APPENDIX 1 FACILITIES LISTING

Internal Store Number	CONTRACT AREA	LOCATION	COMMERCIAL ADDRESS	SHORT CODE
HQCE5W	MED-ZONE	ITALY	AVIANO COMMISSARY BLDG 1411, AVIANO AB 33081 AVIANO ITALY	AVI
HQCE5Q	MED ZONE	ITALY	VICENZA COMMISSARY BLDG 2204 CASERMA EDERLE 36100 VICENZA ITALY	VIC
HQCE5J	MED ZONE	ITALY	LIVORNO COMMISSARY BLDG 56018 CAMP DARBY 56018 TIRRENIA PISA ITALY	LIV
HQCE5X	MED-ZONE	ITALY	NAPLES COMMISSARY BLDG 2957 US NAVAL SUPPORT SITE 81030 GRICIGNANO D'AVERSA CASERTA ITALY	NAP
HQCE5V	MED-ZONE	ITALY	SIGONELLA COMMISSARY US NAVAL AIR STATION NAS1 95040 SIGONELLA CATANIA ITALY	SIG

APPENDIX 2
LIST OF ITEMS THAT MAY REQUIRE REPAIR

APPENDIX 2 - List of Items Than May Require Repair

	ITEM DESCRIPTION	OBJECT CLASS CODE (OCC)
AA	Alarm System, Fire with Tableau	2516
AB	Alarm System, Intrusion (IDS) Central	2516
AC	Alarm System, Refrigeration Monitoring System (RMCS)	2512
AD	Local Intrusion Alarm (IDS) (door alarm)	2516
ADR	Administrative and Reporting Costs (Program Management) per PWS, including SOMS; does not include INV costs	2516
AE	Personnel Safety Alarm, Restrooms	2516
AF	Building / Facility Management System (BMS/FMS)	2512
AG	Personnel Safety Alarm, Cold Rooms (per room)	2512
BA	Ceilings	2516
BB	Eyewash Station	2516
BC	Flooring	2516
BD	Gates and Fences	2516
BE	Gutters and Downspouts	2516
BF	Plumbing and Fixtures	2516
BG	Roofing (repair of existing)	2516
BH	Warehouse Shelving	2521
BI	Walls	2516
BJ	Doors and Windows	2516
BK	Green Roof	2516
BL	Skylights	2516
BM	SMP Materials	2516
BN	Décor and Signs (only Design Criteria standard signs, not mandatory or regulatory)	2516
BO	Structual (Repair of existing, inspections and reports as needed)	2516
BP	Exterior (Canopies, Columns, Building Walls, sidewalks, parking lot) (CONUS, OFF SITE LOCATIONS ONLY)	2516
CA	Band Saw, Meat (CMPP and CONUS only)	2521
CB	Bone Duster (CMPP and CONUS only)	2521
CC	Fat Analyser (CMPP and CONUS only)	2521
CD	Forming Machine (CMPP and CONUS only)	2521
CE	Grinder, Meat (CMPP and CONUS only)	2521
CF	Knife Sharpener, Electric	2521
CG	Labeler, Tiro and Similar (CMPP and CONUS only)	2521
CH	Molder, Meat (CMPP and CONUS only)	2521
CI	Packing Machine (CMPP and CONUS only)	2521
CK	Rotary Table (CMPP and CONUS only)	2521
CL	Sanitizing Machine (CMPP and CONUS only)	2521
CM	Tenderizer, Meat (CMPP and CONUS only)	2521
CN	Vacuum Packing Machine (CMPP and CONUS only)	2521
CO	Vacuum Station System, Centralized (CMPP and CONUS only)	2521
CP	Grease/Oil Separators and Sludge Traps (CMPP + KCS)	2516
CQ	Slicer, Meat (CMPP and CONUS only)	2521
CR	Converger (CMPP and CONUS only)	2521
CS	Meat Tumbler (CMPP and CONUS only)	2521
CT	Box Maker (CMPP and CONUS only)	2521
CU	Hydraulic Meat Lift (CMPP and CONUS only)	2521
CV	Generator, Diesel (more than 50kW) (KCS, CMPP & CDG)	2521
CV	Generator, Diesel (more than 50kW) (KCS, CMPP & CDG), Monthly (11 each)	2521
CW	Packing Machine (purchased after 2012) (CMPP and CONUS only)	2521
CW	Packing Machine (purchased after 2012) (CMPP and CONUS only), monthly (11 each)	2521

APPENDIX 2
LIST OF ITEMS THAT MAY REQUIRE REPAIR

	ITEM DESCRIPTION	OBJECT CLASS CODE (OCC)
CX	X Ray System, Food Processing (CMPP and CONUS only)	2521
DA	Doors, Automatic Entrance and Exit	2521
DB	Doors, Motor Driven & Manual (Warehouse, Sectional, Rollup or Sliding)	2521
DC	Bumper Doors (Impact Doors)	2516
EA	Electrical System	2516
EB	Electronic Key Box	2521
EC	Emergency Lighting, Central with Battery Control NOT Exit lights	2516
ED	Emergency Lighting, Individual (battery operated) NOT Exit Lights	2521
EF	Distribution Panel, Electrical	2516
EH	Insect Light, UV	2521
EI	Photovoltaic System	2521
EJ	Lightning Arrestor	2516
EK	Exit Light (total per store)	2516
EL	Fixed Wire Testing (Regulatory requirement, 4 year interval)	2516
FA	Fire Control Ventilation System	2516
FB	Fire Extinguishers (portable & wheeled, DeCA owned only)	2516
FC	Fire Protection and Flue Flap	2516
FD	Fire Protection Door (only those connected to Fire Alarm System)	2516
FE	Smoke Detector (NOT connected to Fire Alarm System	2521
FF	Sprinkler System (Annual)	2516
FG	Sprinkler System (monthly PMI)	2516
FH	Wall Hydrant (each)	2516
FI	Exhaust Hood with extingushers (Ansul & similar), includes cleaning	2516
FJ	Smoke Extractor (each)	2516
FK	Fire Rated Door (NOT connected to Fire Alarm System)	2516
GA	Auto Door Armored (stores after 2007)	2521
GB	Fire Alarm System (stores after 2007)	2516
GC	Truck Retaining System, Hydraulic (Auto Chock Blocks) with interlock to door or dock leveler	2521
GD	Heating Distribution System (pumps & piping, includes radiators) (stores after 2007)	2512
GE	Ventilation System (stores after 2007)	2512
GF	Air Conditioning System (stores after 2007)	2512
GG	Automatic Window Blinds (sensor controlled)	2516
HA	Air Curtain	2512
HB	Boiler Plant	2512
HC	Boiler, Steam	2512
HD	Heating Distribution System (pumps & piping, includes radiators)	2512
HE	Oil or Natural Gas Burner	2512
HF	Warm Air Blower	2512
HG	Ventilation System (without heating or cooling coil), Exhaust Fans	2512
HH	Air Conditioning System	2512
HI	Split Unit Air Conditioning (includes indoor & outdoor unit)	2512
HJ	Chimney	2516
HK	Neutralizing System, Condensate (for chimney)	2521
HL	Multisplit Unit Air Conditioning with up to 4 inside units (includes indoor & outdoor units)	2512
INV	Inventory and Labelling Updates per PWS, not initial 100%	2516
LA	Lighting, Outside	2521
LB	Lighting, Sales Area	2521
LC	Lighting, Warehouse	2521
LD	Lighting, Interior (offices, bathrooms & technical rooms)	2521

