



DEPARTMENT OF THE NAVY
COMMANDER NAVY INSTALLATIONS COMMAND
716 SICARD STREET SE SUITE 100
WASHINGTON NAVY YARD DC 20374-5140

CNICINST 11300.1
N4
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CNIC INSTRUCTION 11300.1

From: Commander, Navy Installations Command

Subj: FACILITY SERVICES PROGRAM FOR NAVY INSTALLATIONS

Ref: (a) CNICINST 3750.1B
(b) CNICINST 11350.1
(c) OPNAVINST 1700.9E CH-1
(d) Department of Defense Pollinator Conservation Reference Guide (September 2018)

Encl: (1) Facility Services Service Level Standards
(2) Cost Account Code Definitions

1. Purpose. To issue policy, guidance, and procedures for the Facility Services (FX) Program and financial special interest code FX Operations and Maintenance, Navy (OMN) and Operations and Maintenance, Navy Reserve (OMNR) funds for Navy Installations and special areas.
2. Scope and Applicability. This instruction is applicable to Commander, Navy Installations Command (CNIC), Navy Regions, Navy Installations, Navy Reserve Centers (NRCs), and Joint Bases where the Navy is lead service.
3. Policy. Efficient and effective Facilities Services are required across the Navy to provide safe, healthy facilities and grounds and support mission requirements of the Fleets.
 - a. Regions are authorized to deliver prestige grounds maintenance. Prestige grounds applies to areas within the immediate vicinity of main gates, command headquarters (HQ) buildings, parade grounds, and other high visibility areas designated by the Regional Commander (REGCOM) or designee. Prestige acreage will not exceed five percent of improved acreage and must be validated and approved by the REGCOM or their designee.
 - b. Regions are authorized to procure services for prestige custodial areas. Facilities and spaces designated as prestige areas must be validated and approved by the REGCOM or their designee. These areas include Installation Commanding Officer, Flag Officer, Senior Executive Services spaces, and associated conference rooms, quarterdecks, and areas used for meeting distinguished visitors.
 - c. Bird/Animal Aircraft Strike Hazard (BASH) support will be executed and managed per reference (a). Installation Wildlife Hazard Management Plans (WHMPs) are in place and must be used for developing requirements for grounds maintenance in support of airfield operations.

- d. FX funds Integrated Solid Waste (ISWM) program to include installation solid waste diversion reporting and qualified recycling programs compliance per reference (b).
- e. **Civilian personnel will not be used to augment contracted FX Services, with the exception of where Child and Youth Program (CYP) staff are authorized to perform additional functions necessary to support unique CYP mission requirements. CYP facility requirements are governed by reference (c) and are not subject to the service level standards in enclosure (1).**
- f. Military and civilian personnel can be used on a voluntary basis and limited to non-recurring FX requirements (e.g., Earth Day, one-time field days). When unsure of appropriateness, contact legal for a determination.
- g. FX funds are authorized to be used for fleet mooring requirements if moorings are BSO 52 requirements.
- h. Regions will control vegetation in ditches, swales, berms, and utility lines/systems as an FX program requirement. All ditches, swales, and berms must be maintained free of debris. Maintenance and repair of drainage systems are a Facilities Sustainment (ST) program responsibility.
- i. **Regions will only fund the purchase of chemicals for training and recreational swimming pools.** Maintenance, labor, and/or sustainment to be funded with Special Interest Code (SIC) MW or ST as appropriate. **FX funds will not be used for pool operations.**
- j. **Grounds maintenance of Morale, Welfare, and Recreation (MWR), non-housing recreation areas, playgrounds, and game fields are not included in the FX program; this is the responsibility of MWR.**
- k. Labor requirements include: specification writers (non-Sustainment, Restoration, and Modernization (SRM), pest controllers, civilian shops workforce; grounds maintenance, custodial and refuse collection workers, pavement clearance operators, and inmate controllers.
- l. On duty Fire and Emergency Services (F&ES) personnel will perform fire station cleaning. FX will fund all necessary cleaning supplies, equipment, and consumables to meet custodial service level standards. Custodial services performed via contract for fire stations must be approved by CNIC FX Headquarters Program Director (HPD). Contracts currently in place will not be renewed and will be replaced with F&ES personnel performing the cleaning, unless otherwise approved by CNIC FX HPD.
- m. Pollinator Conservation shall follow the recommendations of reference (d) to the maximum extent practicable in order to reduce operation and maintenance costs associated with landscaping management, while improving area management.

