

Attachment J.1 Hallway Policy

J.1 Hallway Policy



HOUSE OF REPRESENTATIVES
WASHINGTON, D. C. 20515

April 17, 2008

Upon consideration of the recommendation of the Committee on House Administration, concurred in by the Architect of the Capitol, the Office of Emergency Planning, Preparedness & Operations, the House Sergeant at Arms, the House Inspector General, the Chief Administrative Officer, and the Office of Compliance, the House Office Building Commission hereby approves the attached "Hallway Policy."

A handwritten signature in dark ink, reading "Nancy Pelosi".

NANCY PELOSI
Speaker of the House
Chair, House Office Building Commission

A handwritten signature in dark ink, reading "Steny Hoyer".

STENY H. HOYER
Majority Leader

A handwritten signature in dark ink, reading "John A. Boehner".

JOHN A. BOEHNER
Republican Leader

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Section 1.0 Background

- 1.1 This policy has been developed to improve House compliance with the requirements of the Americans with Disabilities Act and the Occupational Safety and Health Act as applied to Congress by the Congressional Accountability Act, and the Life Safety Code.
- 1.2 This policy has been established for the protection of Members, Officers, employees of the House and visitors to the House Office Buildings and governs the display of flags and the placing or storing of any items within a hallway exit access, exit or stairwell of the House Office Buildings. This is an evolving policy with the goal of eliminating, to the extent possible, placement of items in the hallways in the House Office Buildings.

Section 2.0 Applicability and Responsibilities

- 2.1 This policy applies to all offices in the House Office Buildings.
- 2.2 The Chief Administrative Officer (CAO) is responsible for the storage, removal and disposal of all equipment and furnishing items placed within a hallway, exit access, exit or stairwell consistent with applicable statutes, regulations, policies and procedures.
- 2.3 The Superintendent of the House Office Buildings under the Architect of the Capitol (AOC) (Superintendent) is responsible for the removal of trash and recyclable materials placed within a hallway, exit access, exit or stairwell. In addition, the Superintendent is responsible for the administration of the hallway flag display policy and, at the direction of the Fire Marshal, the construction of fire resistant temporary enclosures (which shall include construction barriers) around items authorized to be stored in a hallway or exit access on an Extended Temporary and Long-Term Storage basis.
- 2.4 The AOC Fire Marshal is responsible for directing and approving the construction of fire resistant temporary enclosures (which shall include construction barriers) around items authorized to be stored in a hallway or exit access on an Extended Temporary and Long-Term Storage basis. Temporary storage enclosures shall be constructed of fire rated materials.
- 2.5 The CAO, the Superintendent and the AOC Fire Marshal are responsible for acting in concert to administer and enforce this policy.

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Section 3.0 Policy

3.1 General

- 3.1.1 Offices shall not place or store any item(s) in an exit or stairwell.
- 3.1.2 Offices shall not place or store any item(s) within a hallway or exit access of the House Office Buildings except as authorized by this policy.
- 3.1.3 Items authorized to be placed or stored in a hallway or exit access shall be placed against the exterior walls only, and such that they do not block access to, egress from, or visibility of exits, exit accesses, or exit discharges or interfere in any way with access to fire and safety equipment and by emergency personnel.

3.2 Flags

- 3.2.1 The Superintendent shall install wall-mounted flag holders in the hallway or exit access adjacent to the main door of each Member and committee office. The design and location of the flag holder shall be approved by the House Office Building Commission (HOBC) and, as approved by the HOBC, shall be established as the standard configuration for the House Office Buildings. Deviations from this standard configuration shall be subject to approval by the HOBC.
- 3.2.2 Each Member is limited to three flags for hallway or exit access display: the flag of the United States, the flag of the Member's home state and a third flag of an appropriate nature of the Member's choosing, e.g., the POW-MIA flag.
- 3.2.3 Each committee office is limited to two flags for hallway or exit access display: the flag of the United States, and a second flag of an appropriate nature chosen by the chairman for an office of the majority or the ranking member for an office of the minority, e.g., the POW-MIA flag.
- 3.2.4 The dimensions of a flag authorized for display in a hallway or exit access may not exceed 3' x 5'.
- 3.2.5 Once an office's wall-mounted flag holder(s) has been installed, any floor-based flag stand and the flag displayed thereon placed in a hallway by the office shall be removed by the Superintendent.
- 3.2.6 Upon request of the office, the Superintendent will return the floor-based stand and the flag. If a request is not received within three weeks of the day of remove, the items shall be disposed of by the Superintendent.

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3.3 Equipment

- 3.3.1 Equipment shall not be placed in any hallway or exit access. To arrange to have a piece of equipment removed from an office, the office should contact the CAO at 5-8000.
- 3.3.2 In the event that equipment is left in a hallway or exit access, the CAO shall remove the equipment, regardless of signage, except for equipment authorized to be stored at such location on a Temporary, Extended Temporary, or Long-Term Storage basis. (See sections 3.6, 3.7, and 3.8)
- 3.3.3 The CAO shall hold removed equipment for three business days. If an item(s) is not claimed within this three day period, the CAO shall dispose of the item(s). To claim an item(s), an office should contact the CAO at 5-8000.

3.4 Furnishings

- 3.4.1 Furnishings of any kind, including but not limited to furniture items (including sign-in/registration tables, pedestals, easels, carpets, rugs and mats); shades, drapes, and screens; artwork, exhibits and posters; and trees, flowers and other plants may not be placed in a hallway or exit access. To arrange to have furnishings removed from an office; the office should contact the CAO at 5-8000.
- 3.4.2 Furnishings placed in a hallway or exit access, regardless of signage, will be presumed to be excess and shall be removed but the CAO, except for an item(s) authorized to be stored at such location on a Temporary, Extended Temporary, or Long-Term Storage basis. The CAO shall schedule the removal of such items between the hours of 5:00 p.m. and 7:00 a.m., Monday through Friday. (See sections 3.6, 3.7, and 3.8)
- 3.4.3 The CAO shall hold removed furnishings for three business days. If an item(s) is not claimed within this three day period, the CAO shall dispose of the item(s). To claim an item(s), an office should contact the CAO at 5-8000.
- 3.4.4 For purposes of this policy safety equipment, such as quick hood cabinets, do not constitute furnishings for purposes of this policy.