APPENDIX 2
LIST OF ITEMS THAT MAY REQUIRE REPAIR

	ITEM DESCRIPTION	OBJECT CLASS CODE (OCC)
LE	Lighting, Centrally Controlled (DALI, KNX, etc.)	2521
MA	Charger, Battery	2521
MB	Forklift	2521
MC	Handicap Cart	2521
MD	Hydraulic Elevating Platform (Dock Leveler/Loading Ramp)	2521
ME	Pallet Jack, Electric	2521
MG	Ramp, Mobile Loading	2521
MH	Spinwrapper (CMPP, CDG & CDK only)	2521
MI	Mobile Work Platform (Scissors lift & similar)	2521
MJ	Pallet Jack, Manual (PM only)	2521
MK	Pallet Jack, High Lift Electric	2521
ML	Ladders, All	2521
MM	Water Distilling System (forklift charging area)	2516
MN	Platform Cart, Hydraulic (up to 300kg capacity)	2521
MO	Mobile Personnel Lift	2521
OA	Oven, Baking and Roasting	2521
OB	Oven, Pizza	2521
OC	Oven, Proofer	2521
OD	Oven, Convection Countertop	2521
OE	Oven, Convection Upright	2521
OF	Oven, Baking Roll in	2521
OG	Oven, Proofer Roll in	2521
RA	Compound System with Compressors	2512
RB	Condensing Unit	2512
RC	Condenser (Fan Unit) < 2 sqm	2512
RD	Display Case including Evaporator	2512
RE	Display, Self Contained (Stand Alone Display)	2512
RF	Refrigerated Trailer	2512
RG	Retarder, Bakery (refrigerated)	2512
RH	Walk-in including Evaporator, Chill (without Condensing Unit)	2512
RI	Bakery Cabinet, Self Service	2521
RJ	Misting or Fogging System (Produce)	2521
RK	Ethylene Gas Filter (Produce)	2521
RL	Compound System withCompressors, CO2	2512
RM	Condenser (Fan Unit) > 2 sqm	2512
RN	Walk-in including Evaporator, Freeze (without Condensing Unit)	2512
RO	Refrigeration Leak Detection System	2512
RP	Walk-in Doors, Insulated (slide or swing CONUS ONLY)	2512
SA	Baler	2521
SC	Cabinet, Food Warming	2521
SE	Compressor, Air	2521
SF	Conveyor Belt	2521
SG	Cranes, Hoists and Elevator Systems	2521
SH	Dispensers, Various	2521
SI	Exhaust Hood with ventilation fan	2521
SJ	Generator, Diesel	2521
SK	Grill, Rotary Electric (Rotisserie)	2521
SM	High Pressure Cleaner	2521
SN	Ice Maker	2521
SO	Intercom and Paging Systems (PA)	2521
SP	Polisher, Floor or Burnisher	2521
SQ	Safe	2521
SR	Scale and Scale Labeler	2521
SS	Scrubbing Machine	2521
ST	Panini Grill	2521
SU	Slicer (Bread, Deli, Bistro)	2521

APPENDIX 2
LIST OF ITEMS THAT MAY REQUIRE REPAIR

	ITEM DESCRIPTION	OBJECT CLASS CODE (OCC)
SV	Sweeper, Warehouse	2521
SW	Video Monitoring System (Security Cameras & CCTV)	2521
SX	Water Heater, Electric	2521
SY	Water Treatment System (building water supply)	2516
SZ	IBM Register scale (annual calibration only)	2521
TA	Kitchen Unit (including Appliances)	2521
TB	Sales Area Shelving	2521
TC	Locking System, Doors (with master key and security card)	2521
TD	Disposal, Hazardous Waste and Accountable Equipment (requires DeCAF 40-108)	2516
TE	Grease/Oil and Gas Separators and Sludge Traps	2516
TF	Industrial Kitchen Equipment (Mixers etc., not fixed installation)	2521
TG	Industrial Electrical Tools	2521
TH	Labeler (without scale)	2521
TI	Office Equipment (non electric)	2516
TJ	Industrial Washer or Dryer	2521
TK	Electrical Isolation Test (also Electrical Resistance test, mobile government owned electrical devices only, no IT equipment, IAW Host Nation requirements, i.e. DGUV)	2521
TL	Battery Backup System (UPS) (fixed installation)	2521
TM	Loading Area Surfaces (sole DeCA use locations only)	2516
TO	Facility Walk Through (visual inspection) (record & report to store staff)	2516
TP	Electronic Hand Dryer (Airblade & similar)	2521
TQ	Automatic Pressure Regulator	2521
TR	Storage Container, Metal (shipping & similar, not storage sheds)	2521
TS	Transportation, Oversized Items (only as authorized by HQ's staff)	2521
TT	Scale, Pallet (larger than 30lbs capacity, less than 3000lbs)	2521
TU	Scanner, 3D (for shipping operations)	2521
TV	Heat Reclaim System	2512
TW	Fall Protection System (located on roof)	2516
TX	Vehicle Scale (for shipping operations)	2521
TY	Water Heater, Natural Gas	2521
TZ	Water Heater, High Pressure Steam	2521
UA	Lobster Tank (CONUS ONLY)	2521
UB	CEIP Installs (Used for new equipment installs where DeCA Equipment Branch has purchased via separate contract)	2521
ZZ	Diagnostic Center for Remote Monitoring & Alarms (only if no centralized monitoring contract is in place)	2512

APPENDIX 4

EMERGENCY REPAIR AUTHORIZATION PROCEDURE AND RESTRICTED PROTOCOL PROCEDURES

Criteria for Emergency Work Orders

The situations/criteria identified in this document are considered to be emergencies. If a situation not included in the document arises at the store and the store firmly believes their situation meets the emergency criteria (potential for loss of perishable goods and potential harm to personnel or customers) then the store management needs to contact the respective store Field Engineer/Field Operations Specialist immediately. The Field Engineer/Field Operations Specialist will determine if an emergency work order needs to be opened.

