

ORDER

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

WA 1760.1

8/28/78

SUBJ: FAA HEADQUARTERS BUILDINGS MAINTENANCE AND CLEANING SERVICES

1. PURPOSE. This order transmits and implements within FAA Headquarters, Order DOT 1730.7A and sets forth procedures for obtaining door signs and signs of any official nature.

2. DISTRIBUTION. This order is distributed to all FAA employees in the Washington Headquarters.

3. RESPONSIBILITIES.

a. OST - The Support Services Division, Facilities Management Branch, is the office responsible for:

(1) The procuring and posting of door signs and signs of any official nature in the Washington Headquarters Buildings.

(2) Performing building, grounds and floor inspections and reporting cleaning and maintenance requirements to building lessors and/or General Services Administration.

b. FAA Responsibilities.

(1) All FAA employees are responsible for:

(a) The appearance of assigned space and reporting deficiencies to the Building Manager in their area.

1 Nassif Building, extension 62458.

2 FOB-10A, extension 63340.

3 Trans Point Building, extension 69109.

(b) Ensuring that pictures and certificates are framed before hanging on walls.

(c) Removing handwritten signs, cartoons and various papers posted on walls and doors in their area.

(d) Requesting professionally prepared signs for their area.

Distribution: W-8

Initiated By: ALG-235

8/28/78

4. PROCEDURES.

a. Notification. FAA employees noting deficiencies should call the extension appropriate for their area as listed in Order DOT 1730.7A, paragraph 4.a., to report the deficiency.

b. Signs and Door Signs. Administrative officials shall submit requests for signs and door signs in writing to the Building Manager in their area.



R. F. FRAKES
Director, Logistics Service

Department of Transportation
Office of the Secretary
Washington, D.C.

Appendix 1
WA 1760.1

8/28/78

ORDER

DOT 1730.7A

7-15-77

**SUBJECT: DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS MAINTENANCE
AND CLEANING SERVICES**

1. PURPOSE. This Order advises Department of Transportation (DOT) personnel of policies and procedures for requesting building maintenance and cleaning services and recommends good housekeeping practices to be followed.
2. CANCELLATION. DOT 1730.7, DOT HEADQUARTERS BUILDINGS CLEANING AND MAINTENANCE SERVICES, of 11-29-73.
3. RESPONSIBILITY. DOT employees are responsible for the appearance of assigned space and will report deficiencies to OST, Support Services Division, Facilities Management Branch. OST is responsible for performing building grounds and floor inspections and reporting cleaning and maintenance requirements to building lessors and/or General Services Administration.
4. PROCEDURES. The following should be observed for proper maintenance and cleaning.
 - a. Notification. DOT employees noting deficiencies should report the need for assistance by calling the extension appropriate to the location of the deficiency as follows:
 - (1) Nassif Building, extension 62458
 - (2) FOB-10A, extension 63340
 - (3) Trans Point Building, extension 69109
 - b. Maintenance. Deficiencies in, or requirements for air conditioning, lighting, electrical outlets, plumbing, elevators, lavatories, heating, malfunctioning doors, etc., should be reported.
 - c. Cleaning. Deficiencies in, or requirements for vacuuming, trash removal, dusting, spills (coffee, soda, water, etc.), etc., should be reported.
 - d. Housekeeping. In order to promote safety, health, and a pleasant environment for all, employees are encouraged to observe the following practices:

DISTRIBUTION: All DOT Headquarters Building Personnel

**OPI: Office of
Administrative
Operations**

- (1) Dispose of broken or fragile glass by wrapping it separately, marking it clearly, and removing it to the appropriate loading platform or calling the extension listed in paragraph 4a.
- (2) Cover all food and beverages before removal from cafeteria or vending areas.
- (3) Empty coffee grounds into plastic containers, tie securely, and place in trash cans. Do not empty grounds in wash basins or commodes.
- (4) Wrap leftover food securely before discarding.
- (5) Keep window air conditioners clear. Use of covers for storage, or blocking the air inlet, adversely affects room temperature and could cause damage to the units.
- (6) Discourage taping, posting, or tacking other than properly framed appropriate office pictures, certificates, or decorations on office walls.
- (7) Report all spills immediately to avoid safety hazards or permanent stains.
- (8) Keep staples off the carpet. They invariably become hooked in the loop piles and are impossible to remove through ordinary vacuuming.
- (9) Place floor pads under chairs in carpeted areas to prevent unnecessary problems relating to cleaning and maintenance.

FOR THE SECRETARY OF TRANSPORTATION:



William P. Davis
For the Assistant Secretary
for Administration