3.5 Trash and Recyclable Material

- 3.5.1 Offices may place trash and recyclable materials in the hallways for disposal between the hours of 5:00 p.m. and 7:00 a.m.
- 3.5.2 The Superintendent shall schedule regular removal of trash and recyclable materials between the hours of 5:00 p.m. and 7:00 a.m.

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- 3.5.3 Offices may contact the Superintendent at anytime at 5-4141 to make arrangements to have trash, and/or recyclable materials removed during the hours of 9:00 a.m. to 5:00 p.m.
- 3.5.4 All trash and/or recyclable materials placed within a hallway or exit access for disposal shall be neatly stacked and piled. Items other than equipment or furniture, placed in the hallway will be assumed to be trash or recyclable materials and will be removed and disposed of by the Superintendent.
- 3.6 Temporary Storage
 - 3.6.1 Temporary Storage is storage in a hallway or exit access for up to twenty-four hours or by 7:00 a.m. of the next business day whichever is longer.
 - 3.6.2 Temporary Storage in a hallway or exit access will only be authorized in support of the conduct of an event being held in a committee/meeting/special events room or when required to support repairs or renovations to the House Office Buildings.
 - 3.6.3 When Temporary Storage is authorized, the CAO or the Superintendent will designate the item(s) as an authorized Temporary Storage item(s) and arrange for the removal of the item(s) from the location to which it is assigned, the placement of the item(s) in the hallway or exit access, and its subsequent return to its assigned location.
 - 3.6.4 Under no circumstances are flammable liquids or high hazard materials to be placed in a hallway or exit access as Temporary Storage items.
 - 3.6.5 All items constituting temporary storage shall be placed against exterior walls and in such a manner that they do not block access to, egress from, or visibility of exits, exit accesses or exit discharges and do not interfere in any way with access to fire and safety equipment by emergency personnel.
 - 3.6.6 Proper functioning of fire and emergency protection systems shall be maintained at all times. Items shall be stored such that the visibility of, access to or function of the following are not blocked or otherwise impaired: electrical panels, emergency equipment supply cabinets, annunciators, emergency lighting, exit doors and/or stairs, exit signs, fire alarm pull stations, fire alarm panels, fire extinguishers, fire standpipe hose connection stations, smoke detectors, sprinkler heads, or any other portions of the fire and emergency protection systems.
 - 3.6.7 Items temporarily stored in a hallway or exit access shall be placed so as to maintain a minimum width of 70 percent of the hallway or 48 inches whichever is greater, i.e. a 100" hallway would require 70" clearance, and a 48" hallway would require 48" clearance (no storage).

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- 3.6.8 Items temporarily stored in a hallway or exit access shall not be stacked in excess of sixty (60) inches high or such that they may easily topple over into the hallways or exit access.
- 3.6.9 Chairs temporarily stored in a hallway or exit access shall be placed no more than two rows deep.
- 3.6.10 When an event is being held in a committee/meeting/special events room, the host of the event shall be allowed to temporarily place a table(s) and chairs in the hallway outside the location of the event to serve as a registration and/or information location. Such table(s) and chairs shall be set up no earlier than one hour prior to the event and shall be removed immediately upon conclusion of the event and shall be placed so as to maintain a minimum width of 70 percent of the hallway or exit access or 48 inches whichever is greater. Requests for the set up and/or removal of such table(s) and chairs shall be submitted to the CAO at 5-8000.
- 3.6.11 Trash and/or recycling trucks shall not be stored in a hallway or exit access for more than twenty-four hours or beyond 7:00 a.m. of the next business day, whichever is longer.
- 3.6.12 With the exception of registration tables and chairs for events that are occurring in committee rooms, Temporary Storage in the hallway or exit access of the Rayburn Building horseshoe entrance running parallel with South Capitol Street is prohibited.
- 3.7 Extended Temporary Storage
 - 3.7.1 Extended Temporary Storage is storage in a hallway or exit access for more than twenty-four hours but not more than 30 days.
 - 3.7.2 Extended Temporary Storage in a hallway or exit access shall be de minimus in size to the extent practical.
 - 3.7.3 Circumstances in which Extended Temporary Storage will be authorized include but are not limited to office moves, repairs and renovations to the House Office Buildings, carpet installations and furniture/equipment deliveries.
 - 3.7.4 When the Extended Temporary Storage occurs, the CAO or the Superintendent will designate the item(s) as authorized Extended Temporary Storage item(s), arrange for the removal of the item(s) from the location to which it is assigned, the placement of the item(s) in the hallway or exit access, and its subsequent return to its assigned location.
 - 3.7.5 If Extended Temporary Storage items are to be stored in a hallway or exit access for a period of time to exceed seven days, the Superintendent shall be consulted by

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the parties wishing to utilize Extended Temporary Storage prior to an item(s) being placed in the hallway or exit access. The Superintendent, in consultation with the Fire Marshal, shall determine whether or not a temporary storage enclosure (to include construction barriers) should be constructed around the item(s) being stored.