PROCEDURE FOR EMERGENCY REPAIR AUTHORIZATION STEPS

1. Authorized Government personnel generates Emergency Order (SOMS) for only situations covered below.
2. KO will be involved if the quote exceeds EUR3,000.00
3. On-site personnel make initial contractor contact.
4. Authorized Government personnel provides KO/COR with the following information:

What needs repair? DECA INVENTORY NUMBER
Status of the associated backup system(s) and mission priority.
Estimated total cost and schedule to repair to determine the approval authority.

5. Contractor performs diagnostic and develops estimated cost (Within 3 hours).
6. Contractor (by SOMS or e-mail) sends work order quote to KO, Field Engineer/Field Operations Specialist
7. KO/COR review and approve work in writing (SOMS or e-mail).
8. Contractor completes the repair or mitigation.

Refrigeration Emergency Examples:

a. PHASE LOSS Power Failure
b. HIGH SUCT Equipment/Compressor Failure
c. LOST BOARDS, **RELAYS** or **SENSORS**
d. COMM FAIL Communication Failure within 4k/5k network.
e. Any noisy refrigeration fan
f. Any refrigeration leak

APPENDIX 4

EMERGENCY REPAIR AUTHORIZATION PROCEDURE AND RESTRICTED PROTOCOL PROCEDURES

Note: Any call for repairs to any self-contained merchandiser cases must be placed only during normal work hours.

Heating Ventilation Air Conditioning

1. Air Conditioning failure in any area of the store
2. Any heating issue in the store
3. Any exhaust fan system failure.

Door

1. Any problem with exterior doors to include exterior sliding doors that compromises security, safety or customer access to the building.
2. Loading dock door not properly operating.
3. If a dock leveler malfunctions in a position that prevents the overhead door from closing and securing the building.
4. Inoperable Refrigerated walk-in cooler doors

Electrical

1. Loss of power in any area of the store.

Roof

1. Roof leaks in the administrative area, sales area, warehouse and deli bakery area.

Plumbing

1. Bathroom toilet, lavatories or sinks overflowing onto the floor
2. Store drains clogged up/backed up.
3. Hot water not available anywhere in the facility.
4. Any major water leaks (pipe breaks or major running water)
5. Any frozen water pipe situation or pipe or hose bib breakage

Alarms

1. Any fire alarm going off or findings by the Fire Chief (if covered by the Enterprise contract)
2. Any security alarm going off (if covered by the Enterprise contract)

Equipment

1. Ovens and Proofers –any fault that prevents operation

2. Central Meat Processing Plant processing Equipment (where applicable)

APPENDIX # 5-1

INVENTORY LIST AND PREVENTIVE MAINTENANCE SCHEDULE

(Example Form)

SHORT CODE	INVENTORY NUMBER	ITEM CODE	OBJECT CLASS CODE	EQUIPMENT TYPE	MANUFACTURER NAME	MODEL #	SERIAL #	YEAR PURCHASED	DeCA BARCODE	SUBLOCATION (Physical)	PM INTERVAL	CALENDAR WEEK(S) PM SCHEDULED
BUD	123456	XZ	1234	Handicap Cart	Sterling	ZZ-000	1234567	1998	DE0000000	Warehouse	4	1.14.32.48

EXAMPLE FORMAT

APPENDIX #5-2

Instructions For Maintenance Contract Inventory Completion

INVENTORY LIST AND PREVENTIVE MAINTENANCE SCHEDULE
(Example Format)

SHORT CODE	INVENTORY NUMBER	ITEM CODE	OBJECT CLASS CODE	EQUIPMENT TYPE	MANUFACTURER NAME	MODEL NUMBER	SERIAL NUMBER	YEAR PURCHASED	DeCA BARCODE	SUBLOCATION (Physical)	PM INTERVAL	CALENDAR WEEK(S) PM SCHEDULED
BUD	123456	XZ	1234	Handicap Cart	Sterling	ZZ-000	1234567	1998			Q	

Text
3 digits

Number
6 digits

Text
2 digits

Number
4 digits

Text
Matches Item Code List

Text

Text
Exactly as on Data Plate

Text
Exactly as on Data Plate

Date
YYYY format

Text
Exactly as on Label

Text

Text
1 digit

Number
each 2 digits. By multiple separate with a comma

Correct cell formatting and required length. All formatting done using English (US) in data processing programs

Detailed Instructions for Completing Consolidated Maintenance Contract Inventory

Appendix #5-2

COLUMN	INSTRUCTIONS	FORMAT & LENGTH
Short Code	When printed on label, no space or dash shall be placed between this and the following 6 digit Inventory Number	Text, 3 letters, Uppercase
Inventory Number	When printed on label, no space or dash shall be placed between this and the preceding 3 letter Short Code	Number, 6 digits
Item Code	See details at right	Text, 2 letters, Uppercase
Object Class Code	See details at right	Number, 4 digits
Equipment Type	Use description from Item Code list. Normally this is Attachment #2	Text, length as needed
Manufacturer Name	Enter exactly as on data plate to include spaces, slashes and similar	Text, length as needed
Model Number	Enter exactly as on data plate to include spaces, slashes and similar	Text, length as needed
Serial Number	Enter exactly as on data plate to include spaces, slashes and similar	Text, length as needed
Year Purchased	See details at right	Date, 4 digits, YYYY
DeCA Barcode	Purple & white or White tag with barcode on it. For ease of entry recommend use of a handheld scanner	Text, 2 letters & 7 digits
Sub Location (Physical)	Enter the actual location at the facility. For installed refrigerated units enter the case Position number or CAN bus address. Mobile items will need to be updated at regular intervals	Text, length as needed
PM Interval	See details at right	Text, 1 letter, Uppercase
Calendar Weeks PM Scheduled	When multiple are needed based on PM Interval then enter with a comma between each	Number, 2 digit