- n. Utilize xeriscaping and landscaping by identifying landscaping areas that are the most expensive to maintain and will provide a return on investment (ROI). Develop and maintain list of projects for rapid execution.
- o. Brown tree snake interdiction services in Guam and Coconut Rhinoceros Beetle eradication in Hawaii are FX program requirements.
- p. FX funds CNIC-directed intra-station moves (facility consolidation, demolition, etc.) not involving family housing. The tenant will fund intra-station moves involving Family Housing.
- q. Administrative medical facility areas under CNIC must comply with The Joint Commissions standards as funded by Bureau of Medicine and Surgery/Defense Health Agency.
- r. Contract close outs requiring current year funds because available local funds have expired, refer to the Region Unliquidated Obligations report, will be funded by realigning Region controls to HQ from the region's current fiscal year spread to cover payment/obligation.
- s. Only current approved service standard levels will be funded with CNIC FX. This includes CNIC Supported Command mission-specific requirements. Requests for Service Levels exceeding FX service level standards will be funded by the requesting command.
- t. FX only funds billets approved in the billet mapping.
- u. **The following are not FX program requirements:**
 - (1) QRP operations, unless approved by CNIC HQ N4.
 - (2) Any services associated with Facilities Sustainment, and Restoration and Modernization requirements.
 - (3) **Cleaning of range hoods and grease traps (commercial or residential). This service shall be funded from the operational budget of the program providing cooking operations/services. Maintenance and repair of built in commercial hood systems, part of a fire station facility, will be funded by the Sustainment, Restoration and Modernization (SRM) program.**
 - (4) Common area custodial services in Unaccompanied Housing (UH) facilities.
 - (5) Facilities Sustainment, Restoration and Modernization (SRM) of static displays.
 - (6) Performance Assessment Representatives (PARs). Use NAVFAC mission controls.

(7) Specification Writing, PAR support, and labor for in-house services for Non-CNIC Supported Commands. Performing activities must use direct funding from the customer.

4. Responsibilities

a. CNIC HQ

(1) Manage the Planning, Programming, Budget and Execution (PPBE) process for CNIC FX requirements and Commands resourced by CNIC.

(2) Work collaboratively with Naval Facilities Engineering Systems (NAVFAC) HQ Product Line Directors (PLDs) to develop enterprise NAVFAC FX labor requirements.

(3) Establish and allocate Region FX controls (labor and non-labor).

(4) Monitor Region funding execution rates (labor and non-labor).

(5) Maintain and update policy guidance for FX Program.

(6) Develop and maintain a spending plan with the Regions (updated quarterly).

(7) Centrally manage Fleet Mooring and xeriscaping programs.

b. CNIC Regions

(1) Manage the Planning, Programming, Budget, and Execution (PPBE) process for FX requirements, within their area of responsibility.

(2) Provide input to HQ in support of the Program Objective Memorandum (POM) process. Work with NAVFAC Facilities Engineering Commands (FEC) on holistic and comprehensive requirements that aim to adhere to REGCOM direction, and overall shore infrastructure support.

(3) Establish and allocate non-labor controls for installations. Identify programs at risk due to resource constraints, ensuring execution aligns with region priorities.

(4) Monitor monthly execution of region/installation requirements and controls. Update spend plan quarterly and provide to CNIC HPD.

(5) Review and approve all FX-funded contract rewrites, re-solicitations, and option awards prior to funding the contract.

(6) Maintain current copies of all installation FX-funded/awarded contracts (electronically or hard copy).

(7) Ensure the proper use of Cost Account Codes, enclosure (2), and funding document formats, using FX funds only on approved Program Elements.

(8) Inform CNIC HPD of any region realignment that transfer controls from the FX program to another program. Communicate to HQ the Region's ability to meet functional program requirements and assumed risk if requirements cannot be met.

(9) The continental U.S. Regions must coordinate with Installation BASH Working Group to ensure appropriate vegetation control is provided per Wildlife Hazard Management Plan (WHMP) requirements for BASH Mitigation Zones 1 and 2. Outside the Continental U.S. regions will coordinate with installations where the Navy has host nation approval for grounds maintenance. FX Reserve Program Directors will maintain visibility on WHMP requirements and participate (or a representative) in Installation BASH Working Groups.

(10) Execute recurring requirements within the first three quarters of the fiscal year.

c. CNIC Installations

(1) Develop specifications and statements of work for Facility Support Contracts (FSC).

(2) Perform Post Award Performance Assessment for Base Operating Support (BOS) and FSC contracts.

(3) Manage Integrated Solid Waste Management programs, execute contracted and/or in-house refuse and recycling services, operate qualified recycling programs where cost effective

(4) Identify new FX requirements and provide input to Regions and HQ in support of the POM process. Track execution, prioritization, installation data management and reporting, and installation oversight.

d. NAVFAC Headquarters

(1) Work collaboratively with CNIC HPD to develop enterprise NAVFAC FX labor requirements and appropriately map billets.