- 3.7.6 Under no circumstances are flammable liquids or high hazard materials to be placed in a hallway or exit access as Temporary Storage items.
 - 3.7.7 All items constituting extended temporary storage shall be placed against exterior walls, and in such a manner that they do not block access to, egress from, or visibility of exits, exit accesses, or exit discharges and do not interfere in any way with access to fire and safety equipment and by emergency personnel.
 - 3.7.8 Proper functioning of fire and emergency protection systems shall be maintained at all times. Items shall be stored such that the visibility of, access to or function of the following are not blocked or otherwise impaired: electrical panels, emergency equipment supply cabinets, enunciators, emergency lighting, exit doors and/or stairs, exit signs, fire alarm pull stations, fire alarm panels, fire extinguishers, fire standpipe hose connection stations, smoke detectors, sprinkler heads, or any other portions of the fire and emergency protection systems.
 - 3.7.9 Items stored in a hallway or exit access shall be stacked so as to maintain a minimum width of 70 percent of the hallway or 48 inches whichever is greater, i.e. a 100" hallway would require 70" clearance, and a 48" hallway would require 48" clearance (no storage).
 - 3.7.10 Items stored in a hallway or exit access shall not be stacked in excess of sixty (60) inches high or such that they may easily topple over into the hallways or exit access.
 - 3.7.11 Chairs stored in a hallway or exit access shall be placed no more than two rows deep.
 - 3.7.12 Extended Temporary Storage in the hallway or exit access of the Rayburn Building horseshoe entrance running parallel with South Capitol Street is prohibited.
- 3.8 Long-Term Storage
- 3.8.1 Long-Term Storage-is storage in a hallway exit access for over 30 days.
 - 3.8.2 Long-Term Storage in a hallway or exit access shall be de minimus in size and space consumed to the extent practical.

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- 3.8.3 When the Long-Term Storage occurs, the CAO or the Superintendent will designate the item(s) as authorized Long-Term Storage item(s), arrange for the removal of the item(s) from the location to which it is assigned, the placement of the item(s) in the hallway or exit access, and its subsequent return to its assigned location.
 - 3.8.4 The Superintendent shall coordinate with the Fire Marshal authorization for the utilization of Long-Term Storage prior any item(s) being placed in a hallway or exit access for Long-Term Storage.
 - 3.8.5 Whenever Long-Term Storage in a hallway or exit access is authorized, the Superintendent, in consultation with the Fire Marshal, shall construct a temporary storage enclosure (which may include construction barriers) around the item(s) being stored.
 - 3.8.6 Under no circumstances are flammable liquids or high hazard materials to be placed in the hallways as Long-Term Storage items. If flammable liquids or high hazard materials are stored in a hallway or exit access, the Fire Marshal has the authority to terminate the Long-Term Storage authorization immediately and to have the items removed.
 - 3.8.7 Items constituting long term storage shall not be placed within three feet of fire and emergency equipment. Items shall be stored such that the visibility of, access to or function of the following are not blocked or otherwise impaired: electrical panels, emergency equipment supply cabinets, enunciators, emergency lighting, exit doors and/or stairs, exit signs, fire alarm pull stations, fire alarm panels, fire extinguishers, fire standpipe hose connection stations, smoke detectors, sprinkler heads, or any other portions of the fire and emergency protection systems.
 - 3.8.8 Long-Term Storage in the hallway or exit access of the Rayburn Building horseshoe entrance running parallel with South Capitol Street is prohibited.
 - 3.8.9 The Fire Marshal shall have the authority to terminate a Long-Term Storage authorization and shall provide twenty-four hours advance notice of the termination to the affected office, the CAO, and the Superintendent. The twenty-four hour notice period may be extended at the discretion of the Fire Marshal. In the event that Long-Term Storage authorization is terminated the Fire Marshal, the Superintendent and the CAO shall work with the office to find suitable alternative storage.
- 3.9 Catering
- 3.9.1 All outside caterers are to check-in with CAO Contractor Management prior to setting up for an event. In addition, all outside caterers must register with First Call prior to being provided access to the House Office Buildings.

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- 3.9.2 Caterers shall be required to set up in the location designated by CAO Contractor Management.
- 3.9.3 A catering set up area shall not reduce the width of a hallway or exit access or exit access to less than 70 percent of the total width of the hallway or exit access or 48 inches in width, whichever is greater.
- 3.9.4 No cooking shall be permitted in any hallway or exit access of the House Office Buildings. For purposes of this policy the use of sterno to heat prepared food is not prohibited.
- 3.9.5 No dishwashing or other ware cleaning shall be conducted in any hallway, exit access or restrooms of any of the House Office Buildings.
- 3.9.6 No propane or other bottled gas tanks of any kind for the purposes of catering are permitted in any hallway or exit access of the House Office Buildings.
- 3.9.7 Freight elevators must be used to transport food and supplies in the House Office Buildings.
- 3.9.8 Outside caterers are responsible for event trash and recyclable materials removal in accordance with established procedures for the House Office Buildings.
- 3.9.9 Any outside caterer that fails to comply with these directives will be requested to leave the premises by Contractor Management and will not be allowed to cater future events on the House Campus.
- 3.9.10 Any outside caterer that believes that it has been wrongly removed shall have ten calendar days from the date of removal to appeal in writing the revocation of its catering ability with CAO Contractor Management.
- 3.9.11 CAO Contractor Management shall issue a written decision on the removal appeal within ten calendar days of receipt of the appeal.
- 3.9.12 If, after the decision of CAO Contractor Management, the outside caterer wishes to appeal, a written appeal may be made to the CAO whose decision shall be final.

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Section 4.0 Definitions

- 4.1 Exit – that portion of a means of egress that is separated from all other spaces of a building or structure by construction or equipment as required to provide a protected way of travel to the exit discharge. Exits include exterior exit doors, exit passageways, horizontal exits, exit stairs, and exit ramps. In the case of a stairway, the exit includes the stair enclosure, the door to the stair enclosure, stairs and landing inside the enclosure, the door from the stair enclosure to a hallway or exit access, the outside or to the level of exit discharge, and any exit passageway and its associated doors if such are provided so as to discharge the stair directly to the outside. In the case of a door leading directly from the street floor to the street or open air, the exit comprises only the door. Doors of individual rooms, as in offices, while constituting exit access from the room, are not referred to as exits except where they lead directly to the outside of the building.
- 4.2 Exit Access – that portion of a means of egress that leads to an exit.
- 4.3 Exit Discharge – that portion of a means of egress between the termination of an exit and a public way.
- 4.4 Exit Routes (Means of Egress) – a continuous and unobstructed way of travel from any point in a building or structure to a public way consisting of three separate and distinct parts: (1) the exit access, (2) the exit, and (3) the exit discharge. A means of egress comprises the vertical and horizontal travel paths and includes intervening room spaces, doorways, hallways, corridors, passageways, balconies, ramps, stairs, elevators, enclosures, lobbies, escalators, horizontal exits, courts, and yards.
- 4.5 Exterior Wall – the wall closest to the street side of the building.
- 4.6 Furnishings – includes but is not limited to furniture of any kind (including sign-in/registration tables, pedestals, easels, posters and exhibits); carpets, rugs and mats; shades, drapes, and screens; artwork, exhibits and posters; and trees, flowers and other plants.
- 4.7 Hallway – a public corridor or passageway into which offices, rooms, and stairwells open.
- 4.8 High Hazard Materials –chemical substances including but not limited to flammable and combustible substances, explosives and poisons.
- 4.9 Items –any furnishings, pieces of equipment, trash, or recycling materials.
- 4.10 Public Way – a street, alley, or other similar parcel of land essentially open to the outside air deeded, dedicated, or otherwise permanently appropriated to the public for public use and having a clear width and height of not less than 10 feet.