Detailed Instructions for Completing Consolidated Maintenance Contract Inventory

SPECIFIC INSTRUCTIONS
Do not use the words Unknown or Missing; instead use **Not Found** when the data element could not be found and **Unreadable** if present but unable to correctly read
Blanks in the first nine columns are not permitted, for facility Item Codes enter the date of construction for the building
Under Equipment Type, use the exact description provided in Attachment #2
A Ventilation System is defined as those which have ductwork and controls (temperature, time, etc).
An Exhaust Fan is any fan installed with NO ductwork, regardless of size
For items you are unsure of ask the Field Engineer prior to entering data
DeCA barcode required for all accountable items, generally equipment only. Exception is the Display, Bakery Dry
Sub-location is the actual location in the facility. MHE should be assigned to Warehouse, Displays to Sales Area. When possible add the Position Number or CAN address for refrigeration for ease of locating. In General logical descriptions to functional area. Examples: Technical Room, Deli, Bakery, Attic, Outer Receiving Area and similar. Use room number if available. In Germersheim and KCS include the Building number and or Warehouse letter.

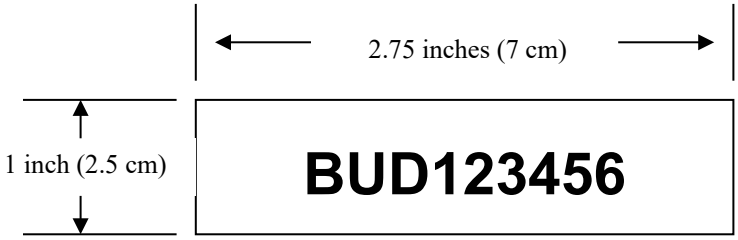
APPENDIX #6
REFRIGERANT USE LOG

SERVICE DATE	TECHNICIAN NAME	COMPANY NAME	REASON FOR SERVICE	KGs REF. ADDED	KGs REF. REMOVED	DESTINATION RECOVERED REFRIGERANT	CORRECTIVE ACTIONS FOR LOSSES/OTHER REMARKS
12-Sep-19	R. Smith	Xiggle	low refrigerant	5	n/a	n/a	

APPENDIX #7
Example Inventory Tag

INVENTORY TAG FOR EQUIPMENT
LOCATED IN DECA FACILITIES.

DIMENSIONS ARE APPROXIMATE.



TAG SHALL HAVE A BLUE
BACKGROUND AND WHITE
LETTERS AND NUMBERS

REQUIRED REPORTING DATA
(Example Form)

Appendix # 8

INVOICE NUMBER	REPAIR DATE	CALL TYPE	WORK ORDER OR PM NUMBER	ITEM CODE	SHORT CODE	INVENTORY NUMNER	OBJECT CLASS CODE	PM COST	LABOR COST	MATERIAL COST	WORK ORDER TOTAL
8 Digits	7 Digits	2 Digit	12 Digits	2 Digits	3 Digits	6 Digits	4 Digits	8 Digits	8 Digits	8 Digits	8 Digits
	DDMMMYY										
12506001	5-Mar-01	UM	123UM0000123	XZ	BUD	123456	1234	123456.78	123456.78	123456.78	123456.78
12506001		EM	123EM0000124								
			OR								
12506002	7-Mar-01	PM	123PM0000123	XZ	BUD	123456	1234	123456.78	123456.78	123456.78	123456.78
12506002		PM	123PM0000124								
								REPORT TOTAL			123456.78

EXAMPLE

APPENDIX 10
CONTRACTOR WORK VERIFICATION LOG (sign in sheet)

ENTER INFORMATION IN BLOCK LETTERS ONLY			ALL FIELDS MUST BE COMPLETED			
PERSON NAME	COMPANY	PHONE NUMBER	ORDER NUMBER(S) or REASON FOR VISIT	ARRIVAL TIME (DD/MMM/YYYY, HHMM)	TIME (DD/MMM/YYYY, HHMM)	SIGNATURE
J. Smith	Xiggle	0152-12345678	234UM0000012	12-03-2019 0915	12-03-2019 1145	

Appendix #11
DeCA Temperature Standards

DeCA QUALITY STANDARDS TEMPERATURE		
DESCRIPTION	**FAHRENHEIT (°F)**	**CENTIGRADE (°C)**
Display Case Entering Air Temperature Limits		
Produce	+36 to +40	+2 to +4
Deli, Clerk Service	+34 to +38	+1 to +3
Fresh Meat	+22 to +26	-6 to-4
Milk Roll-in	+26 to +30	-4 to -1
Multideck Dairy	+30 to +36	-1 to +2
Chest, Ice Cream (includes Jumbo Wide Island)	-28 to -22	-33 to -30
Frozen Food (includes Jumbo Wide Island)	-12 to -5	-24 to -20
Multideck Frozen Food	-8 to -3	-22 to -19
Multideck Pre-Pack Meat	+28 to +32	-2 to 0
Multideck Meat	+24 to +28	-4 to -2
Dual-Temp Meat	-12 to -3	-24 to -19
Glass Door Frozen Food	-6 to -1	-21 to -18
Bakery Display	+36 to +40	+2 to +4
Egg Spot Merchandiser	+36 to +40	+2 to +4
Multideck Deli, Self Service	+32 to +35	0 to +2
Glass Door Ice Cream	-15 to -10	-26 to -23
Multideck Ice Cream	-15 to -12	-26 to -24
Glass Door Medium Temp.	+25 to +29	-4 to -2
Fish Case	+28 to +34	-2 to +1
Reach-In Storage Box Temperature Limits		
Blast Freezer	-25 to -15	-32 to -26
Medium Temp Reach-in	+36 to +40	+2 to +4
Low Temp Reach-in	-6 to -2	-21 to -19
Walk-In Storage Room Temperature Limits		
Controlled Temp Storage	+60 to +65	+15 to +18
Candy Storage	+58 to +65	+14 to +18
Dairy Storage	+34 to +37	+1 to +3
Frozen Food Storage	-10,to 0	-23 to -18
Carcass Storage w/Hose Bib	+32 to +36	0 to +2
Fresh Meat Chill Storage	+28 to +32	-2 to 0
Meat Holding	+28 to +32	-2 to 0
Meat Processing	+46 to +50	+8 to +10
Meat Wrapping	+46 to +50	+8 to +10
Deli Storage	+34 to +37	+1 to +3
Produce Storage	+34 to +40	+1 to +4