(2) Allocate FEC labor controls per CNIC-approved fiscal year allocation documents.

(3) Follow the direction of the CNIC HPD to adjust enterprise program resource plans when required. CNIC is the authority for program requirements.

e. NAVFAC FEC

- (1) Execute CNIC FX requirements.
- (2) Work collaboratively with RPDs to mitigate shortfalls and report associated program risks.
- (3) Manage allocated FX labor and non-labor controls in support of the FX program.
- (4) Manage FX labor funding execution; and labor burn rate (including overtime and contractor labor used to fill billets). Map the appropriate number of billets to FX.
- (5) Manage FX labor support funding (training/travel/shop equipment/safety supplies).
- (6) Collect reimbursable funding and cost recovery for all non-CNIC customers.
- (7) Ensure all FX-funded contracts, rewrites, re-solicitations, and option awards are reviewed by FX RPD prior to requesting funding for the Request for Proposal.
- (8) Ensure FX funding is not used for SRM contract specification writing.
- (9) In conjunction with the Region, communicate to CNIC HQ the ability to meet functional program requirements and assumed risk if requirements cannot be met.

5. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedule/Forms/AllItteris.aspx>.

b. For questions concerning the management of records related to this instruction or the record disposition schedules, please contact your local records manager or the OPNAV Records Management Program (DNS-16).

6. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC (N4) will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40, Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9.

Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



C. S. GRAY

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via CNIC Gateway 2.0 <https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>

Facility Services Service Level Standards

1. Custodial Service Level Standards

Work Item	Frequency	
	Prestige	Standard
Space Cleaning		
Emptying Waste Containers	2W	W
Emptying Recycling Containers	2W	As needed ¹
Low Area Cleaning	M	Y
High Area Cleaning	Y	Y
Interior Window Cleaning	Y	N/A ²
Exterior Window Cleaning	Y	N/A ²
Window Blinds Cleaning	Y	N/A ²
Entrance Cleaning	W	Y
Interior Glass Surfaces Cleaning	M	Y
Drinking Fountains Cleaning	D	D
Lunch/Break Room Cleaning		
Cleaning and Servicing	D	W ³
Emptying Food Waste Containers	D	D
Floor Care		
Sweeping and Dust Mopping	W	M
Vacuuming Carpets and Rugs	W	M
Cleaning Walk-off Mats	D	W
Spray Cleaning and Buffing	6Y	2Y ⁴
Wet Mopping	2M	4Y ⁴
Stripping, Coating, and Buffing	2Y	Y ⁴
Carpet and Rug Deep Cleaning	Y	Y/2
Restroom Services		
Restroom Cleaning	S	S
Restroom Servicing	S	S
Group Shower/Locker Room Cleaning		
Restrooms – clean and disinfect	D	D
Restrooms – restock consumables and empty waste	D	D
Wet mop and disinfect floors	D	D
Spot clean locker surfaces, doors, & hardware	D	D
Showers – clean and disinfect horizontal and vertical surfaces	D	D
Showers – scrub/deep clean and disinfect vertical surfaces	M	M
Machine clean/scrub and disinfect floors	2M	2M
Building Perimeter Services		
Debris Removal	W	M
Emptying Perimeter Waste Containers	W	2M

LEGEND			
S	Once per Shift	6Y	Six times per year
D	Daily	4Y	Four times per year
3W	Three times per week	3Y	Three times per year
2W	Two times per week	2Y	Two times per year
W	One time per week	Y	One time per year
2M	Two times per month	Y/2	One time every two years
M	One time per month	N/A	Not provided as recurring service

Note 1: Desk-side recycling collection is not provided in administrative and operational spaces. Centralized recycling containers must be provided and emptied as to prevent overflow.

Note 2: Custodial services may be ordered as non-recurring work based on need and available budget.

Note 3: Lunch/break room area services are limited to stocking paper towels and soap dispensers, where present (floor care in lunch/break room area is provided at the same frequency as the rest of the facility).

Note 4: Intent is to have floor care events scheduled and performed every two months; therefore, spray cleaning and buffing should not be performed concurrently with quarterly mopping. Annual stripping, coating, and buffing should be performed roughly six months after spray cleaning and buffing and will replace one spray cleaning event for flooring surfaces where stripping and waxing is appropriate.

2. **Ground Maintenance Service Level Standards**

a. Lawn Care Improved Grounds. Lawns are defined as grassy areas adjacent to building entrances or other areas that are designed to be maintained for aesthetic purposes (e.g., memorials, main gates, parade fields, and fence lines adjacent to primary public thoroughfares).

