Areas

f. Allow no trash or other debris to accumulate in an unsightly manner; and coordinate with the COR on the proper placement and use for dumpsters.

g. Cut and maintain grass and weeds to a height of no more than six inches; and maintain all hedges, bushes, and other vegetation growth in a neat and presentable manner.

h. Place cone and barrier materials only when and where needed to protect work areas and collect immediately upon completion of the work.

i. Remove all materials, office trailers, storage containers, fence, and utilities at the conclusion of the contract; and restore the site to its original grade and condition including seeding with permanent grasses as required.

4. CONSEQUENCE OF NONCOMPLIANCE. Requiring activities will ensure the performance work statement and/or contract incorporates this policy by reference to place contractors on notice of the policy requirements. Should a contractor fail to comply with requirements in paragraphs 3a-i, or any changes or modifications thereto, the contractor's use of such sites and facilities may be terminated and the contractor will be required to move its operations to an off-post location.

5. PROPONENT. The point of contact is the Directorate of Public Works, Contract Management Branch at (912) 767-5845 or (912) 320-5770.

MARC J. AUSTIN  
COL, IN  
Commanding