Appendix #11
DeCA Temperature Standards

DESCRIPTION	FAHRENHEIT (°F)	CENTIGRADE (°C)
Walk-In Storage Room Temperature Limits		
Produce Processing	+55 to +68	+13 to +20
Produce Ambient Storage*	+68 to +72	+20 to +22
Bakery Cooler	+34 to +37	+1 to +3
Bakery Freezer	-10 to 0	-23 to -18
Pre-Packaged Meat Cooler	+32 to +36	0 to +2
Hard Chill Storage	+26 to +30	-3 to -2
Fresh Fish Chill Storage	+28 to +32	-2 to 0
Poultry Chill Storage	+28 to +32	-2 to 0
Prepackaged/Poultry Chill Storage	+38 to +32	-2 to 0
Ice Cream Freezer Storage	-15 to -10	-26 to -23

*Bananas, Onions, Potatoes, and Tomatoes

Room Environmental Limits

Sales Area and Checkout Area
Cooling: 50% Maximum Relative Humidity* and 72 to 75OF (22 to 24C)
Heating: 50% Maximum Relative Humidity* and 68 to 71F (20 to 22C)**
ADP Room
Cooling: 72 to 78F (22 to 26C)
Heating: 68 to 72F (20 to 22C)
All Other Areas**
Cooling: 76 to 80F (24 to 27C)
Heating: 68 to 72F (20 to 22C)

Set controls at a maximum of 40% relative humidity, but the environment is not deficient until 50% relative humidity is reached.

** If the system has night setback, let temperature fall to a minimum of 60F (16C) during hours that the commissary is closed.

Should the temperature rise above 72F (22C) during the winter due to internal load, the cooling, should not start until the temperature reaches the temperature requirements for summer.

DeCA Quality Standards

Appendix #12
DeCA Lighting Criteria

MINIMUM COMMISSARY ILLUMINATION STANDARDS

EUROPE – Local standards may be more stringent and therefore apply. In general the most stringent rule, regulation or requirement applies. These criteria only apply when replacing fixtures.

RM. NO.	ROOM NAME	FC (LUX)	TYPE	REMARKS
1	ENTRY VESTIBULE	20 (220)	FLUORESCENT	
2A/B/C	EXIT VESTIBULE	20 (220)	FLUORESCENT	
3A/B	CART RETURN VESTIBULE	20 (220)	FLUORESCENT	
4	CASHIER'S OFFICE	50 (550)	FLUORESCENT	NOTE 15
5	CASH COUNTING ROOM	50 (550)	FLUORESCENT	NOTES 9,15
6	CUSTOMER SERVICE MANAGER'S OFFICE	50 (550)	FLUORESCENT	NOTES 9
7	CUSTOMER WAITING	30 (320)	FLUORESCENT	NOTES 2,15
8	CART STORAGE	75 (810)	FLUORESCENT	NOTES 2,15
9	CUSTOMER SERVICE DESK/I.D.	75 (810)	FLUORESCENT	NOTES 2,15
10	CUSTOMER RESTROOM (MEN)	30 (320)	FLUORESCENT	50 FC (550 LUX) ACCENT OVER LAVATORIES; NOTES 9, 14, 15
10A	CUSTOMER RESTROOM VESTIBULE (MEN)	30 (320)	FLUORESCENT	NOTE 14, 15
11	CUSTOMER RESTROOMS (WOMEN)	30 (320)	FLUORESCENT	50 FC (550 LUX) ACCENT OVER LAVATORIES, NOTES 9, 14, 15
11A	CUSTOMER RESTROOM VESTIBULE (WOMEN)	30 (320)	FLUORESCENT	NOTE 14, 15
12	STORE DIRECTOR	50 (550)	FLUORESCENT	NOTE 9
13	ADMIN ENTRY VESTIBULE	20 (220)	FLUORESCENT	NOTES 15
14	ADMIN CORRIDOR	20 (220)	FLUORESCENT	NOTES 15
15	ADMIN AREA	50 (550)	FLUORESCENT	NOTES 15
16	EMPLOYEE BREAK ROOM (MAIN)	50 (550)	FLUORESCENT	NOTES 9, 14, 15
17	TRAINING ROOM	50 (550)	FLUORESCENT	NOTES 7,9, 14, 15
18	STORE ADMINISTRATOR	50 (550)	FLUORESCENT	NOTE 9
19	STORE MANAGER'S OFFICE	50 (550)	FLUORESCENT	NOTE 9
20	JANITOR'S CLOSETS A/B/C/D	20 (220)	FLUORESCENT	NOTE 9
21A/B	VESTIBULE (STAGING TO SALES)	20 (220)	FLUORESCENT	
22	ADMIN STORAGE	30 (320)	FLUORESCENT	NOTE 9
23	DAMAGED MERCHANDISE	50 (550)	FLUORESCENT	
24	DAMAGED MERCH SALES NICHE	75 (810)	FLUORESCENT	SWITCH WITH SALES AREA LIGHTS.
25	LOCKER ROOM (WOMEN)	20 (220)	FLUORESCENT	NOTES 9,15
26	EMPLOYEE RESTROOM (WOMEN)	20 (220)	FLUORESCENT	50 FC (550 LUX) ACCENT OVER LAVATORIES, NOTES 9,15
26A	RESTROOM VESTIBULE (WOMEN)	20 (220)	FLUORESCENT	
27	EMPLOYEE RESTROOM (MEN)	20 (220)	FLUORESCENT	50 FC (550 LUX) ACCENT OVER LAVATORIES, NOTES 9,15
27A	RESTROOM VESTIBULE (MEN)	20 (220)	FLUORESCENT	
28	LOCKER ROOM (MEN)	20 (220)	FLUORESCENT	NOTE 15