(1) Prestige. Grass is maintained at recommended heights specified below and can include some occurrences of variations in uniformity. Lawns are relatively healthy, and present a generally uniform appearance and natural color and have minimal bare areas, ruts, holes, weeds, dead vegetation, and debris. Provide annual pre-emergent and post-emergent weed control and fertilization; and annual dethatching, aeration, and over-seeding. Mowing includes concurrent trimming adjacent to fencing, poles, walls or other objects. Edging (vertical edge cutting at lawn edges) performed every other mowing and includes some variations in uniformity of appearance and some occurrences of vegetation encroachment on ground structures between services. Irrigate as necessary to maintain lawn health and appearance.

(a) Grass height by variety: (Min - Max Growth Height). Bermuda: 2" - 4"; Centipede: 2" - 4"; Fescue: 3" - 5"; Kentucky Blue Grass: 2" - 5"; St. Augustine: 2" - 4"; Zoysia: 2" - 5". Grass should be cut no more than one-third of the grass blade length when mowing to maintain grass health.

(2) **Standard.** Lawns in improved areas will be maintained at the grass heights specified below. Not required to be uniform in appearance. Lawns can include occurrences of other vegetation and height variations. Mowing includes concurrent trimming adjacent to fencing, poles, walls or other objects. Edging (vertical edge cutting at lawn edges) provided monthly during the growing season and includes variations in uniformity of appearance and several occurrences of vegetation encroachment on ground structures between services. Provide annual pre-emergent weed control (herbicide) and fertilization. Irrigate as necessary to maintain lawn health and appearance. Lawns will contain some occurrences of bare areas, ruts, holes, weeds, dead vegetation, and debris. No dethatching, aeration, or over-seeding provided. Unscheduled service authorized in response to health, safety, or sanitation issues. Determination of a health, safety, or sanitation requirement will be based on written documentation from an authoritative source such as the base safety office.

(a) **Grass Height:** (Min - Max Growth Height). **Maintain all grass between 2" - 6"** but mow **at least every two weeks during the growing season.** Grass should be cut no more than one-third of the grass blade length when mowing to maintain grass health.

(b) **Fields Improved Grounds.** Field mowing is required for areas around, behind, and between buildings that are not designated by the Installation as improved as described above, or fields and other grassy areas along roadsides, perimeter fence lines, or other areas. Grass heights in these areas should be maintained per the standards described for Lawn Care, but without the additional care requirements such as aeration, weed control, over-seeding, and fertilization.

(c) **Operational Areas Improved Grounds.** Installation operational areas are those areas driven by operational requirements (e.g., Bird/Animal Aircraft Strike Hazard (BASH), Antiterrorism and Force Protection (ATFP), and OP-5) and will be maintained per operational requirements.

1. Maintenance of areas identified as BASH mitigation zones and as defined in the installation Wildlife Hazard Mitigation Plan (WHMP).

2. Maintain installation perimeter fence line vegetation at a height of no more than 8" per NTTP 3-07.23. Clear zones for installation perimeter fences are defined by NTTP 3-07.2.3; however, each installation is different and may have different requirements. Consult the Region N3AT Program Director for installation specific clear zone requirements.

3. Maintain vegetation around ammunition storage facilities below 18" per NAVSEA OP-5 requirements.

(d) **Shrub, Hedge, Plant, and Tree Maintenance Improved Grounds**

(1) **Prestige.** Shrubs, hedges, plants, and trees are healthy and are allowed some deviations from a balanced appearance. Provide trimming, fertilization, and disease/insect control to maintain a healthy and balanced appearance. Only ornamental trees will receive recurring tree trimming as recommended and performed only by a certified Arborist. Non-

recurring service for all species provided on an as-needed basis to prevent interference with vehicular/pedestrian traffic, personal security, prevent encroachment, or meet operational requirements. Non-recurring service may be ordered via Indefinite Quantity or FedMall if not provided per the service standards herein.

(2) Standard. Shrubs, hedges, plants, and trees are trimmed and maintained a maximum of twice annually for appearance purposes, no fertilization, and disease/insect control. Shrubs, hedges, plants, and trees are healthy but are not required to be uniform in appearance. Additional trimming is authorized on a non-recurring basis to prevent interference with vehicular/pedestrian traffic, safety, security, encroachment, or operational requirements. Determination of a safety or operational requirement will be based on written documentation from an authoritative source such as the base safety office or Department Head responsible for the impacted mission. Refer to general notes below for additional information.

e. Plant Bed Maintenance Improved Grounds

(1) Prestige. Plant beds are maintained twice annually to include weeding, mulching, dead vegetation, and debris removal. Plant beds present a relatively neat appearance with some occurrences of weeds, debris or unwanted vegetation between services. Refer to general notes below for additional information.

