



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BOX 99100  
YUMA, ARIZONA 85369-9100

StaO 5040.4D  
3AP  
03 SEP 1997

STATION ORDER 5040.4D

From: Commanding Officer  
To: Distribution List

Subj: PROCEDURES FOR ZONE INSPECTIONS AND THE CARE AND MAINTENANCE OF  
BUILDINGS AND GROUNDS

Ref: (a) ABO 5041.3G  
(b) StaO 11014.1L  
(c) StaO 11000.3D

Encl: (1) List of Zone Areas of Responsibility  
(2) Zone Inspection Schedule  
(3) Format for Zone Inspection Report and Correction of Zone  
Inspection Discrepancies  
(4) Instructions for Zone Inspections  
(5) Personnel Assignment for Police of Common Areas  
(Semi-weekly/Monthly)  
(6) GME Street Sweeping Schedule

1. Purpose. To establish procedures for zone inspections as per reference (a) and to establish procedures for maintenance, care and inspection of all buildings and grounds aboard Marine Corps Air Station (MCAS Yuma).

2. Cancellation. StaO 5040.4C.

3. Summary of Changes. This revision contains a minor number of changes in paragraph 6a and should be reviewed.

4. Objectives

a. To ensure a high state of readiness to include maintenance, energy conservation, police, sanitation, safety and fire prevention.

b. To detect work practices and operational techniques which might unnecessarily expose personnel to injury or health hazards.

c. To ensure reporting procedures by which the Commanding Officer, Executive Officer, Department Heads and Special Staff are made aware of inspection results and problem areas.

5. Responsibility

a. Department/tenant units assigned buildings by the current Station Bulletin in the 11000 series are responsible for the following:

(1) Maintenance, police and the cleanliness of their assigned buildings/grounds as per this and other applicable directives.

(2) Care, sanitation and police of all areas surrounding their buildings to the center line of bordering streets or halfway to the nearest adjacent building. This includes emptying all trash cans on a daily basis, watering, mowing, trimming, edging of lawns and watering trees/shrubs, unless under contract. Should uncertainties arise concerning buildings/grounds maintenance responsibilities, the Facilities, Support Contract Division (extension 3528), Facilities Management Department will be contacted for resolution.

(3) Request facilities maintenance and operational service from the Facilities Management Department as outlined in reference (b).

b. Department/tenant units assigned zones specified in enclosure (1) are responsible for the following:

(1) The daily police of grounds within their respective assigned zones. Units assigned to the Cannon Air Defense Complex are additionally responsible for the police of the area immediately outside of the perimeter fence. All barracks will be inspected by occupying activities as per reference (c).

(2) Prepare for semi-annual zone inspections. Inspection schedule is in enclosure (2).

c. The Station Inspector is responsible for:

(1) Establishing and coordinating the zone inspection program.

(2) Reporting results of zone inspections to the Station Commanding Officer and to the commanding officers/officers in charge of the tenant units.

(3) Providing and maintaining files and corrective action forms. Zone inspection reports and report of correction of zone inspection discrepancies are found in enclosure (3).

6. Action

a. The following departments/tenant units will provide team representatives for the zone inspection in enclosure (2):

(1) The Station Inspector (or a representative) will coordinate the semi-annual zone inspections and act as the team leader. In addition, the Station Inspector will maintain records of inspections, to include inspection results and corrective action required and taken.

(2) The department/tenant unit being inspected will provide an officer, SNCO or civilian employee (GS-9 or above) and their respective safety representative to accompany the inspection team throughout all the areas within the unit as per enclosure (4).

(3) The Station Fire Chief will provide a representative to the Zone Inspection Team on an as-required basis determined by the Station Inspector. To prevent duplication of effort and to ensure compliance with existing fire prevention regulations, normal Fire Prevention Inspections, highlighted in enclosure (5), will meet the semiannual zone inspection requirements. Detailed Fire Inspection Reports will be on file in the Structural Fire Division, Building 149. The Station Fire Chief will submit a monthly Fire Inspection/Correction Report to the Station Inspector by the second Wednesday of each month for the preceding month. The Fire Prevention Section will provide all daily, monthly, and quarterly inspections of buildings and grounds to include: newly activated structures, ROICC projects, the bunker area, all base housing, 16th St. Housing, Martinez Lake, Moving Sands, Cactus West, Cannon Air Defense Complex, and Flightline to include Fuel Farm to High Power Turn up areas. The Fire Chief will be guided in inspection duties by reference (c).

