PERFORMANCE WORK STATEMENT
FOR
KITCHEN HOODS AND DUCTS CLEANING SERVICES

1. DESCRIPTION OF SERVICES: The contractor shall provide all management, tools, supplies, equipment, and labor necessary to ensure that kitchen hoods, ducts and dryer ventilation duct cleaning services are performed at Dover AFB in a manner that will conform to all local, state and federal regulations.

1.1. KITCHEN EXHAUST CLEANING SERVICES: The contractor shall inspect, clean, and maintain kitchen hoods and ducts systems in accordance with National Fire Protection Association (NFPA) Standard 96. The contractor and the Contracting Officer Representative (COR) shall review the current inspection, test, and maintenance status of all hood, duct, and exhaust systems included in this contract. The contractor shall submit a planned work schedule to the COR for approval annually. The contractor shall submit a documented report to the COR on each hood, duct, and exhaust system's inspection, test or maintenance work, noting discrepancies, system impairments and recommendations, within 10 calendar days after each inspection and cleaning.

1.2. CERTIFICATIONS: The contractor is required to be a certified member of the International Kitchen Exhaust Cleaning Association (IKECA) certified by IKECA and remain certified throughout the duration of the contract. The contractor shall have an IKECA Certified Exhaust Cleaning Specialist CECS on site and be present throughout each scheduled cleaning. The contractor shall submit IKECA and CECS certificates to the Contracting Officer with their bid schedule prior to award of contract.

1.3. DRYER DUCT CLEANING & INSPECTION SERVICES: The contractor shall inspect and clean dryer ventilation ductwork semi-annually in dormitory buildings 212, 401, 402, 430, 435 and annually clean dryer ducts in dormitories 414 and 445. All lint shall be removed from the piping and ductwork of each dryer starting from the wall connection inside the laundry room to the exhaust outlet of the facility. Facilities 414 and 445 have existing power booster ventilation blowers in line on the outlet side of the dryer units. The contractor shall clean the powered booster ventilation units without removal or disassembly of the unit other than the removable lint screen. The contractor shall submit a planned work schedule to the COR for approval annually. See Appendix C for dryer ventilation ductwork quantities.

1.4. DRYER VENTS LINT SCREEN AND INSPECTION SERVICE: The contractor shall provide all management, tools, supplies, equipment, and labor necessary to ensure that dryer ventilation lint screens are cleaned both inside the clothes dryers and on the lint screens of the power ventilators on the discharge duct within the dryer closets of facilities 414 and 445. The contractor shall submit a planned work schedule to the COR for approval annually. See Appendix C for dryer ventilation ductwork quantities. These two screens shall be cleaned on a Monthly basis in a manner that will conform to all local, state and federal regulations.

2. HAZMAT REQUIREMENTS: The contractor shall submit Material Safety Data Sheets (MSDS) of all chemicals planned for usage on Dover AFB.

2.1. Purpose. As required by AFI 32-7086, paragraphs 2.5.5.2.4, 2.5.5.2.8 and 2.5.5.2.9; requires Dover AFB to account for all hazardous materials (HAZMATs) brought on the facility to include contractors as well as providing procedures for the reporting of those items. Reference https://www.e-publishing.af.mil/ for guidance.

2.2. This part outlines actions to be taken by the contractor in the request for approval of hazardous materials prior to initiating field activities associated with the subject project and the reporting of approved hazardous materials usage during contract performance.

2.3. Compliance with this part is mandatory and contractor failure to comply will result in the contractor not being allowed to bring any hazardous materials on Dover AFB. Contractors must also comply with mandatory Federal, State and local guidelines, regarding storage and management of hazardous materials, failure to comply can result in legal action by Federal, State or local enforcement officers against the offender.

2.4. RESPONSIBILITIES: Contractor Reported Usage of HAZMAT.

2.4.1. Contractors must submit to the associated Contracting Office the information and supporting documentation (including Material Safety Data Sheets (MSDSs)) necessary to obtain HAZMAT usage authorization. Report data on the HAZMAT used during the performance of the contract at intervals and in the format specified by Dover AFB.