(2) Standard. Plant beds are maintained annually to include weeding, pre-emergent vegetation/weed control, mulching, vegetation/debris removal. Plant beds may contain many occurrences of weeds, debris or unwanted vegetation between services. Prior to mulching, apply pre-emergent weed control (herbicide). Unscheduled service authorized in response to health, safety, or sanitation issues. Determination of a safety requirement will be based on written documentation from an authoritative source such as the base safety office. Refer to general notes below for additional information. Plant bed maintenance applies to the plant bed only (not plants, trees, hedges, or shrubs).

f. Vegetation Control and Removal Improved Grounds. The following levels apply to vegetation and weed control and removal in areas that are not in landscape areas:

(1) Prestige. All prestige areas of the installation present a relatively neat appearance with some occurrences of weeds, debris or unwanted vegetation between services. Maintain sidewalks, curbs, parking lots, brick walls, fences, building edges, and aggregate areas designated by the Installation a maximum of twice annually to ensure they are relatively free from unwanted debris and vegetation.

(2) Standard. Vegetation and weeds are removed from all improved areas of the installation once annually to include sidewalks, curbs, parking lots, brick walls, perimeter fences, building edges, and aggregate areas designated by the Installation. Developed areas in highly visible locations will be maintained twice annually. Developed areas may contain many occurrences of weeds, debris or unwanted debris, and vegetation between services. Highly visible areas include perimeter fence lines adjacent to primary public thoroughfares, areas adjacent to entry control points, areas adjacent to high use facilities (e.g., administrative

facilities, dining facilities, BEQs, etc.), and high use vehicular/pedestrian routes and parking lots. Unscheduled service authorized in response to health, safety, or sanitation issue. Determination of a safety requirement will be based on written documentation from an authoritative source such as the base safety office. Application of an herbicide is required prior to vegetation removal to ensure vegetation does not return quickly.

g. Bird/Animal Aircraft Strike Hazard (BASH). Requirements/projects in BASH Mitigation Zone (BMZ) 1 and all mowing, pesticide, and herbicide requirements in BMZ 2 as specified in the installation WHMP. Installation BASH Working Group to prioritize other vegetation clearance requirements/projects according to the most severe hazards to the airfield, and provide a five year plan for project funding requirements in BMZ 2 and 3. Ditch and perimeter fence line clearance projects may be prioritized for initial clearing; however, once complete they should be added to the annual vegetation maintenance requirements to reduce the potential for higher priced, non-routine mitigation actions. Installation and airfield fence line repair/maintenance is an Facility Sustainment (ST) responsibility.

h. Vegetation Control and Removal Installation Grounds Vegetation Control. FX is the only appropriate funding source for grounds maintenance of landscaped areas such as lawns, planter beds and other landscaped areas where plants are intended to be, as well as vegetation and weed control non-landscaped areas such as sidewalks, parking lots, road shoulders, and cracks in other paved or concrete surfaces. FX is also the only appropriate source for vegetation control related to the BASH program requirements.

i. Vegetation Removal from Buildings and Facilities. ST is the funding source to be used for vegetation and weed removal inside or on facilities. Power washing of a facility, maintenance of vegetation on a green roof, and weed removal from gutters and roof drains are examples of ST requirements.

j. Maintain artificial turf and xeriscape areas clean free from weeds and grass.

k. Periodic vegetation control is required to maintain fire breaks, road, and railway clearances.

l. Storm drainage maintenance is provided for all grounds areas, consisting of vegetation control and debris removal only for ditches, swales, berms, etc., and for street level grate cleaning to allow for adequate drainage. Excluded are underground storm drainage pipes and systems. Repair or modification of drainage systems must be funded by SRM.

m. Tree trimming to prevent interference with utility lines is the responsibility of FX.

3. Integrated Solid Waste Management (ISWM) Service Level Standards

a. Waste Collection and Disposal (refuse). Collection of municipal solid waste, maintenance of refuse and garbage containers, and the operation of: central can-washing plants, refuse and garbage incinerators, sanitary landfills, burning pits (non-Explosive Ordnance Disposal), and refuse grinders. Does not apply to the screening of materials for environmental

compliance and pollution prevention. Does not apply to disposal of hazardous or regulated waste generated in performance of FX functions (street sweeping debris, expired pest control or pool chemicals). Does not include disposal of waste generated in performance of contracted activities where the contractor has responsibility (lead based paint, asbestos, demolition debris, building materials etc.)

(1) The size and number of dumpsters and solid waste collection containers are minimized to the greatest extent practical.

(2) All dumpsters and solid waste collection containers are emptied on an optimized schedule.

(3) Pickups are scheduled at the minimum number that will prevent dumpster or collection container overflow.

(4) Putrescible waste must be collected on a frequency that minimizes attraction of disease vectors and vermin.