Attachment J.2 House Furnished Food Service Equipment

Attachment J.2 – House Furnished Food Service Equipment

Item Number	Building	Operation	Area	Description	Manufacturer	Model/Series	Quantity	Owner
CACD019	Cannon	Au Bon Pain	Servery	Air Screen Refrigerator	Structural Concepts		2	HOUSE
	Cannon	Au Bon Pain	Servery	MSR Printer-Dup	Vivonet POS-x	Z-TP5E-FAUF-51A-SO	2	VENDOR
	Cannon	Au Bon Pain	Servery	Ice Dispenser	Manitowoc	CNF0202A-161	1	HOUSE
	Cannon	Au Bon Pain	Servery	Display Cases			2	HOUSE
	Cannon	Au Bon Pain	Servery	Soup Warmer	Vollrath	741101DW	1	HOUSE
	Cannon	Au Bon Pain	Servery	Mega Top Sandwich Unit	Delfield	UCA4472N-30M	1	HOUSE
	Cannon	Au Bon Pain	Servery	Condiment Trash Counter	Custom		1	HOUSE
	Cannon	Au Bon Pain	Servery	Billboard	ABP Dimentional Lettering		3	HOUSE
	Cannon	Au Bon Pain	Servery	Espresso Maker	Schaefer	CSA 222 189	1	HOUSE
	Cannon	Au Bon Pain	Servery	Coffee Counter	Custom		1	HOUSE
	Cannon	Au Bon Pain	Servery	Soup Counter	Custom		1	HOUSE
	Cannon	Au Bon Pain	Servery	Toast & Screen			1	HOUSE
	Cannon	Au Bon Pain	Servery	Salad Fridge	Federal Industries	SQ5CD	1	HOUSE
	Cannon	Au Bon Pain	Servery	Hand Sink	Advance Tabco		1	HOUSE
	Cannon	Au Bon Pain	Servery	Fridge	TRUE	TUC-27-HC	1	HOUSE
	Cannon	Au Bon Pain	Servery	Fridge	TRUE	GDM-12-HC-TSL01	1	HOUSE
	Cannon	Au Bon Pain	Servery	Tea Maker	BUNN	TB6Q	1	HOUSE
	Cannon	Au Bon Pain	Servery	Coffee Maker	Curtis	FEMSIF10A1000	2	HOUSE
	Cannon	Au Bon Pain	Servery	Coffee Warmer	Curtis	GEM3IF	1	HOUSE
	Cannon	Au Bon Pain	Service Line	Fridge	TRUE	TSSU-27-12M-B-HC	1	HOUSE
	Cannon	Au Bon Pain	Service Line	Oven	Merry Chef	EIKON E-4	2	HOUSE
	Cannon	Au Bon Pain	Service Line	Cart	Mustang		1	HOUSE
	Cannon	Au Bon Pain	Service Line	Fridge	TRUE		1	HOUSE
	Cannon	Au Bon Pain	Service Line	Bread Display			1	HOUSE
	Cannon	Au Bon Pain	Service Line	Fridge	Delfield	4472-N-30M-A829	1	HOUSE
	Cannon	Au Bon Pain	Service Line	Blender	Island Oaks	SB 2100	1	HOUSE
	Cannon	Au Bon Pain	Service Line	Hand Sink			1	HOUSE
	Cannon	Au Bon Pain	Service Line	Ice Maker	Cambro		1	HOUSE
	Cannon	Au Bon Pain	Kitchen	Hand Sink	Advance Tabco		1	HOUSE
	Cannon	Au Bon Pain	Kitchen	3 Compartment pre-rinse faucet	T&S	B-300PF	1	HOUSE
	Cannon	Au Bon Pain	Kitchen	Mop sink	Advance Tabco	9-OP-20	1	HOUSE
	Cannon	Au Bon Pain	Kitchen	3 Compartment lever waste	Franklin Machine	100-1035	1	HOUSE
	Cannon	Au Bon Pain	Kitchen	3 Compartment splash mount faucet	T&S	B-0231-CC	1	HOUSE
	Cannon	Au Bon Pain	Kitchen	3 Compartment sink	Advance Tabco	94-3-54-18RL	1	HOUSE
	Cannon	Au Bon Pain	Kitchen	Shelves	WSHLFTAB-X	53912000	1	HOUSE
	Cannon	Au Bon Pain	Kitchen	Shelves	WSHLFTAB-X	53912600	1	HOUSE
	Cannon	Au Bon Pain	Kitchen	One Slnk Dish Slnk	Advance Tabco		1	HOUSE
	Cannon	Au Bon Pain	Kitchen	Ice Machine	Hoshizaki	KM-320MAH	1	HOUSE
	Cannon	Au Bon Pain	Kitchen	Ice Storage bin	Hoshizaki	B-300PF	1	HOUSE
	Cannon	Au Bon Pain	Kitchen	Counters			1	HOUSE
	Cannon	Au Bon Pain	Kitchen	Soup Rethermalizer	Elkay	RTB-14-SL	1	HOUSE
	Cannon	Au Bon Pain	Kitchen	Slicer	Berkel	X13AE-PLUS	1	HOUSE
	Cannon	Au Bon Pain	Kitchen	Trays & Tray Holders			1	HOUSE
	Cannon	Au Bon Pain	Kitchen	Oven	Miwe econo		2	HOUSE
	Cannon	Au Bon Pain	Kitchen	Hood	Captive Wire		1	HOUSE
	Cannon	Au Bon Pain	Kitchen	Bread Slicer	Olive		1	HOUSE
	Cannon	Au Bon Pain	Kitchen	Hand Sink	Advance Tabco		1	HOUSE
	Cannon	Au Bon Pain	Kitchen	Freezer	Thermo Kool		1	HOUSE
	Cannon	Au Bon Pain	Kitchen	Door Freezer	Thermo Kool		1	HOUSE
	Cannon	Au Bon Pain	Kitchen	Safe	Corporate Safe	B3018WD	1	VENDOR
	Cannon	Common Grounds	Coffee Cart	Undercounter Refridgerator	Beverage-Air	UCR24AHC	1	HOUSE

