



REPLY TO
ATTENTION OF

IMEU-SWF-ZA

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON SCHWEINFURT
UNIT 25850, Box 10
APO AE 09033

MAR 14 2011

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Standing Operating Procedures (SOP) for Replacement of Floor Coverings

1. Reference(s):

- a. AR 420-1, Army Facilities Management, 12 February 2008.
- b. CTA 50-909, Field and Garrison Furnishings and Equipment, 1 August 1993.

2. Purpose. Outline of the installation and maintenance of office and conference room carpeting in the USAG Schweinfurt by DPW.

3. General. DPW is committed to providing serviceable floor coverings in offices and presentation areas throughout the garrison.

4. Authorization. DPW will provide carpeting in offices and/or conference rooms of directorates, battalions and higher-level organizations as required by the proponent. For the accomplishment of this work all material and labor is charged to DPW's account.

- a. If an organization requires carpeting to be installed in any other area, the requestor will assume payment for all material (carpet, glue, baseboards etc.) and will only use a carpet approved by DPW. Labor cost will be covered by DPW.

- b. Carpet will not be installed in high traffic areas such as orderly rooms, PACs, S-3 and S-4 shops. Experience has shown that carpets wear out too quickly in these areas and cannot be kept clean.

- c. The USAG Commander will approve all exceptions to this policy.

5. Carpet Replacement. The typical service life for carpeting is 8 to 10 years. In areas where carpet is authorized, DPW will replace the floor covering at the end of the service life or when its condition is found to be unserviceable. DPW will not be responsible for the cost to replace carpets, which have become unserviceable in less than 5 years. This is a clear indication of a

This Standing Operating Procedure memorandum supersedes Standing Operating Procedure, dated 6 January 2004, and remains in effect until rescinded.

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high traffic area. DPW will remove the carpeting and install vinyl, rubber, or stone type floors in these areas.

6. Carpet Cleaning. Units are responsible for all costs associated with carpet cleaning. Units may rent carpet cleaners or use the carpet cleaners from the self-help store. Upon request DPW will arrange a professional cleaning service as a reimbursable service to the customer.

7. Existing Carpets. There are many rooms and areas with buildings that currently have carpet although it is not authorized according to this new policy. In these areas, DPW will replace the carpet IAW the guidelines listed in para. 5 above, once it has become unserviceable.

8. Further information can be obtained from the Chief of the Operations & Maintenance Division at DSN 354- 6865 or from the Chief of the Facility/Structure Branch at DSN 354-6451 or 6798.



EVERETT S.P. SPAIN
LTC, EN
Commanding

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