(5) The size, placement, and pickup schedule of dumpsters and solid waste collection containers are evaluated periodically (no less than annually) to minimize sanitation risks, and reduce cost, where possible.

(6) Refuse and recycling service are to be provided with an integrated approach. As more of the waste stream is captured for recycling, refuse services should be decreased accordingly. The type, number, size, and frequency of refuse, and recycling collection containers is to be evaluated annually.

b. Recycling and Qualified Recycling Programs (QRP) - Recycling and QRP services are to be provided along with refuse as an integrated approach. As more of the waste stream is captured for recycling, refuse services should be decreased accordingly. The type, number, size, and frequency of refuse and recycling collection containers is to be evaluated annually. Recycling, and QRP collection is scheduled at the minimum number that will prevent collection container overflow.

(1) Recycling - The series of activities, including collection, separation, and processing, by which products or other materials are diverted from the solid waste stream for use in the form of raw materials in the manufacture of new products sold or distributed in commerce, or the reuse of such materials as substitutes for goods made of virgin materials, other than fuel. Does not include QRP expenses.

(2) QRP - Recycling programs that generate revenue from the sale of eligible recycling materials. Per reference (b), QRP revenue must first be used to fund program expenses. If a QRP is determined to be the most cost-effective way of recycling materials required by federal, state, or local policy and does not generate sufficient revenue to fund all expenses, FX funds may be used to augment operational expenses with a QRP business plan approved by the CNIC ISWM Headquarters Program Director (HPD).

(a) Recycle products as mandated by Federal, State and local law. Only QRP that represent a positive economic benefit (e.g. cost to the QRP is less than the avoided cost plus revenue) are authorized. QRPs that are not self-sustaining must submit their annual business plan to CNIC HQ N4 for review to request authorization to continue to operate at a loss.

(b) Federal and Department of Defense (DoD) solid waste diversion goals must be met before funding Morale, Welfare, and Recreation (MWR) or pollution prevention projects with QRP proceeds.

(c) Except where mandated by law, only recyclable materials that generate a neutral or positive net benefit are recycled.

(d) Federal, State, and local recycling laws are met.

(e) Strive to achieve E.O. and DoD solid waste diversion goals.

Note 1: QRPs are not authorized unless approved in writing by CNIC HQ N4.

Note 2: QRPs may not be the most cost effective method to reach Federal, State, and local laws or Federal and DoD goals. Business plans must show operating a QRP for all or part of the recyclable waste stream is cost effective.

4. Pest Control Service Level Standards

a. Mission Impact Pests: Routine surveillance and treatment is conducted per the Installation Integrated Pest Management Plan (IPMP).

b. Structure Damaging and Public Health Pests: Routine surveillance and treatment is conducted per the Installation IPMP.

c. Lawn Turf and Ornamental Plant Pests: No surveillance in any grounds areas and treatment conducted in response to customer complaints only.

d. Nuisance Pests: Routine surveillance and treatment conducted per the Installation IPMP is limited to Child and Youth Program facilities, food handling and dining facilities, and administrative areas. No surveillance in operational areas. Treatment of operational areas is conducted in response to customer complaints only. All Vertebrate pests are treated as Nuisance Pests unless otherwise specified.

5. Pavement Clearance Service Level Standards

a. Street Sweeping. Installations should develop schedule for sweeping services based on local conditions considering seasonal requirements. Schedule of sweeping services should be the minimum necessary to keep excess debris out of storm drain systems and piers clear for operational safety. Excludes rubber removal from airfield pavements (sustainment cost) and street sweeping in Family Housing areas.

- b. Roads. Periodic sweeping is provided for primary and mission critical roads to remove sand, soil, aggregates, grass, leaves, debris, and other foreign matter. No sweeping of secondary roads.
- c. Piers. Periodic sweeping is provided for piers to remove sand, soil, aggregates, grass, leaves, debris, and other foreign matter.
- d. Parking lots. No sweeping unless required for operational or regulatory compliance.
- e. Airfields. Sweeping is performed on a regularly scheduled basis and as needed per operational requirements.
- f. Disposal. Sweepings debris will be handled and disposed of per the local ISWM business plan and all local, state and federal regulations governing the handling, and disposal of street sweeping debris

6. Snow and Ice Removal Services: Remove, haul and dispose of snow, ice, sand, and scraped material from airfield pavements, piers, streets, parking lots, and sidewalks. Includes ice melt for sidewalks/building entrances and erection/removal of snow fences. Excludes snow removal in Family Housing areas.