J.2 House Furnished Food Service Equipment

	Cannon	Common Grounds	Coffee Cart	Standard Series Under Bar	Krowne	MB-1830	1	HOUSE
	Cannon	Common Grounds	Coffee Cart	Iron Risers	Cal Mil		1	HOUSE
	Cannon	Common Grounds	Coffee Cart	Iron Coffee Condiment Display	Cal Mil		1	HOUSE
	Cannon	Common Grounds	Coffee Cart	Iron Curved Front Display Case	Cal Mil		1	HOUSE
	Cannon	Common Grounds	Coffee Cart	Countertop Cup Dispensing Cabinets	Dispense Rite		1	HOUSE
	Cannon	Common Grounds	Coffee Cart	Lid, Straw, & Condiment Organizers	Dispense Rite		1	HOUSE
	Cannon	Common Grounds	Coffee Cart	Puck Press	PUQ	1000BW3L	1	HOUSE
	Cannon	Common Grounds	Coffee Cart	Espresso Machine	La Marzocco		1	VENDOR
	Cannon	Common Grounds	Coffee Cart	Espresso Grinder	Mahlkonig		1	HOUSE
	Cannon	Common Grounds	Coffee Cart	Nitro Brewer	Brood		1	HOUSE
	Cannon	Common Grounds	Coffee Cart	Undercounter Boiler	Marco		1	HOUSE
	Cannon	Common Grounds	Coffee Cart	3-Unit Coffee Cart	Custom		1	HOUSE
Item Number	Building	Operation	Area	Description	Manufacturer	Model/Series	Quantity	Owner
	Capitol	Capitol Market	Back Cold Prep	Work table, Mobile	Custom Stainless Steel		1	HOUSE
	Capitol	Capitol Market	Back Cold Prep	Prep Sink	Eagle	YT30132-0150-00	1	HOUSE
	Capitol	Capitol Market	Back Cold Prep	Ice Bin	Follett	DEV1080SG60	1	HOUSE
	Capitol	Capitol Market	Back Cold Prep	Ice Maker	Manitowoc		1	HOUSE
	Capitol	Capitol Market	Back Cold Prep	Ice Bin			1	HOUSE
	Capitol	Capitol Market	Back Cold Prep	Ice Maker	Manitowoc		1	HOUSE
	Capitol	Capitol Market	Back Cold Prep	Ice Bin			1	HOUSE
	Capitol	Capitol Market	Back Cold Prep	Ice Maker	RF50050W		1	HOUSE
	Capitol	Capitol Market	Back Cold Prep	Work table	Eagle		1	HOUSE
	Capitol	Capitol Market	Back Cold Prep	Refridgerator Reach-in	Traulsen	RHT232NUT177	1	HOUSE
	Capitol	Capitol Market	Back Cold Prep	Hand Sink	Advance Tabco		1	HOUSE
	Capitol	Capitol Market	Back Cold Prep	Walk-in Refridgerator/Freezer Unit	Bally		1	HOUSE
	Capitol	Capitol Market	Back Cold Prep	Prep Sink	Custom Stainless Steel		1	HOUSE
	Capitol	Capitol Market	Back Cold Prep	Work table, Mobile	Eagle	T3096SE-BS-RO	2	HOUSE
	Capitol	Capitol Market	Back Cold Prep	Waste Disposer	Insinkerator	SS300-25	1	HOUSE
	Capitol	Capitol Market	Dish Room	Pot Sink	Custom Stainless Steel		1	HOUSE
	Capitol	Capitol Market	Dish Room	Tray Conveyor	Hobart		1	HOUSE
	Capitol	Capitol Market	Dish Room	Tray Conveyor	Caddy		1	HOUSE
	Capitol	Capitol Market	Dish Room	Hand Sink	Seco		1	HOUSE
	Capitol	Capitol Market	Dish Room	Disposer	Hobart		1	HOUSE
	Capitol	Capitol Market	Dish Room	Dish Machine	Hobart	CRS86A	1	HOUSE
	Capitol	Capitol Market	Front Cold Prep	Walk-in Refridgerator	Bally	34X823LW	1	HOUSE
	Capitol	Capitol Market	Front Cold Prep	Work table			1	HOUSE
	Capitol	Capitol Market	Front Cold Prep	Hand Sink	Seco		1	HOUSE
	Capitol	Capitol Market	Front Cold Prep	Work table	Eagle		1	HOUSE
	Capitol	Capitol Market	Front Cold Prep	Hand Sink			1	HOUSE
	Capitol	Capitol Market	Front Cold Prep	Work table, Mobile	Custom Stainless Steel		1	HOUSE
	Capitol	Capitol Market	Front Cold Prep	Buffalo Chopper	Hobart	84186U	1	HOUSE
	Capitol	Capitol Market	Front Cold Prep	Slicer	Hobart	2912	1	HOUSE
	Capitol	Capitol Market	Front Cold Prep	Refridgerator Reach-in	Randall		1	HOUSE
	Capitol	Capitol Market	Front Cold Prep	Refridgerator Reach-in	Continental	DL2RSS	1	HOUSE
	Capitol	Capitol Market	Front Cold Prep	Refridgerator Roll-in	TRUE	TR2RRI-2S	2	HOUSE
	Capitol	Capitol Market	Front Cold Prep	Food Processor	Robo Coupe	R2	1	HOUSE
	Capitol	Capitol Market	Front Cold Prep	Blast Chiller	Irinex	HC141/50	1	HOUSE
	Capitol	Capitol Market	Hot Kitchen	Walk-in Refridgerator	Bally	30X823LH	1	HOUSE
	Capitol	Capitol Market	Hot Kitchen	Hand Sink	Seco		1	HOUSE
	Capitol	Capitol Market	Hot Kitchen	Prep Sink	Custom Stainless Steel		1	HOUSE
	Capitol	Capitol Market	Hot Kitchen	Combi Oven	Blodgett	Cos101S	1	HOUSE
	Capitol	Capitol Market	Hot Kitchen	Fire Suppressor	Gaylord		1	HOUSE
	Capitol	Capitol Market	Hot Kitchen	Warmer Cabinet	CresCor		1	HOUSE
	Capitol	Capitol Market	Hot Kitchen	Dbl Convection Oven		Mark V	1	HOUSE