(4) The Senior Medical Officer will Provide a sanitation representative as required.

(5) The Safety and Occupational Health Department will provide a ground safety representative for each zone inspection, as required.

(6) The Facilities Management Officer will provide a representative as required, for each zone inspection.

(7) The MCAS Yuma Industrial Hygienist will accompany the zone inspection team as required.

b. The Station Motor Transportation Officer will provide transportation for the inspection team.

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c. Department/tenant units will provide the number of personnel indicated in enclosure (5), semi-weekly and once monthly for station police detail.

(1) The semi-weekly assigned personnel will report to the Station S-4 Chief, Building 980, at 0730 each Monday and Thursday, or the next working day following a legal holiday. The Motor transportation Officer will supply a vehicle and the Station S-4 will provide the drivers for the subject details. The S-4 Chief will submit a list of absentees to the Sergeant Major each week. When directed by the Commanding Officer, this detail may be made available on a twenty-four hour notice.

(2) The monthly detail will report to the Station S-4 Chief, Building 980, at 0745 on the last Thursday of each month and will be available on a twenty-four hour notice when directed by the Commanding Officer.

(3) Assignment rosters for the semi-weekly and monthly station police detail, will be forwarded to the Station S-4 Chief by 1300 each Wednesday and Friday.

d. The S-4 Officer will ensure the periodic sweeping of streets and parking lots as per the schedule published in enclosure (6). Twenty-four hours prior to the sweeping of the lot, the Provost Marshal's Office will be notified to clear the lot of all remaining vehicles.

  
C. J. TURNER

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UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION  
BOX 99100  
YUMA, ARIZONA 85369-9100

StaO 5040.4D Ch 1  
3AP  
20 JAN 1998

STATION ORDER 5040.4D Ch 1

From: Commanding Officer  
To: Distribution List

Subj: PROCEDURES FOR ZONE INSPECTIONS AND THE CARE AND MAINTENANCE OF BUILDINGS AND GROUNDS

Encl: (1) New enclosure to StaO 5040.4D of 03 SEP 97

1. Purpose. To transmit new page inserts and direct pen changes to the basic Order.

2. Action

a. Remove enclosure (5) and replace with corresponding enclosure contained in the enclosure.

b. On page 4, paragraph c, delete in its entirety and replace with the following:

"c. Department and tenant units will provide the number of personnel indicated in enclosure (5), semi-weekly and monthly, for station police duty.

(1) Personnel assigned to the semi-weekly station police duty will report to the Station S-4 Chief, Building 980, at 0730 each Monday and Thursday, or the next working day following a legal holiday. The Motor Transportation Officer will supply a vehicle and the Station S-4 will provide the drivers for station police duty. When directed by the Commanding Officer, this duty may be made available on a twenty-four hour notice.

(2) Personnel assigned to the monthly station police duty will report to the Station S-4 Chief, Building 980, at 0730 on the last Thursday of each month, or on the Wednesday prior if the last Thursday is a legal holiday. The Motor Transportation Officer will supply a vehicle and the Station S-4 will provide the drivers for station police duty. When directed by the Commanding Officer, this duty may be made available on a twenty-four hour notice.

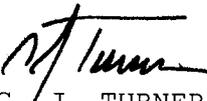
(3) Assignment rosters for the semi-weekly and monthly station police duty will be forwarded to the Station S-4 Chief prior to close of business each Friday for the following week's station police. The rosters are to include rank, name, unit, and duty section of all personnel assigned.

(4) A list of all absentees will be submitted by the Station S-4 Chief to the appropriate unit's Sergeant Major each week."

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3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.