2.4.2. The contractor shall provide a completed Dover AFB HAZMAT Chemical Worksheet for each HAZMAT to be used during the duration of the contract to include MSDS. This list of all HAZMATs shall be provided at the beginning of the contract. Any additional HAZMATs required during the course of the contract shall be requested for approval at that time. In addition, the quantity of chemicals expended will be reported to the Dover AFB Hazardous Materials Pharmacy (HAZMART) by filling out the Contractor's Monthly Report for HAZMATS. Both the Worksheet and Monthly Report forms shall be provided upon award of contract. (Appendices D and E).

3. WASTE and HAZARDOUS WASTE REMOVAL: The contractor shall dispose of all wastes generated in the performance of their task. No hazardous waste or solid waste materials shall be placed in any trash receptacle on Dover AFB. The Contractor must comply with all federal, state, and local regulations regarding the transport and disposal of any and all hazardous wastes generated as a result of kitchen hood and duct cleaning operations under this contract.

4. SERVICE SUMMARY:

Performance Objective	PWS Para	Performance Threshold
Perform Inspections & Cleaning Services. Inspect, clean and maintain kitchen hoods & ducts systems in accordance with NFPA 96.	1.1, 1.3, 5.3, 6.2	100% compliance of NFPA 96 for all systems listed in PWS.

Submit Hoods & Ducts Systems Inspection/Cleaning Reports. Accurate reports are delivered within 10 calendar days.	1.1	100% of all reports are timely and accurate.

5. GENERAL INFORMATION:

5.1. QUALITY CONTROL: Contractor shall develop and maintain a quality program to ensure cleaning services are performed in accordance with the NFPA Standard 96 and other commonly accepted commercial practices. The contractor shall develop and implement procedures to identify and prevent defective services from recurring.

5.2. QUALITY ASSURANCE: The government will evaluate the contractor's performance for each job.

5.3. HOURS OF OPERATION: Actual hours of operation are according to the building where work is to be performed and shall be coordinated with the building manager prior to providing cleaning services. Buildings' availability is stated below:

(1) **Bldg. 810, *Golf Course (Yearly)*:** Mon - Fri from 3 p.m. to 5 p.m.
(2) **Bldg. 212, Child Development Center (every 6 Months):** Mon - Thurs from 3 p.m. to 6 p.m.
(3) **Bldg. 222, Burger King (Monthly):** Mon - Thurs from 7 p.m. to 10 p.m.
(4) **Bldg. 417, Chapel Center (Yearly):** Mon - Thurs from 12 p.m. to 5 p.m.
(5) **Bldg. 403, Dining Facility (Monthly- System (Sys) 7 & 8):** Mon - Thurs 10 p.m. to 2 a.m.
(6) **Bldg. 403, Dining Facility (every 3 Months- Sys. 5):** Mon - Thurs from 12:30 a.m. to 4:30 a.m.
(7) **Bldg. 403, Dining Facility (every 6 Months) Sys. 1- 4, 6, & 9):** Mon - Thurs from 10 p.m. to 2 a.m.
(8) **Bldg. 420, Bowling Center (Monthly-Exhaust Sys. 1):** Mon - Thurs 9:30 p.m. to 11 p.m.
(9) **Bldg. 430 & 435 Common Area (Yearly):** Mon – Fri 6:30 am to 3:30 p.m.
(10) **Bldg. 479, Landing Club (every 6 Months - Sys. 1 & 2):** Mon - Thurs 2 p.m. to 5 p.m.
(11) **Bldg. 479 Landing/MUGS (every 3 Months Sys. 3)** Mon-Thurs 2p.m. to 5 p.m.
(12) **Bldg. 2998, Base Chapel 2 Kitchen (Yearly):** Mon - Thurs from 2 p.m. to 5 p.m.
(13) **Bldg. 864, Youth Center (Yearly):** Mon - Thurs from 9 a.m. to 5 p.m.
(14) **Bldg. 140, Fire Department (every 6 Months):** Mon - Thurs from 9 a.m. to 5 p.m.
(15) **Bldg. 414 & 445, Dryer Duct Cleaning (Monthly):** Mon - Fri from 6:30 a.m. to 3:30 p.m.
(16) **Bldg. 140, 212, & 401 Dryer Duct Cleaning (every 6 Months):** Mon - Fri 6:30 a.m. to 3:30 p.m.
(17) **Bldg. 402**, **430 & 435 Dryer Duct Cleaning (every 6 Months):** Mon - Fri 6:30 a.m. to 3:30 p.m.