J.2 House Furnished Food Service Equipment

	Capitol	Capitol Market	Hot Kitchen	40-gallon Tilt Skillet	Groen		1	HOUSE
	Capitol	Capitol Market	Hot Kitchen	40-gallon kettle	Groen	MWCHDT40	2	HOUSE
	Capitol	Capitol Market	Hot Kitchen	Hood, Type 1	Gaylord	CGBDL54	1	HOUSE
	Capitol	Capitol Market	Hot Kitchen	Fryer	Frymaster	FPH217BLSC	2	HOUSE
	Capitol	Capitol Market	Hot Kitchen	Range Electric	Hobart	CR40	3	HOUSE
	Capitol	Capitol Market	Hot Kitchen	Mixer	Hobart	HL200	1	HOUSE
	Capitol	Capitol Market	Hot Kitchen	Mixer Stand	Custom Stainless		1	HOUSE
	Capitol	Capitol Market	Hot Kitchen	Steamer	Vulcan	C24EA6	1	HOUSE
	Capitol	Capitol Market	Hot Kitchen	Work table	Custom Stainless		2	HOUSE
	Capitol	Capitol Market	Servery	Cabinet Warmer	Metro	TC9004995	1	HOUSE
	Capitol	Capitol Market	Servery	Prep Counter	Custom Stainless Steel		2	HOUSE
	Capitol	Capitol Market	Servery	Refridgerated Equipment Stand	Traulsen		1	HOUSE
	Capitol	Capitol Market	Servery	Fryer	Wells	F67	1	HOUSE
	Capitol	Capitol Market	Servery	Exhaust Hood	Gaylord	CG AB CA 24	1	HOUSE
	Capitol	Capitol Market	Servery	Griddle	Hobart	CG58	1	HOUSE
	Capitol	Capitol Market	Servery	Refridgerator Reach-in	Randell	2010E	1	HOUSE
	Capitol	Capitol Market	Servery	Refridgerator Reach-in	Traulsen	RHT23WUTFHS	1	HOUSE
	Capitol	Capitol Market	Servery	Condensation Hood	Custom Stainless Steel		1	HOUSE
	Capitol	Capitol Market	Servery	Safe	Mosler		1	VENDOR
	Capitol	Capitol Market	Servery	Hot Holding Cabinet	Metro	C199-H(1)N	1	HOUSE
	Capitol	Capitol Market	Servery	Beverage Counter	Custom		1	HOUSE
	Capitol	Capitol Market	Servery	Buffet Island	Custom		1	HOUSE
	Capitol	Capitol Market	Servery	Hot Food Counter	Custom		1	HOUSE
	Capitol	Capitol Market	Servery	Cashier Station	Custom		2	HOUSE
	Capitol	Capitol Market	Servery	Soda Machine	IMI Cornelius		1	VENDOR
	Capitol	Capitol Market	Servery	Coffee Brewer	Bunn	Dual TF DBC, MP 30A	1	HOUSE
	Capitol	Capitol Market	Servery	Open Display Refridgerator	Oasis	CO4778R	2	HOUSE
	Capitol	Capitol Market	Servery	POS System	NCR		2	VENDOR
	Capitol	Capitol Market	Servery	Wall Shelves	Custom		2	HOUSE
	Capitol	Capitol Market	Servery	Soup Well Warmer			1	HOUSE
	Capitol	Capitol Market	Servery	Digital Menus (TVS			3	VENDOR
	Capitol	Capitol Market	Servery	Hot Holding Cabinet	FEW		1	HOUSE
	Capitol	Capitol Market	Servery	Rotary Toaster	Hatco		1	HOUSE
	Capitol	Capitol Market	Servery	Reach-in Freezer	TRUE		1	HOUSE
	Capitol	Members Dinning Room	Kitchen Prep Slde	Refridgerator Reach-in	Traulsen		1	HOUSE
	Capitol	Members Dinning Room	Kitchen Prep Slde	Worktabe Wait Staff	Custom Stainless Steel		1	HOUSE
	Capitol	Members Dinning Room	Kitchen Prep Slde	POS System	HP		2	VENDOR
	Capitol	Members Dinning Room	Kitchen Prep Slde	Refrigerator	Continental	DL2RSSGD	1	HOUSE
	Capitol	Members Dinning Room	Kitchen Prep Slde	Hand Sink	Seco/Hussmann		1	HOUSE
	Capitol	Members Dinning Room	Kitchen Prep Slde	Beverage Counter, 85x36	Custom Stainless Steel		1	HOUSE
	Capitol	Members Dinning Room	Kitchen Prep Slde	Fire System	Gaylord Quencher	C-5000-TC	1	HOUSE
	Capitol	Members Dinning Room	Kitchen Prep Slde	Refridgerator	Randell	2022M	1	HOUSE
	Capitol	Members Dinning Room	Kitchen Prep Slde	Soda/Ice Dispenser	IMI Cornelius	DF50BC	1	HOUSE
	Capitol	Members Dinning Room	Kitchen Prep Slde	Coffee Brewer	Bunn		1	HOUSE
	Capitol	Members Dinning Room	Kitchen Prep Slde	Soiled Dish Table w/Trough, 136x40	Custom Stainless Steel		1	HOUSE
	Capitol	Members Dinning Room	Kitchen Prep Slde	Waste Disposer	Salvajor		1	HOUSE
	Capitol	Members Dinning Room	Kitchen Prep Slde	Worktable 24X48	Custom Stainless Steel		1	HOUSE
	Capitol	Members Dinning Room	Kitchen Prep Slde	Freezer	Traulsen		1	HOUSE
	Capitol	Members Dinning Room	Cook Side	Table Prep S/S	Custom Stainless Steel		1	HOUSE
	Capitol	Members Dinning Room	Cook Side	Toaster Rotary	Hatco	TQ400	1	HOUSE
	Capitol	Members Dinning Room	Cook Side	Counter Salad L-Shape	Custom Stainless Steel		1	HOUSE
	Capitol	Members Dinning Room	Cook Side	Refridgerator Low Boy	Randell	9400R1344M710166	1	HOUSE
	Capitol	Members Dinning Room	Cook Side	Hand Slnk	Seco/Hussmann		1	HOUSE
	Capitol	Members Dinning Room	Cook Side	Steamer, Convection	Cleveland		1	HOUSE
	Capitol	Members Dinning Room	Cook Side	Refrig/Freezer, Reach-in	Traulsen	RDT132WUT-HHS	1	HOUSE