C. J. TURNER

DISTRIBUTION: B

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20 JAN 1998

SEMI-WEEKLY & MONTHLY PERSONNEL ASSIGNMENT  
FOR STATION POLICE DUTY

<u>UNIT</u>	<u>SEMI-WEEKLY</u> (MONDAY/THURSDAY)	<u>MONTHLY</u>
H&HS	3/3	11
MAG-13	3/2	5
MWSS-371	2/2	4
TOTALS:	8/7	20

ENCLOSURE (5)  
Ch 1 (20 Jan 98)

LIST OF ZONE AREAS OF RESPONSIBILITY

<u>ZONE</u>	<u>SODN/DEPT</u>	<u>ACTIVITY</u>
1.	Morale, Welfare & Recreation (MWR)	Gymnasium/Auto Hobby Shop/Bowling alley/ All Commercial Activities
2.	HHS OPS	Operations/Air Traffic Control/Recovery/Visiting Aircraft Line/Fleet Services/Western Flightline
	MWR	La Flors Restaurant
	Personnel Support Detachment	Navy Office Spaces
3.	MWR	Service Station/7 Day Store/Main Exchange/ Dry Cleaners
4.	Provost Marshal Office (PMO)	Fire Department
	HHS	Crash, Fire and Rescue
5.	Facilities Management	Office Spaces/Housing Office/Base Housing
	Station S-4	Motor Transportation
6.	MWR	Stables (Saddle Club) /MWR Admin./Library/NAFI Admin.
7.	Station S-4	Commissary/Billeting
	MWR	Hostess House
8.	Station	Supply Office Spaces, Warehouses/Traffic Management Supply Office/Marine Corps Property/Serv Mart/Fuel Farm
9.	DRMO	Office Spaces, Yard

ENCLOSURE (1)

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<u>ZONE</u>	<u>SODN/DEPT</u>	<u>ACTIVITY</u>
10.	MWR	Officers/Snco Club/Enlisted Club/Officer and Enlisted Pools
11.	Station S-4	Enlisted Mess Hall/Warehouse
12.	Station Adjutant	Post Offices
	Station S-1	Drug and Alcohol
	Comptroller	Disbursing/Red Cross/Navy Relief
13.	MACS-7	BAS/Dental/Mess Hall/7 Day Store
14.	PMO/NCIS	All Facilities (Except Fire Department)
15.	Medical	Medical Clinic
	Dental	Dental Clinic
	YPG	Veterinary Clinic
16.	Staff Judge Advocate	Law Center
	Station S-1	Child Development Center/Pre-School
17.	MWR	Youth Center
	Station S-1	Family Service Center
	Public Affairs	Office Spaces
18.	Human Resources Office	Office Spaces
	Station Chaplain	Chapel Buildings
19.	Station Training	Pistol Range/Audiovisual/Photo Lab/Grafic Arts
20.	MWR	Lake Martinez

ENCLOSURE (1)

ZONE INSPECTION SCHEDULE

(January and July)

First Wednesday:	ZONE 1
Second Wednesday:	ZONE 2
Third Wednesday:	ZONE 3
Fourth Wednesday:	ZONE 4

(February and August)

First Wednesday:	ZONE 5
Second Wednesday:	ZONE 6
Third Wednesday:	ZONE 7
Fourth Wednesday:	ZONE 8

(March and September)

First Wednesday:	ZONE 9
Second Wednesday:	ZONE 10
Third Wednesday:	ZONE 11
Fourth Wednesday:	ZONE 12

(April and October)

First Wednesday:	ZONE 13
Second Wednesday:	ZONE 14
Third Wednesday:	ZONE 15
Fourth Wednesday:	ZONE 16

(May and November)

First Wednesday:	ZONE 17
Second Wednesday:	ZONE 18
Third Wednesday:	ZONE 19
Fourth Wednesday:	ZONE 20

Inspections falling on a non-working day will be rescheduled for the earliest date suitable to all participants.

FORMAT FOR ZONE INSPECTION REPORT AND CORRECTION OF ZONE INSPECTION  
DISCREPANCIES

DATE OF INSPECTION: \_\_\_\_\_

NOTE: CORRECTIVE ACTION MUST BE COMPLETED AND RETURNED TO THE STATION  
INSPECTOR'S OFFICE NO LATER THAN 10 WORKING DAYS FROM DATE OF  
RECEIPT.