5.4. The kitchen hoods and exhaust cleaning work shall be performed on Monday (M) through Thursday (TH), as indicated in section 5.3, excluding Federal Legal Holidays or days not worked when a holiday falls on a weekend. Listed above are the hours when the kitchen exhaust

equipment will be made available to the Contractor for cleaning. However, the Government reserves the right to change these days/times on an exception basis when special events warrant. The following days are Federal Government holidays:

Recognized Holidays. The contractor is not required to provide service on federal holidays, except in emergency situations. Federal holidays are as follows:
New Year's Day - 1 January
Martin Luther King Day - 3rd Monday in January
Washington's Birthday - 3rd Monday in February
Memorial Day - last Monday in May
Emancipation Day – 19 June
Independence Day - 4 July
Labor Day - 1st Monday in September
Columbus Day - 2nd Monday in October
Veteran's Day - 11 November
Thanksgiving Day - 4th Thursday in November
Christmas Day - 25 December

5.5. GOVERNMENT FURNISHED PROPERTY AND SERVICES:

None.

6. SPECIAL REQUIREMENTS AND SCHEDULING: Due to the nature of the work being performed, the contractor shall be required to furnish a ladder, as a part of their equipment, to gain access to the roofs. Location of exterior exhaust fans and height of roofs are as follows:

BLDG NO.	LOCATION	HEIGHT +/- 1 foot (from ground level)
140	Roof	17 Feet
212	Roof	14 Feet
222	Roof	16 Feet
403	Roof	15 Feet
417	Roof	15 Feet
420	Roof	13 Feet
479	Roof	15 Feet
864	Roof	18 Feet
2998	Roof	18 Feet

SPECIFIC TASKS

6.1. GENERAL INFORMATION: The work shall consist of furnishing all parts, labor, tools, equipment, appliances, supplies, materials, transportation, and performing all operations necessary to de-grease and clean the interior surfaces, electric fans and other equipment installed in the air stream of existing kitchen exhaust systems subject to the terms and conditions of this contract.

6.2. KITCHEN EXHAUST SYSTEM CLEANING SERVICE:

6.2.1. SCHEDULING: The contractor shall coordinate scheduling the work with the building managers of each facility. The contractor shall refer to para. 5.3. - *Hours of Operation*, for building availability and frequency of cleaning. The cleaning shall be scheduled between the first two weeks of each month. All scheduling shall be done by the contractor and be given to the COR at least one week prior to work being done. COR will provide the list of building managers and phone numbers:

BUILDING	FACILITY
810	Golf Course
140	Fire Station
212	Child Development Center
222	Burger King
417	Chapel Center
403	Patterson Dining Facility
420	Eagle Lanes Bowling Center
479	The Landings (Collated Club)
515	Base Supply
638	CE Readiness
2998	Chapel 2
864	Youth Center

6.2.2. Due to the hours of operations of certain facilities, the contractor shall clean the kitchen exhaust system and shall not discontinue normal operations, while the facility remains in use. The contractor shall schedule and perform their work to minimize the interruption of essential government operations. The contractor shall shut down the kitchen exhaust systems to perform the cleaning operations.

6.2.2.1. PRE CLEANING:

6.2.2.2. The contractor shall take necessary precautions to prevent damage to any of the kitchen equipment throughout cleaning operations. The contractor is responsible for any damage caused while performing cleaning services.

