

USNS GENERAL JOHN POPE (T-AP 110)
c/o FLEET POST OFFICE
SAN FRANCISCO, CALIFORNIA 96601

MEDEPTINST 6010.2
JLK/ey
1 January 1966

MEDICAL DEPARTMENT INSTRUCTION 6010.2

From: Medical Officer
To: Medical Department Personnel

Subj: Medical Department Spaces; cleanliness of

1. Purpose. The purpose of this instruction is to set forth the responsibilities of departmental personnel regarding maintenance of the department in the highest degree of cleanliness.
2. General. Due to the nature of the service performed by the Medical Department, it is of the utmost importance that the Medical Department spaces be maintained in the highest degree of cleanliness at all times.
3. Responsibilities.
 - a. It shall be the responsibility of the Medical Officer to insure that the highest standards of cleanliness are constantly maintained.
 - b. It shall be the responsibility of the Medical Administrative Assistant to insure that daily cleaning routines are followed, and that all spaces are in working order prior to the end of the regular work day and at all times after hours.
 - c. It shall be the responsibility of the Corpsmen to maintain those spaces assigned to them in the highest degrees of cleanliness. They shall seek help from the Leading Petty Officer of the Division concerning any unusual problems which may arise regarding maintenance of those spaces.
4. Action. The following schedule will be instituted as a daily routine:

Sweep, swab, and buff all spaces and passageways	Daily
Wax all decks	Thursdays
Clean up all spaces	Daily
Field Day	Each Thursday and as required


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