ZONE INSPECTED: \_\_\_\_\_

NAME/TITLE OF INSPECTOR: \_\_\_\_\_

UNIT REPRESENTATIVE: \_\_\_\_\_

DRAFTED BY: \_\_\_\_\_

INSPECTOR'S SIGNATURE: \_\_\_\_\_

BLDG. # \_\_\_\_\_ SHOP: \_\_\_\_\_

DISCREPANCY:

DISCUSSION:

CORRECTIVE ACTION:

BLDG. # \_\_\_\_\_ SHOP: \_\_\_\_\_

DISCREPANCY:

DISCUSSION:

CORRECTIVE ACTION:

BLDG. # \_\_\_\_\_ SHOP: \_\_\_\_\_

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DISCREPANCY:

DISCUSSION:

CORRECTIVE ACTION:

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BLDG. # \_\_\_\_\_

SHOP: \_\_\_\_\_

DISCREPANCY:

DISCUSSION:

CORRECTIVE ACTION:

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BLDG. # \_\_\_\_\_

SHOP: \_\_\_\_\_

DISCREPANCY:

DISCUSSION:

CORRECTIVE ACTION:

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BLDG. # \_\_\_\_\_

SHOP: \_\_\_\_\_

DISCREPANCY:

DISCUSSION:

CORRECTIVE ACTION:

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Page \_\_\_\_\_ of \_\_\_\_\_ pages

ENCLOSURE (3)

INSTRUCTIONS FOR ZONE INSPECTIONS

1. The zone inspection teams will consist of the following personnel:
  - a. Team Leader - Station Inspector or designated representative.
  - b. Fire Inspector - (as required basis only).
  - c. Ground Safety Inspector - (as required basis only).
  - d. Facilities Management Inspector - (Energy Monitor).
  - e. Medical personnel - (as required basis only).
  - f. Industrial Hygienist - (as required basis only).
  - g. Department/Unit representatives.
  - h. Department/Unit Safety representatives.

Note: Personnel listed (b) through (f) may conduct their portion of the zone inspections in conjunction with their regular duties and inspections. Provided their schedule is forwarded to the Station Inspector's office and meets the standards and intervals for zone inspection procedures. They may be contacted by the team leader to participate in a zone inspection even though they may have already inspected that particular area prior to the zone inspection.

2. The Station Inspector's Office will contact the department/unit to be inspected one day prior to the scheduled inspection. Any major discrepancy discovered during the course of the inspection will be brought to the immediate attention of the unit Commanding Officer/Officer In Charge.
3. Zone inspection discrepancies will be recorded by the inspectors noting the discrepancy. At the conclusion of the inspection, the unit representatives will be informally debriefed by the team leader on all discrepancies noted and corrective action required. Upon completion of each Wednesday's Zone Inspection, each inspector will smooth up all unit discrepancies and turn them in to the Station Inspector's Office by close of business the following day.
4. The Final Inspection Report listing all discrepancies will be forwarded to the unit's Commanding Officer or Officer In Charge. The unit/department will have 10 working days after receipt of the Final Inspection Report to

ENCLOSURE (4)

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complete the corrective action block and return the original report to the Station Inspector's Office with a cover letter.

5. Each inspection team will thoroughly inspect the zone, recording all discrepancies observed with particular attention to the following:

- a. Compliance with safety regulations and precautions.
- b. Maintenance, cleanliness and sanitary conditions of buildings, grounds and equipment.
- c. Utilities conservation and economy.
- d. Utilization of assigned spaces and personnel.

ENCLOSURE (4)