6.2.2.3. LIST OF FIRE EXTINGUISHING SYSTEM MANUFACTURING:

Building	Number of Systems	Systems Manufacturer
140	1	Ansul
212	1	Ansul
222	2	Ansul
403	9	Ansul/Kidde

420	1	Rangeguard
479	3	Ansul
2998	1	Kidde
864	1	Ansul
810	1	Pyro-Chem
417	1	Ansul
430	1	Ansul
435	1	Ansul

6.3. CLEANING:

6.3.1. All kitchen exhaust hoods (interior/exterior), ductwork, electrical fans, fan blades, fan housing and supports, all splash backs and louvers, deflectors and dampers, grease filters and filter racks, roof vents, and any other equipment in the air stream of each kitchen exhaust system shall be thoroughly cleaned to remove all accumulated grease, dust, dirt, and lint on their interior and exterior surfaces down to the bare metal. The contractor shall use containment methods to capture water run-off from hood and duct cleaning operations and direct it into drainage systems that are connected to an oil separator/grease trap. The contractor is responsible for all disassembling and reassembling of the kitchen exhaust system essential to perform the cleaning of the hoods.

6.3.2. The work shall be subject to inspection at any and all times. The presence or absence of a government inspector shall not relieve the contractor from strict compliance with this Performance Work Statement, nor will the presence of a government inspector relieve the contractor from any deficiency that may be noted.

6.4. POST CLEANING:

6.4.1. FIRE PREVENTION. The work is a fire reduction function and the contractor shall perform their work in strict accordance with National Fire Protection Association (NFPA) Code 96.

6.4.2. Fifteen minutes prior to the completion of work in any one building, the contractor shall notify the on-shift Chief of Operations at the Fire Department (ext. 4401) that the cleaning is nearing completion in that building. The contractor shall not replace the filters or roof vent hoods until a member of the Fire Department has inspected the system and verified that the system is in compliance with Code 96 of the National Fire Protection Association. However, if a member of the Fire Department does not arrive within 15 minutes after contractor has completed the cleaning, contractor shall reinstall filters and roof vent hood. Replacing the filters and roof vent hood does not relieve the contractor of the Inspection requirements.

6.4.3. After the Fire Department's inspection has been completed and approved, the contractor shall attach a label to the exterior of the exhaust hood that indicates the date cleaned, the name of the servicing company, areas not cleaned(if any) and the date of the next scheduled cleaning.

6.4.4. CLEAN UP. The contractor shall upon completion of all duct cleaning operations in each building, clean the work areas (interior and exterior), polish hoods (streakless), remove all grease, dirt, and debris generated by the cleaning at no additional charge to government. The disposal of the grease, dirt, and debris shall be in accordance with current Environmental Protection Agency (EPA) rules and/or state/local regulations. The contractor shall also clean the surrounding area (including walls, floors, kitchen equipment, and any item) of any dirt, grease, and debris, cleaning agents, etc., generated as a result of work performance under this contract. All equipment moved for cleaning shall be positioned in its original position upon completion of cleaning. The contractor shall re-ignite pilot lights shut down due to cleaning of hoods and ducts.

7. SCHEDULE: The contractor shall submit a work schedule for the year prior to starting this contract.

8. RECORDS MANAGEMENT: The contractor understands that when creating, handling and maintaining records for the Air Force, either electronic or paper, you must meet the requirements established in AFRIMS Records Disposition Schedule (RDS), AFI 33-322, Records Management Program. In order to meet the requirements established IAW the above-mentioned regulations, contact the Base Records Management Office (436 CS/SCXK, Bldg. 310) at extension 302 677-5157 for guidance and training.

9. SECURITY:

9.1. All personnel employed by the contractor in the performance of this contract, or any representative of the contractor entering the governmental installation shall abide by all security instructions and directives of Dover AFB. Employees are responsible for safeguarding all government property provided for contractor use.

9.2. At the close of each work period, government facilities, equipment and materials shall be secured, lights, heat and water turned off and all doors and windows secured.

9.3. The contractor and, as applicable, subcontractor shall not employ persons for work on this contract if such employee is identified as a potential threat to the health, safety, security, general wellbeing or operational mission of the installation and its population, nor shall the contractor or subcontractor employ persons under this contract who have an outstanding criminal warrant as identified during the Criminal Background Check (CBI).

