

UNITED STATES MARINE CORPS
Marine Corps Air Facility
2100 Rowell Road
Quantico, Virginia 22134-5063

AFO 4064.1D
AF 144
29 Dec 92

AIR FACILITY ORDER 4064.1D

From: Commanding Officer
To: Distribution List

Subj: LAUNDRY AND DRY CLEANING SERVICE

Encl: (1) Schedule of Cleaning
(2) Procedures for Linen Survey

1. Purpose. To publish the laundry and dry cleaning procedures for the Air Facility Marine Corps Property (MCP) section.

2. Cancellation. AFO 4064.1C.

3. Responsibility

a. The MCAF Logistics Officer is assigned as the Air Facility Laundry and Dry Cleaning Officer.

b. The Marine Corps Property SNCOIC is detailed as the Assistant Air Facility Laundry and Dry Cleaning Officer, and will be responsible for all matters pertaining to laundry and dry cleaning services. This includes, but is not limited to:

(1) Ensuring that individuals who have the organizational property listed in enclosure (1) maintain that organizational property in a clean and serviceable condition at all times.

(2) Ensuring that all organizational property is cleaned prior to storage.

4. Information

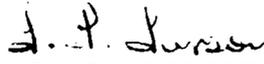
a. Laundry Survey. Monday and Wednesday are established for linen surveys. Enclosure (2) sets forth the procedures to be followed for the survey of linen.

b. Blankets, Mattress Covers and Rags. The Laundry and Dry Cleaning Service does not exchange blankets, mattress covers and rags on an item-for-item basis. These articles are cleaned on a deferred basis.

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5. Recommendations. All complaints and/or recommendations will be submitted, in writing, to the Air Facility Laundry and Dry Cleaning Officer, via the chain of command.

6. Action. The instructions contained in this Order will be implemented upon receipt.


L. L. LARSON

DISTRIBUTION: A

SCHEDULE OF CLEANING

1. The following cleaning schedule is established:

Sheets and Pillowcases	Weekly
Mattress Covers	Weekly
Field Jackets	As Required
Blankets	As Required
Pillows	As Required
Mattresses	Annually

ENCLOSURE (1)

PROCEDURES FOR LINEN SURVEY

1. Marine Corps Property is responsible for arranging the turn-in of used/soiled bedding.

2. Procedures for Individual Survey

a. Linen survey will go on Tuesday from 1300 to 1600 at Marine Corps Property Issue Point.

b. Individuals will receive a one-for-one exchange on all items received by Marine Corps Property.

c. Twenty-four (24) sheets will be tied in one (1) sheet, making a bundle of twenty-five (25) sheets. Bundles will be tagged with the quantity contained therein.

d. Twenty-four (24) pillow cases will be placed inside one (1) pillow case, making a bundle of twenty-five (25) pillow cases. The bundle will be tagged with the quantity of pillow cases contained therein.

e. The Laundry and Dry Cleaning Officer will prepare and sign the necessary forms required to effect an item-for-item exchange with the laundry.

f. The personnel assigned to handle the account for bedding will ensure the count is correct and the quantity of cleaned items received agrees with the quantity of used/soiled items turned in. Any discrepancies will be reported to the Laundry and Dry Cleaning Officer immediately.

g. Care must be taken to ensure that clean linen is not soiled by improper handling or weather. Clean articles will not be thrown on dirty decks, sidewalks, or curb sides. If necessary, plastic trash bags or similar protection will be obtained to ensure the proper transportation and handling of clean articles.

ENCLOSURE