- a. Mission critical roads, piers, parking lots, sidewalks and airfields. Pre-treatment (e.g. brine, sand, salt) may begin prior to the snow event. Snow removal operations commence immediately and continue until complete. Mission critical areas to be determined by Installation Commanders or their designee.
- b. Non-mission critical roads, piers, parking lots, sidewalks and airfields. Non-mission critical areas may be sub-divided into those receiving recurring services and those receiving unscheduled services to maintain health, safety or sanitation. Pre-treatment (e.g. brine, sand, salt) may begin prior to the snow event. Snow removal operations commence after mission critical areas are completed and snow removal operations continue until complete.
- c. If the tenant pays grounds maintenance then the costs associated with sidewalk clearing belongs to tenant. Common areas of the installation and safety concerns will be FX cost. Determination of a safety requirement will be based on written documentation from an authoritative source such as the base safety office.

COST ACCOUNT CODE DEFINITIONS

<u>CAC</u>	<u>CAC TITLE</u>	<u>CAC DEFINITION</u>
C1EH	FSC Support & Program Management	Labor and non-labor requirements for the creation of technical contract specifications (spec writing) for CNIC base operating support (BOS) contracts performed by NAVFAC Facility Support Contracts (FSC) staff. This excludes spec writing for SRM contracts. Also includes the cost of program management labor in support of FX functions, such as FX Headquarters and Region Program Directors, Region Integrated Solid Waste Program Managers, and FX Program Analyst labor.
C210	Custodial Services	Custodial Services includes the costs of labor and material or contract services of general cleaning including sweeping, mopping, vacuuming, buffing floors, dusting furniture, walls, ceilings, pipes, screens, window sills/frames, blinds or shades, cleaning of window and mirror glass, cleaning toilet facilities and refilling dispensers, cleaning light fixtures, radiator or unit heaters, air conditioner grills, rugs, walls, partitions, stairways, entrances, etc., removal of trash to the point of collection, and custodial supplies such as cleaners, waxes, rags, brooms and mops. Procurement of equipment, such as buffers, waxers, washers and carts, maintenance and repair of such equipment, toilet and custodial supplies. Excludes similar work performed as ancillary to major duty. e.g., galley and mess hall attendants cleaning premises after meals and removing refuse to designated areas, cleaning of working areas in workshops, warehouse personnel sweeping off-loading platforms, aircraft mechanics cleaning up spillage in hangar areas, shop personnel cleaning shop areas, and cleaning work areas in nonpublic workshops (charged to the appropriate end use CAC). Also excludes cleaning of curtains and drapes, services performed in common areas of Family Housing, and cleaning common areas (lounges, hallways, public rest rooms and offices) in Unaccompanied Housing facilities.

<u>CAC</u>	<u>CAC TITLE</u>	<u>CAC DEFINITION</u>
C220	Pest Control	Pest Control includes the cost of labor and material or contract services for the control or elimination of insects and rodents or other pests (birds, feral cats and dogs, wild animals, animal carcasses). Refer to the Installation Pest Management Plan (IPMP). Excludes the cost of weed or vegetation control, invasive species management, or discouraging birds or other animals around airfields.
C230	Municipal Solid Waste Coll and Disp	Includes the cost of collection of municipal solid waste including vehicle operators' salaries, the cost of maintenance of refuse and garbage containers, and the operation of: central can-washing plants, refuse and garbage incinerators, sanitary landfills, burning pits (non-EOD), and refuse grinders. Includes the cost of services purchased from others including private companies, other Government agencies, and other Navy installations. Excludes the maintenance and operating costs and fuel of vehicular transportation equipment whether Government or contractor owned. Does not apply to the screening of materials for environmental compliance and pollution prevention.
C231	Recycling	Includes all necessary costs of operating a recycling program, including Qualified Recycling Programs (QRP). This includes recycling labor, acquisition of containers and container stands; marking and identifying the containers to provide for proper segregation of the trash and waste material; collecting and transporting the recyclable materials; separating, baling, compacting, shredding, pulping, and otherwise altering the size, shape, or character of the trash and waste material; preparing marketable items for transfer of accountability to Defense Logistics Agency (DLA) Disposition Services; and installation-level administration and support of the functions. Refer to OPNAV M-5090.1. Excludes transportation of marketable items to off-site DLA locations.