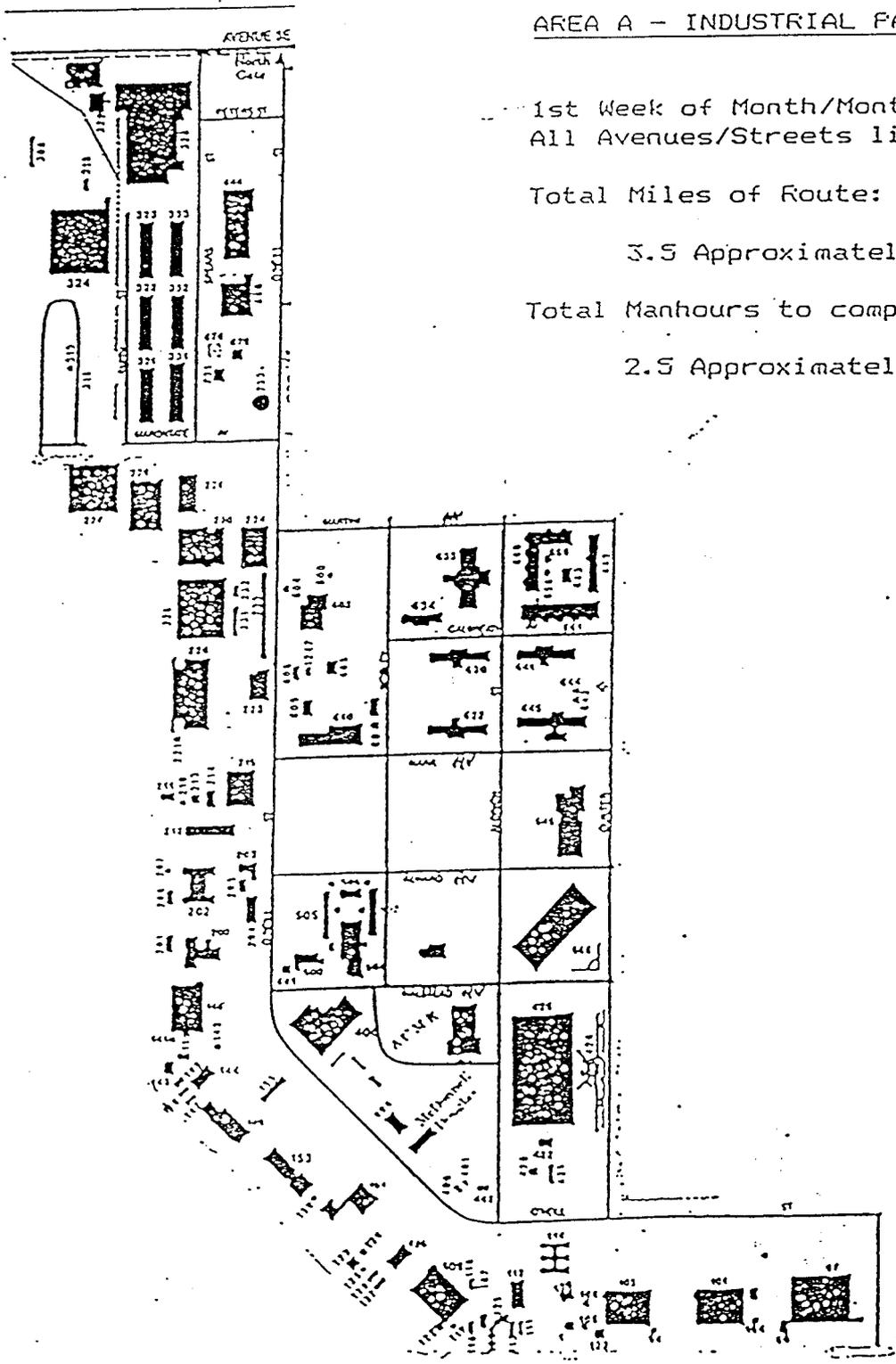
PERSONNEL ASSIGNMENT FOR POLICE OF COMMON AREAS  
(SEMI-WEEKLY/MONTHLY)

<u>ORGANIZATION/UNIT</u>	<u>SEMI-WEEKLY</u>	<u>LAST THURSDAY OF THE MONTH</u>
MAG-13.....	2.....	8
1st LAAM Bn.....	2.....	7
MACS-7.....	1.....	3
MWSS-371.....	2.....	4
H&HS.....	2.....	8
SOMS.....	1.....	3
	TOTAL: 10 Semi-Weekly	33 Monthly

STATION MOTOR TRANSPORTATION WILL PROVIDE THE VEHICLE AND STATION S-4 WILL PROVIDE THE DRIVERS FOR THE SUBJECT DETAILS.