9.4. Contractors shall ensure their employees and those of their subcontracts have the proper credentials allowing them to work in the United States. Employees and subcontractors later found to be undocumented, or illegal aliens will be remanded to the proper authorities.

9.5. The contractor shall submit any request for compensation on delays to the Contracting Office for approval. The contractor shall notify the Contracting Office or authorized representative as soon as the contractor realizes/determines of any potential delays in accordance with the terms and conditions of this requirement.

9.6. All contractors and subcontractors when working in a Controlled, Restricted, or other sensitive areas must be escorted at all times. The military agency or unit responsible for the project or work is responsible for providing the escorts. The Contractor shall follow existing procedures and instructions for obtaining entrance to restricted or controlled areas.

10. OPERATIONAL SECURITY (OPSEC)

10.1. Avoid revealing or discussing information/media related to work conducted on/for the installation to any person without a valid need to know and adhere to a 100% shred policy when discarding written/printed materials.

10.2. Contractors or subcontractors possessing a Common Access Card (CAC) will complete DAF-Operations Security Awareness Training (CBT) course through the MyLearning site. This training site is available through the AF Portal at https://lms-jets.cce.af.mil/moodle/. This site automatically records members' completion of training and enables the user to print a certificate if needed by the Unit or Base Training Manager.

10,3. For contracts that require additional OPSEC measures, elevated security requirements will be conducted utilizing DD Form 254, Department of Defense Contract Security Classification Specification and appropriately annotated IAW DODM5220.22V2_AFMAN 16-1406v2, NATIONAL INDUSTRIAL SECURITY PROGRAM: INDUSTRIAL SECURITY PROCEDURES FOR GOVERNMENT ACTIVITIES. Additionally, if the OPSEC block is checked on the DD Form 254, the 436th Contracting Squadron unit OPSEC coordinators shall: Task the contractor to develop an OPSEC program plan to address how the contractor plans to protect critical and sensitive contracted information, and upon organization acceptance, implement an OPSEC program plan crafted for nature of work and operational concerns.

11. ANTITERRORISM

References:

- **Department of Defense Instruction O-2000.16, Volume 1 DoD Antiterrorism (AT) Standards, Standard 18**
- **Defense Federal Acquisition Regulation Supplement (DFARS) (*R*eference (r)) reflects current DoD AT security requirements for defense contractors.**
- **Joint Publication 3-07.2 Antiterrorism**

Terrorism is defined as: The calculated use of unlawful violence or threat of unlawful violence to inculcate fear; intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious, or ideological.

Antiterrorism: As a prelude and during performance of any contract, it is critical that the Contractor be supportive of all Department of Defense (DoD) requirements to protect personnel and their families, installations, facilities, information, and other resources from terrorist acts.

Antiterrorism Awareness Level I Training

Contractors or subcontractors *possessing a Common Access Card (CAC)* will complete AT Awareness Level I training IAW DAFI 31-145, *Antiterrorism*, Standard 25, by completing the—Force Protection computer-based training (CBT) course through the MyLearning site. This training site is available through the AF Portal at https://lms-jets.cce.af.mil/moodle/. This site automatically records members' completion of training and enables the user to print a certificate if needed by the Unit or Base Training Manager.

Contractors or subcontractors *without a CAC* or who do not have access to a government Non-classified Internet Protocol Router Network (NIPRNET) computer performing construction/services on the installation will complete AT Awareness Level I training IAW DAFI 31-145, Antiterrorism, Standard 25, by completing the— Level I Antiterrorism Awareness computer based training (CBT) course through the Joint Knowledge Online (JKO) Learning Management System (LMS) at https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf

Force Protection Condition (FPCON) Impact on Work Levels: If the DAFB FPCON level is elevated to Charlie, the installation shall evaluate the need for contract services to be discontinued. At FPCON Delta, services are discontinued. Services shall resume when the FPCON level has been lowered.

> **Administrative Note:** In the event of an emergency, dial **911** from any land line on the installation. The call will be routed to the ECC (**302-677-6666**). If you use a cell phone and dial **911,** you will be routed to the county **911** dispatch (Kent County). Simply inform the dispatcher that you are on DAFB, they will route your call to the DAFB ECC.