<u>CAC</u>	<u>CAC TITLE</u>	<u>CAC DEFINITION</u>
C250	Service Work-Non SRM	<p>Service Work-Non SRM includes the cost of service calls that cannot be charged to an end-use SRM CAC or to end-use accounts in other functional categories. Examples include the purchase of chemicals (e.g., chlorine for pools, water test kits) for training and recreational use pools; includes the cost of pool chemicals, water test kits, cleaning, and chemical testing on dedicated training pools when not performed by life guard staff (does not include labor costs for lifeguards); includes cost for window A/C repair/replacement where central A/C does not exist in non-FH/UH facilities. Excludes all costs which can be charged to SRM CAC's , e.g. clogged storm drains, re-keying locks, Air Handling equipment repairs, pavement markings (airfield, street, and parking lot), elevator maintenance and inspections etc., or other program end use CAC's e.g. galley equipment (GL), repair of furniture, septic tank pumping (UT), servicing grease traps (GL or MWR), port-a-johns for air show support (AO) or base events (sponsoring program), class 3 equipment repairs with the exception of window A/C's. Excludes costs associated with bottled water, shore power cables, security cameras, built in furniture cabinets and shelving, blinds, window screens, telephones, fire alarms, and intercom systems and equipment (built-in), raised flooring, pneumatic tube systems, uninterrupted power supply (UPS), galley equipment, etc. Costs associated with changing safe combinations should be charged to the requesting program.</p>
C260	Facility Service Intrastation Moves	<p>Includes the cost of handling and local hauling of furniture, furnishings and equipment when such items are being relocated within the station. Excludes automotive equipment operations and the costs of necessary alterations to buildings and facilities incident to such moves. Excludes Family Housing moves involving the local hauling of furniture, furnishings and other personal property of an eligible service member. Also excludes movement, handling and storage costs associated with government-owned Family Housing furnishings and equipment.</p>

<u>CAC</u>	<u>CAC TITLE</u>	<u>CAC DEFINITION</u>
C2NS	Street Sweeping	Street Sweeping includes the cost of sweeping airfields, piers, streets, and parking lots. Excludes the cost of rubber removal from airfield pavements which is a sustainment cost and street sweeping costs related to Family Housing areas.
C2NT	Snow Removal	Snow Removal includes the cost of removal, hauling and disposal of snow, ice, sand, and scraped material from airfield pavements, piers, streets, parking lots, and sidewalks and the cost of ice melt for sidewalks and building entrances. Also includes the erection and removal of snow fences. Excludes costs related to snow removal in Family Housing areas.
C310	Maintenance & Rep of Fleet Moorings	Includes cost incidental to inspection, lifting or removing components, transportation, overhaul, repair, replacement, or painting and replanting of fleet moorings. Also includes the cost of design and installation of new moorings and all associated equipment/supplies.
C410	Grounds Maintenance	Grounds Maintenance includes the cost of labor, materials, and contract services for lawn and grass mowing, trimming, edging, weeding, irrigation, etc.; plant, plant bed, and hedge maintenance; tree trimming; and incidental trash/debris pick-up. Also includes the cost of vegetation control contiguous to buildings, streets, roads and railroad tracks; fire breaks, utilities vegetation control, and compliance with Anti-Terrorism/Force Protection (ATFP) and NAVSEA OP-5 grounds maintenance requirements (prestige, improved and unimproved grounds). Procurement of equipment, such as lawnmowers, weed eaters, blowers, and the maintenance and repair of such equipment where work is performed by MILPERS or PWD's. Excludes areas occupied by buildings and structures. Prestige Grounds - Prestige grounds apply to areas in the immediate vicinity of main gates, command headquarters buildings and similar areas, and includes the maintenance and care of ornamental and decorative growth, such as shrubs and flowers and other plantings that are appurtenant to and within lawn areas. Limited to 5 percent of improved acreage. Improved Grounds - Improved grounds apply to areas within the built-up section of an installation which contains lawns and landscape development

<u>CAC</u>	<u>CAC TITLE</u>	<u>CAC DEFINITION</u>
		<p>parade grounds, drill fields, cemeteries, and similar areas, and include the maintenance and care of ornamental and decorative growth, such as shrubs and flowers and other plantings that are appurtenant to and within lawn areas or around buildings, small arms ranges, ammunition storage, and similar areas. Unimproved Grounds - Unimproved areas can include agricultural areas, pastures, forests, swamps, marshes, deserts, and rocky or barren areas (i.e., power lines in the middle of a pasture). Excludes areas occupied by buildings and structures. Excludes grounds maintenance costs associated with airfield support (BASH - CAC C412), Family Housing areas, or golf courses.</p>
C412	Airfield & BASH Vegetation Maintenance	<p>Airfield & BASH Vegetation Maintenance includes the cost of labor, material and contract services for grass and brush mowing, tree and brush trimming, cutting, and removal, incidental trash/debris pick-up, and vegetation control within Bird/Animal Aircraft Strike Hazard (BASH) mitigation zones surrounding airfields, in compliance with BASH grounds maintenance requirements identified in installation Wildlife Hazard Management Plans (WHMP). Includes procurement of equipment, such as lawnmowers, weed eaters, blowers, and the maintenance and repair of such equipment where work is performed by MILPERS or PWDs. Excludes areas occupied by buildings and numbered structures.</p>