Appendix #12
DeCA Lighting Criteria

MINIMUM COMMISSARY ILLUMINATION STANDARDS

RM. NO.	ROOM NAME	FC (LUX)	TYPE	REMARKS
29	CONTROLLED TEMP STORAGE	30 (320)	FLUORESCENT	NOTES 10,13,14
30	CONTRACT STOCKER STORAGE	50 (550)	FLUORESCENT	NOTES 9,15
31	MECHANICAL ROOM	30 (320)	FLUORESCENT	NOTE 15
31B	CISIC (COMMUNICATIONS)	50 (550)	FLUORESCENT	NOTE 15
32	SENSITIVE STORAGE	30 (320)	FLUORESCENT	NOTES 9,15
33	OPERATING SUPPLY STORAGE	30 (320)	FLUORESCENT	NOTES 9,15
34	MEDICAL FOOD INSPECTION OFFICE (VET)	50 (550)	FLUORESCENT	NOTE 9
35	RECEIVING MANAGER'S OFFICE	50 (550)	FLUORESCENT	NOTE 9
36	RECEIVING	30 (320)	FLUORESCENT	NOTE 15
37	STAGING AREA	30 (320)	FLUORESCENT	NOTE 15
38	MHE CHARGING AREA	30 (320)	FLUORESCENT	NOTE 15
39	MASS DISPLAY AREA	75 (810)	FLUORESCENT	NOTES 2,4
40	HBC SALES	75 (810)	FLUORESCENT	NOTES 2, 14, 15
41	PLANT DISPLAY AREA	75 (810)	FLUORESCENT	NOTES 2,4
42A/B	PRODUCE SALES AREA	75 (800	FLUORESCENT	100 FC (1100 LUX) ACCENT LTG. OVER ISLAND PRODUCE DISPLAY. NOTES 2,3,4,5, 14, 15,23
43	PRODUCE CHILLED STORAGE	30 (320)	FLUORESCENT	NOTES 10,12,13,14
44	PRODUCE PROCESSING/ AMBIENT STORAGE	50 (550)	FLUORESCENT	NOTES 11,13,14
45	PRODUCE MANAGER'S OFFICE	50 (550)	FLUORESCENT	NOTE 9
46	FISH DISPLAY	75 (810)	FLUORESCENT	NOTES 2,3,5
47	MEAT/PROD OP SUPPLY STORAGE	30 (320)	FLUORESCENT	NOTES 9,15
48	BREAK ROOM (MEAT/PROD)	30 (320)	FLUORESCENT	NOTE 15
49	UNISEX RESTROOM	30 (320)	FLUORESCENT	NOTES 9,15
50	MEN'S LOCKER ROOM (MEAT/PROD)	20 (220)	FLUORESCENT	NOTE 15
51	MEN'S RESTROOM (MEAT/PROD)	20 (220)	FLUORESCENT	50 FC (550 LUX) ACCENT OVER LAVATORIES, NOTES 9,15 &
52	WOMEN'S LOCKER ROOM (MEAT/PROD)	20 (220)	FLUORESCENT	NOTE 15
53	WOMEN'S RESTROOM (MEAT/PROD)	20 (220)	FLUORESCENT	50 FC (550 LUX) ACCENT OVER LAVATORIES, NOTES 9,15
54	RECEIVING AISLE	30 (320)	FLUORESCENT	NOTE 15
55	MEAT PROCESSING	70 (750)	FLUORESCENT	NOTES 11,13,14
56	MEAT WRAPPING	70 (750)	FLUORESCENT	NOTES 11,13,14
57	MEAT MANAGER'S OFFICE	50 (550)	FLUORESCENT	NOTE 9

Appendix #12
DeCA Lighting Criteria

MINIMUM COMMISSARY ILLUMINATION STANDARDS

RM. NO.	ROOM NAME	FC (LUX)	TYPE	REMARKS
58	MEAT RESTOCKING AISLE	50 (550)	FLUORESCENT	100 FC (1100 LUX) ACCENT OVER SINGLE DECK FRESH MEAT DISPLAY CASES, NOTES 2,3,4,5
59	MEAT CHILL STORAGE	30 (320)	FLUORESCENT or LED	NOTES 10,12,13,14
60	FAT AND BONES STORAGE	20 (220)	FLUORESCENT or LED	NOTES 10,12,13,14
61	PREPACKAGED MEAT CHILL STORAGE	30 (320)	FLUORESCENT or LED	NOTES 10,12,13,14
62	POULTRY CHILL STORAGE	30 (320)	FLUORESCENT or LED	NOTES 10,12,13,14
63	MECH CHASE TO MEZZ	10 (110)	FLUORESCENT	
64	VESTIBULE-RECEIVING/FROZEN FOOD / DAIRY	20 (220)	LED	NOTE 19
65	AISLE (RECV'G TO SALES)	20 (220)	FLUORESCENT	NOTE 15
66	DAIRY SALES	75 (810)	FLUORESCENT	NOTES 2,3,4,15
67	DAIRY CHILL STORAGE	30 (320)	FLUORESCENT or LED	NOTES 10,12,13,14
68	FROZEN FOOD STORAGE	30 (320)	LED	NOTES 12,13,14,19
69	SALES	75 (810)	FLUORESCENT	NOTES 1,2, 14, 15, 22, 24. FC ON VERTICAL PLANE AT 30" AFF AT GONDOLA FACINGS SHALL BE NOT LESS THAN 50% OF HORIZONTAL FC INDICATED.
70	DELI SERVICE AREA	75 (810)	FLUORESCENT	NOTES 2,3,5,15
71	BAKERY/DELI DISPLAY AREA	75 (810)	FLUORESCENT	NOTES 2,3,5,15
72	BAKERY SERVICE AREA	75 (810)	FLUORESCENT	NOTE 15
73	DELI PREPARATION AREA	50 (550)	FLUORESCENT	NOTE 15
74	BAKERY PREPARATION AREA	50 (550)	FLUORESCENT	NOTE 15
75	BAKERY CHILL STORAGE	30 (320)	FLUORESCENT or LED	NOTES 10,12,13,14
76	BAKERY FREEZER STORAGE	30 (320)	LED	NOTES 12,13,14,19
77	DELI CHILL STORAGE	30 (320)	FLUORESCENT or LED	NOTES 10,12,13,14
78	BAKERY/DELI DRY STORAGE	30 (320)	FLUORESCENT	
79	BAG STORAGE	30 (320)	FLUORESCENT	NOTE 9
80	BAGGER BREAK ROOM	30 (320)	FLUORESCENT	NOTE 15
81	CHECKOUT	60 (640)	FLUORESCENT	NOTES 2,15
82	SINGLE LINE QUEUING	60 (640)	FLUORESCENT	NOTES 2,15
83	MECHANICAL MEZZANINE	20 (220)	FLUORESCENT	NOTE15
84	VENDOR ROOM	50 (550)	FLUORESCENT	NOTES 9,15
85	SEAFOOD CHILL STORAGE	30 (320)	FLUORESCENT or LED	NOTES 10,13,14
86	BAGGER RESTROOM	30 (320)	FLUORESCENT	NOTES 9,15
87	PERISHABLE MANAGER	50 (550)	FLUORESCENT	NOTE 15
88	SEMI-PERISHABLE MANAGER	50 (550)	FLUORESCENT	NOTE 15
89	ZONE MANAGER	50 (550)	FLUORESCENT	NOTE 15
90	REGION MGT. SUPPORT	50 (550)	FLUORESCENT	NOTE 15
91	REGION MGT. SUPPORT	20 (220)	FLUORESCENT	NOTE 15

Appendix #12
DeCA Lighting Criteria

MINIMUM COMMISSARY ILLUMINATION STANDARDS

RM. NO.	ROOM NAME	FC (LUX)	TYPE	REMARKS
	STORAGE			
92	CONFERENCE ROOM	50 (550)	FLUORESCENT	NOTES 7, 9, 15
---	TUNNELS	10 (110)	FLUORESCENT	LIGHTED PILOT SWITCH AT TUNNEL ENTRANCE
---	ABOVE WALK-IN COOLERS/FREEZERS	10 (110)	FLUORESCENT	LIGHTED PILOT SWITCH AT OVERHEAD ACCESS LOCATION
---	EXTERIOR CANOPIES	10 (110)	FLUORESCENT OR LED	LOW TEMPERATURE BALLAST
---	PARKING LOTS 0-150 LF FROM BUILDING MORE THAN 150 LF FROM BUILDING	 5 (55) 1 (11)	METAL HALIDE or LED	REFER TO ¶ 1.16

END OF TABLE

Appendix #12
DeCA Lighting Criteria

LIGHTING DESIGN REQUIREMENTS NOTES: For illumination standards.

1. Refer to DeCA Guide Spec 26 51 00, paragraph 7 for fluorescent lighting requirements.

2. Use fluorescent lighting for sales area illumination.. Except as specified by Note 20, 22, or 23, design Sales area and check out area general lighting so that it is controlled in two circuits by the RMCS controller, with RMCS manual switching on wall at customer service desk to over-ride the RMCS timer function (Refer to Design Standard Plate 26 51 00-02). Provide approximately half the required FC lighting level for night stocking on each lighting circuit. These two circuits are to be alternated nightly so that both groups of lamps will have approximately the same life expectancy. Display case lights and accent lights shall be controlled by the RMCS. Design sales area fluorescent lighting perpendicular to runs of gondola display shelving. Overall design shall provide for uniformity of illumination at both high and low-lighting levels. Both checkout and sales area shall have some lights that remain on at all times for night lighting (Refer to ¶ 14).

3. Design lighting above display cases to specifically enhance the product appearance and provide identity and personality to the department. Soft white fluorescent lighting (3000°K) is recommended for red meat displays.

4. Special accent highlighting of 100 FC is required over the island produce cases, island dairy cases, plant display, and mass display area. These shall be controlled by the accent lighting circuit on the RMCS, including manual override. Consider suspended parabolic louvered fluorescent fixtures or track lighting with ceramic metal halide lamps with filters to reduce UV and Infrared, and highlight yellows and reds while maintaining good green reproduction. Metal halide lamps should have 12,000 hour (minimum) average rated life. LED modules offering similar beam distribution, with 3500K color and minimum CRI of 82, may be utilized provided a 20-year life-cycle cost analysis indicates they are competitive with the other options.

5. Provide RMCS control and local switching for area overhead and accent lighting in meat, fish, deli, and bakery display areas.

6. All timer functions, manual override and reset switching for the sales area are provided under Division 23 RMCS.

7. In Training Room 17 and Conference Room 92, provide reduced light level capability to accommodate projection equipment, either separately switched fluorescent fixtures, dimmable fluorescent fixtures, or incandescent down lights.

8. Not used.

9. Occupancy sensors of the appropriate type shall be evaluated for use in office areas, storage rooms, restrooms, training rooms and areas subject to intermittent occupancy.

10. Cooler walk-in storage rooms require 0 deg F electronic ballasts and gasket sealed waterproof fixtures.

11. Produce Processing, Meat Processing and Meat Wrapping Rooms require 0 deg F electronic ballasts and gasket sealed waterproof fixtures.

12. Provide 3-way light switches with pilot lights on the exterior of cold storage rooms and other storage rooms as appropriate.

13. Provide vapor-tight seal at all wiring penetrations of walk-in boxes and process rooms. Seal conduits inside around wires as well as around the outside of the conduit. Run conduit (PVC) exposed inside refrigerated space from fixture to fixture to minimize the number of penetrations. Only one penetration for the lighting shall be made into the room.

14. Provide emergency lighting for egress and life safety. Use some of the fixtures normally operating on the POS system generator with minimal required supplementary battery-operated egress lighting. Batteries shall be remotely located outside of refrigerated areas. Provide fluorescent emergency lighting fixtures in restrooms. Emergency lights on emergency generator circuits should be switched with the normal lighting in the space, unless they are also designated unswitched "night lights". Unswitched night lights should be kept to a minimum (Ref. Criteria ¶ 14).

15. Provide fluorescent emergency lighting fixtures in these areas for occupant convenience and comfort that operate off the POS system generator. Provide supplemental battery-operated lighting in stairwells and hazardous areas, and where required for life safety egress.

16. Not Used.

17. Not used.

18. Not Used.

19. Frozen food storage rooms require LED lighting units..

20. Not Used.

21. Not used

22. Where "daylight harvesting" is authorized in individual project guidance, provide electronic dimming ballasts for sales floor lighting. Provide control circuit to dim lights to 50 percent upon signal (contact closure) from the RMCS (except in produce sales).

23. Accent lighting shall be provided over the produce display tables in accordance with Note 4.

24. Provide LED highlighting for the departmental graphics in the sales area. Provide wall-washing fixtures to avoid scalloping or dark areas on sales area walls.

END OF NOTES

SOMS OPEN ORDERS REPORT (Exceeding 35 Days)

Appendix #13

Work Order Number	Store Short Code	Inventory Number	Item Code	Object Class Code	Statement of Objective	Request for Service Date	Expected Completion Date	Reason for Delay
Text as in SOMS	As in inventory list	As in inventory list	As in inventory list	As in inventory list	Text	Enter from SOMS. Format DD/MMM/YYYY	Format DD/MMM/YYYY	Text

APPENDIX #14
Examples of Preventive Maintenance Checks

The following are examples of Preventive Maintenance Checks but all work shall be performed to host nation standards for preventive maintenance and the original equipment manufacturer standards.

Evaporators

Check the evaporators monthly for proper defrosting. Ice accumulation on the evaporator coil can cause inefficiencies in the operation of the system, and can be detrimental to the coil surface itself.

Every six months:

1. *Tighten all electrical connections in the electrical panel*.

- Check for frayed wiring insulation and corroded terminals, and make certain all spade connections are tight.

2. *Check fan motors and blades*.

- Do the blades turn freely? Check the blades for unusual wear patterns or stress fractures. Clean the surface of each fan blade. Replace any worn blades and tighten the fan set screws.
- On motors with lubrication fittings, apply the correct lubricant. Replace any motor that is hard to rotate or has worn bearings.

3. *Check all defrost heaters*.

- Make certain heaters are in the correct position for maximum heat transfer to the evaporator coil. Follow the manufacturer's recommendations.
- Check each heater for correct amp draw.
- Check the voltage at each heater terminal.
- Make certain the heater terminals are in good condition.

4. *Clean the drain pan and check for proper drainage*.

- All foreign material should be removed from the drain pan. The pan should drain freely.
- The drain line should be free-draining with visible slope away from the evaporator.
- Check the drain line heater in applications below freezing.

5. *Clean the evaporator coil surface*.

- The coil should be washed periodically to remove dust and other foreign materials that might have been drawn into the fins. A commercial-grade cleaning foam can be used. Follow the label directions of the appropriate cleaner to clean refrigerant coils.

Compressor Units

Every six months:

1. *Tighten all electrical connections*.

- Check for frayed wiring insulation and corroded terminals. Replace damaged wiring.
- Make certain all spade connections are tight.

2. *Check all electrical components*.

- Electrical contactors should be inspected closely for worn and pitted contact points. The points should be cleaned and polished. Check for any discoloration in the conductors, which may indicate a loose wire or a dangerous overcurrent condition. Any foreign material found in the contactor should be removed.
- Inspect the defrost timer motor. Clean the contact points and lubricate the gears of the clock. Make certain the entire clock mechanism rotates freely.
- Check all relays for worn points; replace relay if necessary.
- Check the electrical connections inside the compressor electrical box.

3. *Check the operation of the control system*.

- Check all pressure controls for proper operation and set points.
- Check the safety controls. Make certain the oil safety and high pressure controls are functioning.
- Check the operation of the room temperature thermostat. Make certain the liquid line solenoid valve closes completely and the compressor pumps down and cycles off.

4. *Check the oil level in the compressor*.

- The oil level should be at or between one-third and two-thirds of the sight glass.
- Check the operation of the crankcase heater.

5. *Check the operation of the defrost controls*.

- Under most conditions, the timer should initiate the defrost. Make certain the defrost termination temperature control stops the defrost cycle and allows the evaporator fans approximately 2 min of delay time before restart.

6. *Check the condition of refrigerant line insulation*.

- Open, torn, or waterlogged insulation provides little benefit to the system. If the insulation is in poor condition, replace it.

7. *Check for the proper refrigerant level in the system*.

- The liquid line sight glass should be clear and full of liquid refrigerant during normal operation. If not, find and repair the leak, then charge enough refrigerant into the system to maintain a clear sight glass.

8. *Check the system superheat at the condensing unit*.

- Suction superheat should be checked at the compressor as follows.
    - Measure the suction pressure at the suction service valve of the compressor and determine the saturation temperature corresponding to this pressure from a temperature-pressure chart.
    - Measure the suction temperature of the suction line about 1 foot back from the compressor using an accurate thermometer.
    - Subtract the saturated temperature from the actual suction line temperature. The difference is superheat.
- Too low a suction superheat can result in liquid being returned to the compressor. This causes dilution of the oil and eventual failure of the bearings, rings or, possibly, valve failure.
- Too high a suction superheat will result in excessive discharge temperatures, which cause the oil to break down and result in piston ring wear and piston and cylinder wall damage.
- For maximum system capacity, suction superheat should be kept as low as practical. (some manufacturers recommend the superheat at the compressor be no lower than 30°F.) If adjustments to the suction superheat need to be made, the expansion valve at the evaporator should be adjusted. Follow the manufacturer's recommendations.

9. *Check all capillary and super hose lines for signs of wear*.

- Make certain all capillary and super hose lines are secure and do not rub against objects that can cause refrigerant leaks.

10. *Replace all missing valve caps and unit covers*.

Condensers

Every six months (sooner if local conditions cause clogging or fouling of air passages through the finned surface), perform the following:

1. *The condenser coil should be cleaned and washed*.

- Clean periodically with a brush, vacuum cleaner, pressurized water, or commercially available coil cleaning foam. If a foam cleaner is used, it should not be acid based. Follow the label directions of the appropriate cleaner.

2. *Check the operation of the condenser fans*.

- Check that each fan freely rotates.
- Tighten all fan set screws.
- Check the fan blades for signs of stress or other wear features. If any unusual wear is seen, replace the blade.
- Lubricate the motors if applicable. (Most condenser motors are permanently sealed and do not require lubricating.) Replace any motor that is worn.

Important: Fill out a maintenance log and leave it with the owner or with the equipment after each periodic inspection. This log should be available for future reference. It is also advisable to retain a copy of the operating parameters at the time of the inspection.