J.2 House Furnished Food Service Equipment

	Capitol	Members Dinning Room	Cook Side	Refridgerator, Low Boy, 1 Door	Delfield	4427N6	1	HOUSE
	Capitol	Members Dinning Room	Cook Side	Exhaust Hood	Gaylord Quencher	CGBDL54	1	HOUSE
	Capitol	Members Dinning Room	Cook Side	Microwave Oven	Panasonic	NE1257R	1	HOUSE
	Capitol	Members Dinning Room	Cook Side	Refridgerator Sliding Glass, Wall Mount	Randell	42060AM	1	HOUSE
	Capitol	Members Dinning Room	Cook Side	Fryer	Frymaster	FPRE217-4SC	1	HOUSE
	Capitol	Members Dinning Room	Cook Side	Range, Elec, 6-burner w/Oven	Garland		1	HOUSE
	Capitol	Members Dinning Room	Cook Side	Griddle Electric	Wells	G13	1	HOUSE
	Capitol	Members Dinning Room	Cook Side	Slow Cook Oven	Alto-Shaam		1	HOUSE
	Capitol	Members Dinning Room	Cook Side	Equipment Stand	Custom Stainless Steel		1	HOUSE
	Capitol	Members Dinning Room	Cook Side	Worktable, 30X60	Custom Stainless Steel		1	HOUSE
	Capitol	Members Dinning Room	Cook Side	Chef's Table 144X48	Custom Stainless Steel		1	HOUSE
	Capitol	Members Dinning Room	Cook Side	Double Convection Oven	Blodgett		1	HOUSE
Item Number	Building	Operation	Area	Description	Manufacturer	Model/Series	Quantity	Owner
	Ford	Cafeteria	Storage Room	Reach-In Freezer	Traulsen	G12010	1	HOUSE
	Ford	Cafeteria	Storage Room	Reach-In Refridgerator	Traulsen		1	HOUSE
	Ford	Cafeteria	Storage Room	Water Wash Hood System	Gaylord		1	HOUSE
	Ford	Cafeteria	Service Line	Fryer	Frymaster	FPRE217SE	1	HOUSE
	Ford	Cafeteria	Service Line	Back Counter	Custom Stainless Steel		1	HOUSE
	Ford	Cafeteria	Service Line	Counter, Grill, Deli & Soup	Custom Stainless Steel		1	HOUSE
	Ford	Cafeteria	Service Line	Fire Suppression	Ansul	R-102 Wet Chemical	1	HOUSE
	Ford	Cafeteria	Service Line	Fryer, Side Part	Frymaster		1	HOUSE
	Ford	Cafeteria	Service Line	Griddle	Star	Star Max	1	HOUSE
	Ford	Cafeteria	Service Line	Hood			1	HOUSE
	Ford	Cafeteria	Service Line	Toaster Rotary	APW Wyott	Toast-Quik	1	HOUSE
	Ford	Cafeteria	Servery	Cashier Counter	Delfield		1	HOUSE
	Ford	Cafeteria	Servery	Cashier Counter	Delfield		1	HOUSE
	Ford	Cafeteria	Servery	Coffee Brewer	Bunn-O-Matic		1	HOUSE
	Ford	Cafeteria	Servery	Coffee Brewer	Bunn	Dual TF DBC 120/240 V	1	HOUSE
	Ford	Cafeteria	Servery	Condiment Counter	Delfield		1	HOUSE
	Ford	Cafeteria	Servery	Condiment Counter	Delfield		1	HOUSE
	Ford	Cafeteria	Servery	Counter & Cabinets - Coffee Station	Delfield		1	HOUSE
	Ford	Cafeteria	Servery	Counter & Cabinets - Soda Dispenser	Delfield		1	HOUSE
	Ford	Cafeteria	Servery	Counter - Hot Food	Delfield		1	HOUSE
	Ford	Cafeteria	Servery	Counter- Salad	Delfield		1	HOUSE
	Ford	Cafeteria	Servery	Hot Food Cabinet	Alto-Shaam		1	HOUSE
	Ford	Cafeteria	Servery	Merch Open Air Cooler	Oasis	CO47R	1	HOUSE
	Ford	Cafeteria	Servery	Merch Refridgerator	TRUE	GDM-45-LD - TRO3190207	1	HOUSE
	Ford	Cafeteria	Servery	Merch Refridgerator	TRUE	GDM-45-LD - 8637044	1	HOUSE
	Ford	Cafeteria	Servery	POS Terminal	NCR		2	VENDOR
	Ford	Cafeteria	Servery	Soda Ice Dispenser	Lancer		1	HOUSE
	Ford	Cafeteria	Kitchen Wash Area	Disposer w/Panel	Insinkerator	SS300-25	1	HOUSE
	Ford	Cafeteria	Kitchen Wash Area	Pot Sink	Custom Stainless Steel		1	HOUSE
	Ford	Cafeteria	Kitchen Wash Area	Wall Shelf	Custom Stainless Steel		1	HOUSE
	Ford	Cafeteria	Kitchen	Steamer	Convotherm		1	HOUSE
	Ford	Cafeteria	Kitchen	Steamer	Cleveland		1	HOUSE
	Ford	Cafeteria	Kitchen	Steamer	Cleveland		1	HOUSE
	Ford	Cafeteria	Kitchen	Reach-In Freezer	Traulsen	RLT332WUT-HHS	1	HOUSE
	Ford	Cafeteria	Kitchen	Reach-In Freezer	Traulsen	RTL132-WUT-FHS	1	HOUSE
	Ford	Cafeteria	Kitchen	Blast Cooler	Irinex Multi Fresh	MF30.2 ETL	1	HOUSE
	Ford	Cafeteria	Kitchen	Convection Oven	Vulcan	VC44E	2	HOUSE
	Ford	Cafeteria	Kitchen	Convection Steamer	Market Forge	3500M24E24	2	HOUSE
	Ford	Cafeteria	Kitchen	Evaporator Coil +35 F			1	HOUSE
	Ford	Cafeteria	Kitchen	Fire Suppression System	Ansul	R102 Wet Chemical	1	HOUSE
	Ford	Cafeteria	Kitchen	Food Processor	Robo Coupe	R2	1	HOUSE