12. MANPOWER REPORTING: The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Maintain Industrial Water Treatment for HVAC Systems Service via data collection site. The contractor is required to completely fill in all required data field at http://www.ecmra.mil.

Reporting inputs will be for the labor executed during the period of performance for each Government Fiscal Year (FY), which runs from 1 October through 30 September. While inputs may be reported any time during the FY, all data shall be reported no later than 31 October of each calendar year. The contractor may direct questions to the CMRA help desk.

Uses and Safeguarding of Information**:** Information from the secure web site is considered to be proprietary in nature when the contract number and contractor identity are associated with the direct labor hours and direct labor dollars. At no time will any data be released to the public with the contractor's name and contract number associated with the data.

User Manuals: Data for Air Force service requirements must be input at the Air Force CMRA link. However, user manuals for government personnel and contractors are available at the Army CMRA link at http://www.ecmra.mil.

13. CONTRACTOR BADGE POLICIES:

13.1. All requests for contractor badges will be submitted through the Base Contracting Squadron

Office and/or the requesting agencies base point of contact. The Contracting Squadron Office or base point of contact will then fill out an Operational Risk Management Assessment Form (ORM) for the requesting agency and submit it to the Pass and Registrations section for approval IAW OPlan 31-101. As a minimum the ORM will be submitted 10 days prior to the requested date of employment.

13.2. All Contactor employees granted unescorted access to include Access Control Lists (ACLs) are required to consent to a Criminal Background Investigation (CBI) prior to granted entry to the installation. Continued employment is contingent upon successful completion and favorable reporting of the CBI.

13.3. DAFB Contractor badges will be issued for a maximum period of one year. Prior to reissuing new badges, all old badges must be returned to 436 SFS, Pass and Registration for destruction. Also, before a new badge will be issued an ORM must be resubmitted to the Pass and Registration section for approval again. In the event a badge is lost or stolen, immediately contact the 436 SFS, Pass and Registration office. The badge holder must accomplish the Loss/Theft of Identification Worksheet and provide it to his/her supervisor. The supervisor of the contractor will investigate the loss and report in writing the circumstances in which the badge was lost to the 436th Contracting Squadron and 436 SFS, Pass and Registration office and submit a new request for badge before a new badge can be reissued.

13.4. Base Contracting Office or base point of contact will immediately notify 436 SFS, Pass and Registration when a contractor's employment has been terminated. The Site Supervisors are responsible for notifying and returning the contractor's badge to Pass and Registration when this occurs. At no time will a contractor contact Security Forces directly regarding badge denial; they need to contact the Contracting Office.

14. INSTALLATION ACCESS:

14.1. The contractor shall obtain contractor identification badges for all employees and vehicle passes for all contractor and personal vehicles requiring entry onto DAFB from 436 SFS Pass and Registration, for the duration of the contract.

14.2. Vehicle registration, proof of insurance and a valid driver's license must be presented for all vehicles while operating on the installation. All vehicles entering DAFB Main Base, Military Family Housing or sensitive areas are subject to search. Any refusal or non-consent by an employee will result in termination of their base access and immediate confiscation of this access badge.

14.3. During Force Protection Condition (FPCON) Normal and Alpha, personnel without base issued badges must be sponsored onto the installation.

14.4. During FPCON Bravo, Charlie and Delta, personnel without base issued identification shall be physically escorted onto the installation.

14.5. During Higher FPCONs (Charlie and Delta), the base will curtail non-essential operations/functions; access by Non-Essential contractors will be suspended as the direction of the Installation Commander.

15. FLIGHT-LINE DRIVING

Anyone driving on behalf of the Contractor will be required to obtain an Airfield Driver's License from Airfield Management, which includes attendance at a course lasting approximately 2 hours. Drivers must also have a valid Driver's License.

Work Stoppage – The contractor should expect possible work delays or work stoppage due to sensitive missions that could/may operate from Dover AFB. Expect at least 4 days of work stoppage due to these types of situations. Airfield Management will notify CE of any work stoppage at least 8 hours prior, ideally 24 hours prior if time allows.