# GME STREET SWEEPING SCHEDULE



## AREA A - INDUSTRIAL PARK

1st Week of Month/Monthly  
All Avenues/Streets listed

Total Miles of Route:

3.5 Approximately

Total Manhours to complete:

2.5 Approximately

ENCLOSURE (6)



# GME STREET SWEEPING SCHEDULE

## AREA C/D - HOUSING/16TH STREET HOUSING

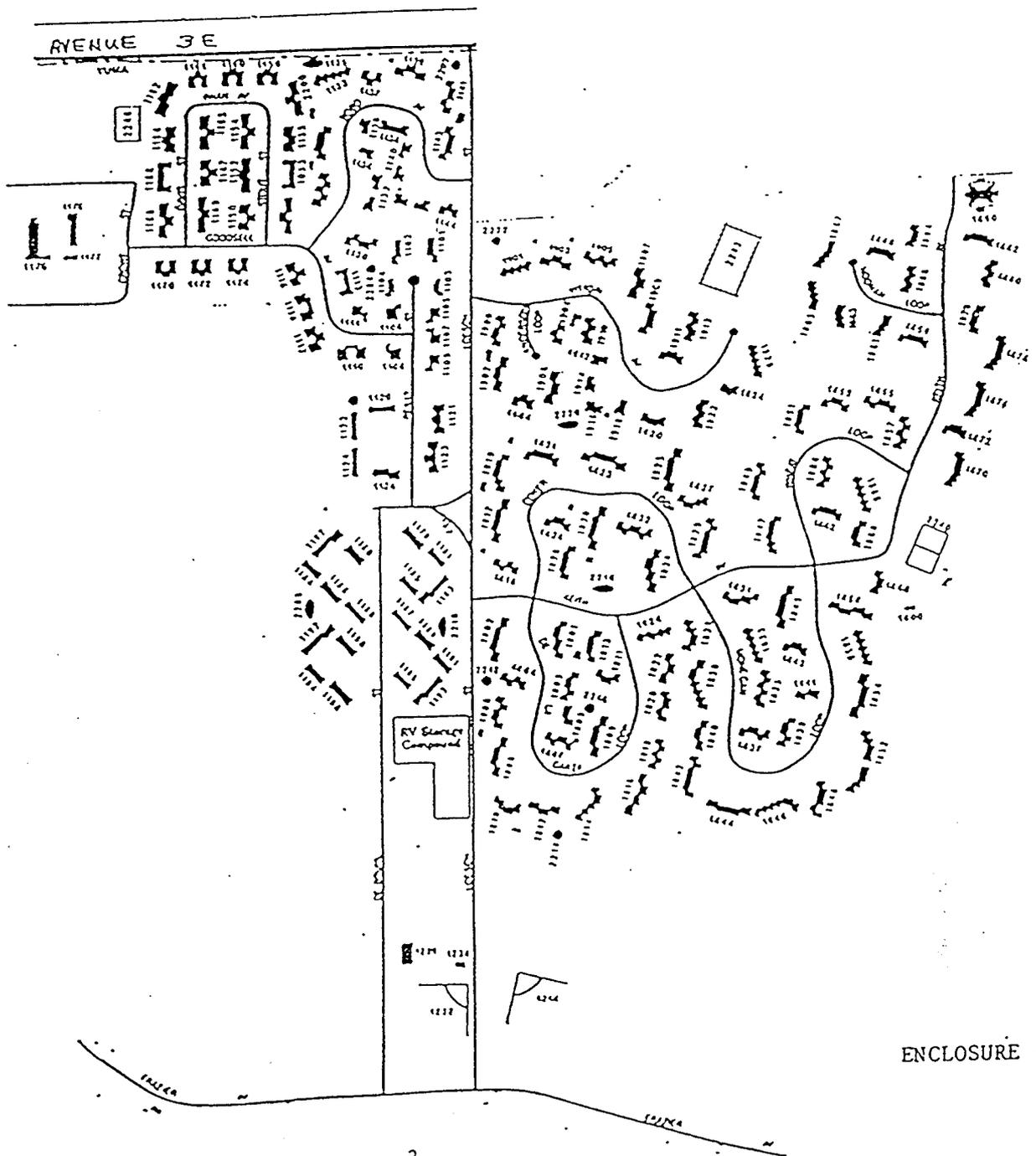
1st Week of Month/Quarterly  
All Avenues/Streets listed

Total Miles of Route:

4.5 Miles Approximately

Total Manhours to Complete:

3.5 Manhours Approximately



ENCLOSURE (6)