



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
280 BASE SUPPORT BATTALION  
DIRECTORATE OF PUBLIC WORKS  
CMR 457  
APO AE 09033

AETV-WG-SMB

22 Jan 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy for Carpeted Floor Coverings

1. References:

- a. AR 420-17, Buildings and Structures, 10 OCT 1997
- b. CTA 50-909, Field and Garrison Furnishings and Equipment, 1 August 1993

2. Purpose. To outline where the Directorate, Public Works (DPW) installs and maintains carpeting in buildings within the Schweinfurt Military Community.

3. Policy. The Schweinfurt DPW is committed to providing the community with serviceable offices and buildings. This includes a serviceable floor covering.

4. Carpet Authorization: DPW provides and installs carpeting at DPW expense in the offices of directors, battalion and higher S3s, XOs, CSMs, commanders, and battalion and higher-level conference rooms.

- a. If an organization wishes to have a carpet installed in any other area, that organization must pay for all materials (carpet, glue, baseboards etc.) and use a carpet approved by the Chief, Buildings & Grounds Division, DPW. DPW provides the labor to install the carpet.

- b. DPW no longer installs carpeting in high traffic areas such as orderly rooms, PACs, S3 and S4 shops. These carpets wear out too quickly and cannot be kept clean.

- c. The 280th BSB commander is the approval authority for any exceptions to this policy.

5. Carpet Replacement: Carpeting has a service life of 8 to 10 years. In areas authorized carpet, DPW replaces the carpet when it reaches this service life and is unserviceable. DPW will not replace carpets, at our expense, that become unserviceable in less than 5 years. This is a clear indication of a high traffic area. DPW will remove these carpets and replace with vinyl, rubber, or stone type floors.

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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. DPW can arrange for a professional cleaning service as a reimbursable service to the customer.

7. Existing Carpets: There are many offices and buildings that currently have carpets not authorized according to this policy. In these areas, DPW will replace the carpet IAW the Carpet Replacement Guidelines listed in paragraph five.

8. For further information, please contact Chief, Buildings and Grounds Division at DSN 354-6451.



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MAJ, EN  
Director, Public Works

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