



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 11380.4E

IEPO

MAY 23 2006

BASE ORDER 11380.4E

From: Commanding Officer

To: Distribution List

Subj: INSTALLATION OF WINDOW AIR CONDITIONING

Ref: (a) MCO P11000.9C (NOTAL)
(b) DOD 4270.1-M, Chapter 10

1. Situation. Promulgate the requirements and procedures concerning the installation and use of window air conditioning for facilities at Marine Corps Base, Camp Lejeune, and Marine Corps Air Station, New River.

2. Cancellation. BO 11380.4D.

3. Mission

a. Reference (a), paragraph 4401, directs adherence to the design instructions contained in reference (b) for the installation of air conditioning systems.

b. Summary of Revision. This Order has been revised it should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The installation of window air conditioners is strictly limited to those facilities that comply with the minimum construction standards as set forth in the references and this Order. Purchasing or installing window unit air conditioners, whether funded with appropriated or non-appropriated funds, without prior approval of the Commanding Officer, Marine Corps Base, is prohibited.

(2) Concept of Operations. When a commanding officer or activity director determines that air conditioning in non-air-conditioned spaces is essential, a request containing full justification will be submitted on a Standard Work Request Form, NAVFAC 9-11014/20 (Rev. 2-94), to the Commanding Officer, Marine Corps Base (Operations Branch Director). If approval is

granted, the requestor will receive a Letter of Authorization, which must accompany the NAVMC 10694 (DIC 20A) to the Commanding Officer, Marine Corps Base (Base Property Control Officer), in order to commence pick up of the approved window air conditioning unit.

(a) The eligibility of facility types for air conditioning will be determined per reference (b).

(b) Requests for air conditioning to cool sensitive equipment must be accompanied with a copy of the manufacturer's climatic requirements.

(c) All facilities for which air conditioning has been requested will be surveyed for structural compliance per reference (b) and the following requirements:

1. For facilities with attic space, a minimum of 9-1/4 inches of fiberglass ceiling insulation (R-30) shall be in place in the attic space.

2. Facilities without attic space:

a. Dropped ceilings. A minimum of 6 inches of fiberglass ceiling insulation (R-19) shall be in place above the dropped ceiling.

b. High-Bay buildings. Enclosed areas with ceiling heights of approximately 8 feet must have a minimum of 6 inches of fiberglass insulation (R-19) in the ceiling.

(d) All walls must be insulated with 3-1/2 inches of fiberglass (R-11).

(e) All air conditioning units will be properly sized to cool the intended area.

(f) Window air conditioning units are not authorized in spaces that are cooled with a central air conditioning system.

(g) Tactical air conditioning and heating units that are assigned a Table of Authorized Material Control Number, or are a component of a Table of Equipment, are intended for field use only. These units are not authorized for use in facilities.

5. Administration and Logistics. Requests for repair or replacement of existing window air conditioning units will be submitted to the Commanding Officer, Marine Corps Base (Operations Branch Director), utilizing a Standard Work Request Form, NAVFAC 9-11014/20 (Rev. 2-94). In case of replacement, a copy of the Limited Technical Inspection must accompany the NAVMC 10694 (DIC 20A) to the Commanding Officer, Marine Corps Base (Base Property Control Officer), for turn-in of the old unit and issuance of a new unit. The removal of old window air conditioning units and the installation of new units will be accomplished only by Base Maintenance personnel.

6. Command and Signal

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

b. Command

(1) This Order has been coordinated with and concurred by the Commanding Generals, II Marine Expeditionary Force, 2d Marine Division, Marine Corps Installations East, 2d Marine Logistics Group, Marine Special Operations Command, and the Commanding Officer, Marine Corps Air Station, New River.

(2) This Order is applicable to Marine Corps Base, Camp Lejeune and Marine Corps Air Station, New River.


W. A. MEIER
By direction

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