Flight-line Driving: Contractors will have to adhere to the provisions in DAFBI 13-202 if operating on the airfield.

16. INVOICE FOR PAYMENT

The contractor shall invoice in Wide Area Workflow (WAWF) within 10 business days, once each month, or after any emergency service calls, showing the regular maintenance charge. Contractor shall invoice according to CLIN (Contract Line-Item Number) for appropriate services provided.

17. APPENDICES:

A. **Estimated Workload Data**

B. **Government Furnished Property/Services/Equipment**

C. **Dryer Ventilation Ductwork Quantities**

D. **DAFB HAZMAT Chemical Worksheet**

E. **Contractor Monthly Reports for HAZMATS**

APPENDIX A

ESTIMATED WORKLOAD DATA

ITEM	NAME	ESTIMATED QUANTITY	
1	General inspection, testing, and maintaining hood and duct systems	10	Unit
2	**Monthly cleaning service.** Systems using solid cooking fuels or 24 hour high volume frying, char broiling, or Oriental cooking.	5	Systems
3	**Quarterly (every 3 Months) cleaning service**. Systems using high volumes of fast food frying, char broiling, or Oriental cooking.	2	Systems
4	**Semi-annual (every 6 Months) cleaning service.** Systems using normal volumes of commercial cooking or baking.	10	Systems
5	**Annual (Yearly) cleaning service.** Systems using low vapor producing cooking (pizza ovens, steam tables, etc.).	4	Systems
6	Emergency service calls	3	Calls per year

APPENDIX B

GOVERNMENT FURNISHED PROPERTY/SERVICES/EQUIPMENT

ELECTRICAL

POWER

POTABLE

WATER

APPENDIX C

Dryer Ventilation Ductwork Quantities

Dormitory	Ductwork Linear Footage
445	Inspect / Clean 27 rooms
435	approx. 435 LF
430	approx. 125 LF
402	approx. 115 LF
401	approx. 115 LF
414	Inspect / Clean 37 rooms
140	Inspect / Clean
212	Inspect / Clean

APPENDIX D - DOVER AFB HAZMAT CHEMICAL WORKSHEET

Contractor Name:
[Company preforming the work]

Contract Number and Title:

Project Number (FJXT):

Estimated Start Date: **Estimated Completion Date:**

Shop Code (DV):
[To be completed by base personnel]

PROCESS CODE:
[To be completed by Bioenvironmental Engineering]

National Stock Number (NSN), or Part Number:

Manufacture:

Material Name: **Size:**
[Be Specific] [ounces, gallons or pounds, etc.]

Amount used: **Container type:**
[Per week, month, year] [box, bottle, can, tube, drum etc.]

Unit of Issue: **Units per container:**
[each, dozen, kit, etc.] [2 ea., one dz., 3-part kit, etc.]

Will the process be performed inside or outside?

Will the process be performed on equipment, structure or aircraft?

Physical location of process performance:

Location Of stored Material:

Is a Hazardous Waste Generated? YES NO
If yes, how is waste disposed:
[remarks]

Is a site diagram available? YES NO
[remarks]

Does the site have a listing of base procedures for reporting a spill? YES NO
[remarks]

This request requires both the contractors and COR signature for processing.

Contractor and Title: _____

Phone _____ Date _____

Government Representative: _____

Phone _____ Date _____

APPENDIX E - DOVER AFB HAZMAT CHEMICAL WORKSHEET

CONTRACTOR'S MONTHLY REPORT FOR HAZMATS

Contractor: Shop Code:

Contract# Location:

The following information is required for tracking of Hazardous Materials on Dover AFB. For contracts **exceeding** six months, this form is required to be filled out on a monthly basis and returned to the Government Representative (COR). Contracts less than six months, this form is required at the beginning and at the completion of the work. The COR will provide a copy to the Hazmart Pharmacy. This information is required to comply with State, Federal and Air Force laws and regulation.

Material Name	Manufacture	NSN/Part #	Start Balance	Amount Used

Use additional sheets as required

Contractor printed and name and date:

Signature:

Government Rep. printed name and

date: Signature: