



UNITED STATES MARINE CORPS  
MARINE CORPS BASE HAWAII  
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MCBHO 11014.20B  
S-4  
13 Apr 18

MARINE CORPS BASE HAWAII ORDER 11014.20B

From: Commanding Officer, Marine Corps Base Hawaii  
To: Distribution list

Subj: GROUNDS MAINTENANCE AND POLICE; STANDARDS AND RESPONSIBILITY

Ref: (a) BaseO P5090.2  
(b) BaseO 4500.2  
(c) BaseO 5233.1  
(d) BaseO P5233.2

Encl: (1) Grounds Maintenance Area of Responsibility Map  
(2) Facilities Department Grounds Maintenance at MCBH Kaneohe Bay

1. Situation. To establish standards and responsibilities for grounds maintenance and police aboard Marine Corps Base Hawaii (MCBH). References (a) through (d) serve as a baseline for this order.

2. Cancellation. BaseO 11014.20A.

3. Mission. This order describes grounds maintenance and police procedures consistent with the Marine Corps' historic reputation for efficiency, attention to detail, and cleanliness. Grounds maintenance and police of Camp Smith, Manana Housing, and Pu'uloa Range are accomplished largely by contract, therefore, this order focuses on MCBH Kaneohe Bay. Marine Corps Training Area Bellows (MCTAB) is monitored by S-3/5, and units training in MCTAB will ensure its police as part of the normal range/training area check-in and check-out process. Ideally all areas on the base should be maintained in a clean, well-kempt condition. Recognizing that occasionally large-scale clean-up efforts are required, this order also provides for special base-wide police efforts with participation by both base and tenant activities.

4. Execution

a. Commander's Intent and Concept of Operations. The Commandant's direction to commanders is to take pride in the appearance of MCBH. Unity of effort through designation of responsibilities, standardization of procedures and synchronizing actions across the base will enable commands to meet this charge. MCBH will lead the grounds maintenance and police effort by coordinating with tenant commands, providing oversight, equipment, services and material.

(1) Grounds Maintenance

(a) The Facilities Department (LF) is responsible for grounds maintenance (mowing, trimming grass around buildings, sidewalks/obstacles, pruning shrubbery, etc.) in large common use areas.

(b) Tenants aboard MCBH Kaneohe Bay are responsible for grounds maintenance (mowing, trimming grass around buildings, sidewalks/obstacles, pruning shrubbery, etc.) in their adjacent areas. "Adjacent areas" generally extend to the nearest street, to the limits of the assigned area or to the beginning of another area of responsibility.

(c) Detailed boundaries regarding unit areas of responsibility are contained in enclosure (1).

(d) Green waste from grounds maintenance should be bagged and placed in dumpsters or taken to the base landfill after obtaining a landfill pass at the Base Recycling Center.

(2) Police. Base police, like grounds maintenance, is a shared responsibility between the base and tenant units.

(a) Enclosure (1) designates responsibilities for tenants aboard MCBH Kaneohe Bay.

(b) Designated areas will be policed at least monthly or more frequently if needed.

(c) Ordnance personnel and Range personnel will police streets/roads in the magazine area and at the Rifle Range respectively.

(d) Marine Corps Community Services (MCCS) will maintain the Golf Course, and all sports/recreation fields. This includes trash removal from non-dumpster containers immediately adjacent to these areas. MCCS and LF personnel will maintain other MCCS areas based upon verbal agreement between each department.

b. Subordinate Element Missions

(1) Command Inspector General (CIG)

(a) Conduct frequent base inspections to determine state of police and grounds maintenance. Identify problem areas to appropriate action officers and assess the overall effectiveness of this order.

(b) Coordinate with tenants to resolve conflicts and ensure compliance with this order.

(d) Publish bulletins for a base-wide semi-annual clean-up and act as coordinator for the program.

(e) Maintain liaison with Mokapu Elementary School and commercial activities as required concerning police and maintenance of assigned areas.

(2) S-4

(a) Provide grounds maintenance service for MCBH per enclosure (2).

(b) Coordinate with the Facilities Engineering and Acquisition Division (FEAD) and other contract administrators to ensure that contractor construction sites are adequately policed and maintained.

(c) Provide regularly scheduled and special-request pick-up of all dumpsters.

(d) Provide street sweeping services for MCBH Kaneohe Bay and Camp Smith.

(e) Support monthly unit clean-up of beaches as required.

(f) Support semi-annual clean-up program as required.

(g) Coordinate with MCCS concerning grounds maintenance at various MCCS activities.

(h) Purchase, issue and maintain within programed constraints ground maintenance and police equipment and materiel.

(3) Tenant Commands, Detachments and Directors

(a) Mowing. Mow grassed areas consistent with their current use. Satisfactory grass height in living and working areas is 1 to 4 inches.

(b) Trimming, Edging, Weeding, etc. Eradicate weeds and trim grass around buildings, structures, trees, hedges, fences, poles and similar places to present a well-manicured appearance, prevent encroachment upon structures and utilities, and keep building numbers clearly visible. Maintain edges of walks, curbs and driveways neatly.

(c) Pruning and Trimming of Shrubs. Trim shrubs and hedges to maintain a neat and attractive appearance. Maintain hedges at street intersections not more than 3 feet high to allow unrestricted pedestrian and vehicle observation.

(d) Landscaping. Landscaping will be of an informal, practical design that requires minimal maintenance and is in concert with the surroundings. Rock gardens/borders, sandbags, nonessential fences, woody vines, and painting/white washing of trees, shrubs, rocks, etc, for beautification is expressly forbidden.

(e) Streets. Units are responsible for policing all streets within and bordering their areas of responsibility.

(f) Irrigation. Limit irrigation to areas where supplemental watering is essential to establish and support vegetation, to prevent dust and erosion, or to prevent loss of established turf or principal landscape planting. Irrigate per BaseO 11300.13 and other utilities conservation guidelines.

(g) Preservation of Trees. Do not cut or relocate trees without prior consultation with the Environmental Compliance and Protection Division and approval from the Director, Facilities Department. Tree removal is the responsibility of the Facilities Department.

(h) Unauthorized Roads and Trails. Do not establish any new footpaths or roadways without prior consultation with the Environmental Compliance and Protection Division and approval of the Director, Facilities Department.

(i) Unauthorized Parking in Seeded Areas. Parking on seeded areas not expressly designated by the base as authorized for parking is prohibited. Seeded areas where parking is authorized will be posted with "Parking Authorized" signs by MCBH. Sign Provost Marshall will enforce this provision. Exceptions to this direction for social events or circumstances will be made to the CIG.

(j) Trash Disposal. Sort trash and dispose of recyclable items per references (b), and (c) and applicable state and federal laws. Deposit trash in dumpsters located in respective living and work areas. Transport objects too large to fit inside dumpsters to the sanitary landfill. The activity responsible for the area is responsible for emptying trash receptacles other than dumpsters (this includes common use standing waste receptacles located in or adjacent to tenant activities' area of responsibility).

#### (4) MCCS

(a) Maintain the Golf Course, sports/recreation fields, and other areas built and/or funded by MCCS. Areas of responsibility other than the Golf Course will be determined by applicable regulations and mutual agreements between LF and MCCS.

(b) Pets. Ensure compliance with reference (d), specifically the times allowed for pets on North Beach, from sunrise to 1000, 1500 to sunset and pet litter. Pet owners in all cases are responsible for the immediate police and proper disposal of animal waste.

#### (5) Provost Marshal

(a) Vehicle Traffic. Confine all regular vehicular traffic to established roads and parking areas. Driving or parking on sidewalks, lawns, and seeded areas not posted is prohibited except for vehicles acting in an emergency capacity, and Facilities Department and contractors' vehicles when necessary to perform work. Exceptions to this regulation include special event parking when approved by the Base Commander.

(b) Littering of Thoroughfares and Common Areas. Ensure strict compliance with reference (c) regarding littering of base thoroughfares and state highways. Cite violators observed littering on thoroughfares, beaches, and other common area locations.

(c) Pets. See paragraph 4.b.(4)(b) above.

5. Summary of Change. This order re-emphasizes responsibilities for the maintenance and police aboard MCBH Kaneohe Bay by providing general guidance for the base and tenant commands. Boundaries for unit grounds maintenance and police responsibilities are contained in the detailed maps in enclosure (1).

6. Administration and Logistics

a. Procedures for VIP Visits/Exercises. Compliance with this order will minimize the requirement for special preparations for VIP visits/exercises. However, should last minute work be required, details and support requirements will be published by letters of instruction for other means. All activities shall support such events.

b. Semi-annual Cleanup Program

(1) A comprehensive base-wide clean-up will be conducted semi-annually, during April and October. The CIG will lead the program and coordinate the clean-up. The clean-up effort will encompass all of MCBH Kaneohe Bay and may include other areas such as MCTAB, Pu'uloa, or Camp Smith, as needed or directed by the Base Commander.

(2) Special projects/requirements will be formulated from command input and the CIG's inspection reports.

(3) Specific guidance and details of each clean-up will be defined in a bulletin to be published by the CIG.

c. Changing Areas of Responsibility. Activities/departments who require a change in areas of responsibility will coordinate the desired change with the Director, S-4, via appropriate chain of command.

d. Definitions

(1) Grounds maintenance. Includes mowing, trimming, weed eating, pruning, edging and other activities take to enhance the appearance of grass, trees, and shrubs or other vegetation in a particular area.

(2) Police. The removal of litter from a particular area along with its proper disposal. It also includes the neat and orderly storage of gear, equipment, boxes, and material insofar as it is stored in an area visible to the general population.

13 Apr 18

7. Command and Signal

a. Command. Point of contact for this Order is the S-4 Director. This Order is applicable to MCBH departments and subordinate and tenant commands.

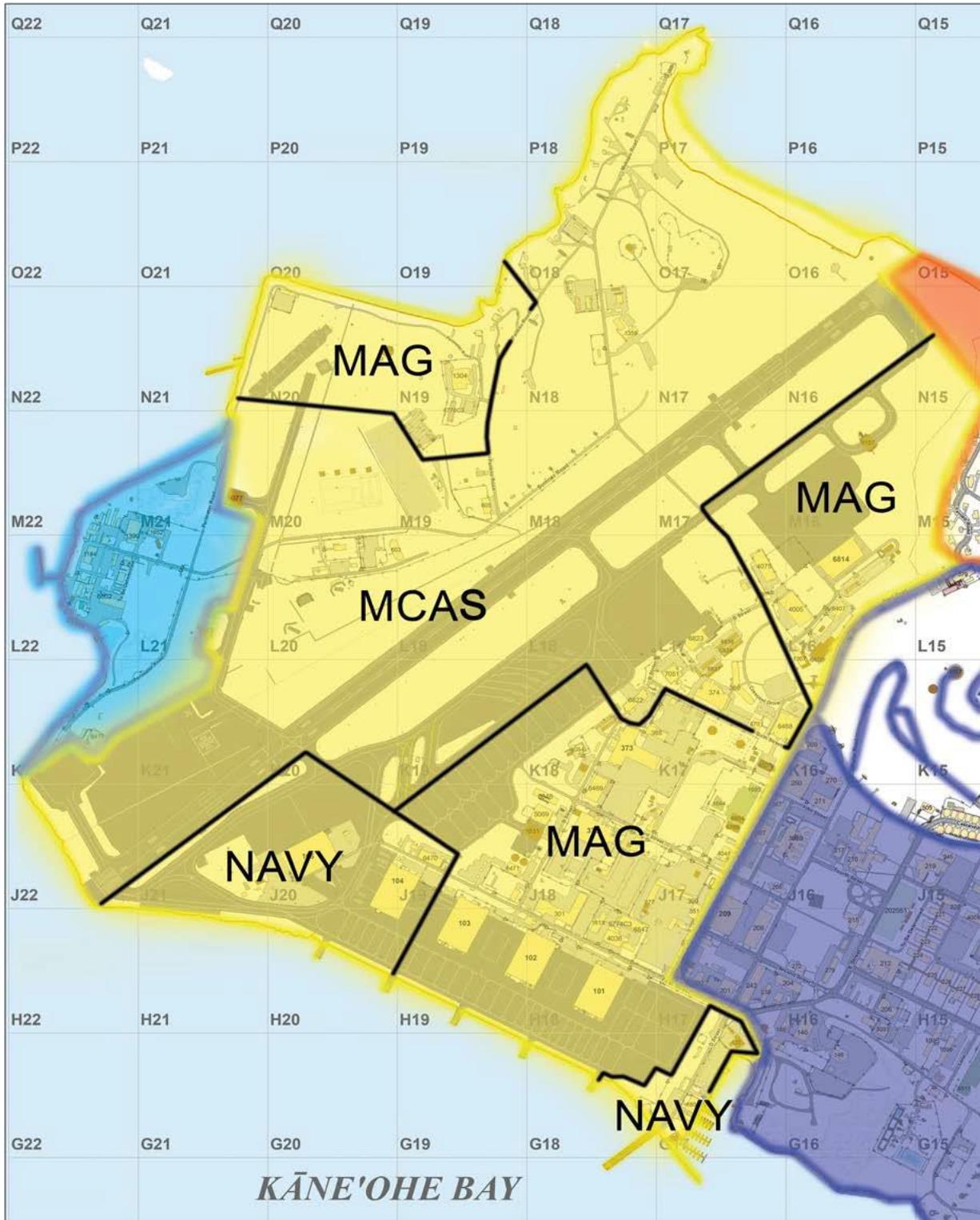
b. Signal. This Order is effective the date signed.



R. LIANEZ

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FACILITIES DEPARTMENT GROUNDS MAINTENANCE AT MCBH KANEOHE BAY

1. The Facilities Department (LF) will maintain grounds at various locations throughout the base. Following is a general description of work:

a. Family Housing Areas. The Family Housing Department (LH) will maintain (including trimming) all playgrounds, all common areas, and designated quarters. Tenant responsibilities are in the Housing Manual issued at the time of occupancy. LH will resolve issues related to grounds maintenance in housing areas.

b. Base/Tenant Activities' Billeting and Working Areas. LF will mow all areas that can be done with tractor-drawn implements or riding mowers. Mowing of inaccessible areas and other work (trimming, pruning, edging, etc.) will remain the responsibility of the activity occupying the building or area.

c. Recreation Areas. Marine Corps Community Services (MCCS) will maintain the Golf Course. MCCS and LF personnel will maintain other MCCS area, with specific functions and areas to be determined by applicable regulations and mutual agreement between those departments.

d. Airfield. Grass height at the airfield will be maintained as agreed upon by LF, Marine Corps Air Station (MCAS), and the U.S. Department of Agriculture. This coordination will reduce the hazards of bird strikes to aircraft and protect endangered wildlife.

2. Given independent factors such as weather, growth rate, etc., it is not practical or possible to establish precise mowing schedules. The approximate schedule for mowing during the rainy season (normally October through March) is a 7-10 day cycle. During the summer, the frequency may be reduced to a cycle of 10-14 days (if it can be done without compromising the appearance of the base) so that grounds maintenance personnel can do other off-season work (clear roadways/fence lines/brush, trim trees, etc.).