J.2 House Furnished Food Service Equipment

	Ford	Cafeteria	Kitchen	Griddle	Vulcan	RRE36D	1	HOUSE
	Ford	Cafeteria	Kitchen	Griddle Stand	Custom Stainless Steel		1	HOUSE
	Ford	Cafeteria	Kitchen	Grill/Stove	Southbend		1	HOUSE
	Ford	Cafeteria	Kitchen	Fryer	Fryermaster		1	HOUSE
	Ford	Cafeteria	Kitchen	Oven	Garland		1	HOUSE
	Ford	Cafeteria	Kitchen	Hand Sink			1	HOUSE
	Ford	Cafeteria	Kitchen	Hood Type 1			1	HOUSE
	Ford	Cafeteria	Kitchen	Hood Type 1			1	HOUSE
	Ford	Cafeteria	Kitchen	Kettle 6 Gallon w/Stand	Market Forge	Kettle: DC-6	1	HOUSE
	Ford	Cafeteria	Kitchen	Prep Sink Two-Compartment	Custom Stainless Steel		1	HOUSE
	Ford	Cafeteria	Kitchen	Refridgerator Pass-Through	Traulsen		1	HOUSE
	Ford	Cafeteria	Kitchen	Refridgerator Reach-In	Traulsen	G20010	1	HOUSE
	Ford	Cafeteria	Kitchen	Refridgerator Reach-In	Traulsen	G10010	2	HOUSE
	Ford	Cafeteria	Kitchen	Slicer	Hobart		1	HOUSE
	Ford	Cafeteria	Kitchen	Slicer Stand, Mobile	Custom Stainless Steel		1	HOUSE
	Ford	Cafeteria	Kitchen	Storage Cabinet, Mobile	Custom Stainless Steel		1	HOUSE
	Ford	Cafeteria	Kitchen	Tilt Skillet - 30 Gallon	Groen	FPC/1-3	1	HOUSE
	Ford	Cafeteria	Kitchen	Rotary Toaster	AW Wyott		1	HOUSE
	Ford	Cafeteria	Kitchen	Walk-in Refrigerator	Hobart		1	HOUSE
	Ford	Cafeteria	Kitchen	Wall Shelf	Custom Stainless Steel		1	HOUSE
	Ford	Cafeteria	Kitchen	Worktable	Custom Stainless Steel		1	HOUSE
	Ford	Cafeteria	Kitchen	Worktable w/Overshelf	Custom Stainless Steel		2	HOUSE
	Ford	Cafeteria	Kitchen	Worktable w/Sink	Custom Stainless Steel		1	HOUSE
	Ford	Cafeteria	Kitchen	Clean Dish Table	Custom Stainless Steel		1	HOUSE
	Ford	Cafeteria	Kitchen	Dish machine - Side Loader	Hobart	CRS86A	1	HOUSE
	Ford	Cafeteria	Kitchen	Disposer	Insinkerator	SS-150	1	HOUSE
	Ford	Cafeteria	Kitchen	Hand Sink	Advance Tabco	7-PS-70	1	HOUSE
	Ford	Cafeteria	Kitchen	Ice Bin	Scotsman	CME806A	2	HOUSE
	Ford	Cafeteria	Kitchen	Ice Maker	Scotsman	CM3	2	HOUSE
	Ford	Cafeteria	Kitchen	Table for Dirty Dishes	Custom Stainless Steel		1	HOUSE
	Ford	Cafeteria	Kitchen	Ice Maker	Scotsman	B842S	1	HOUSE
	Ford	Cafeteria	Kitchen	Dishwasher	Hobart	CLP966ENM	1	HOUSE
Item Number	Building	Operation	Area	Description	Manufacturer	Model/Series	Quantity	Owner
	Longworth	Cafeteria	Dish Room	Hand Sink	Advance Tabco		1	HOUSE
	Longworth	Cafeteria	Dish Room	Scullery Sink	Custom Stainless Steel		1	HOUSE
	Longworth	Cafeteria	Dish Room	Waste Disposer	Insinkerator		2	HOUSE
LOFC003	Longworth	Longworth Food Court	Dish Room	Waste Disposer	Hobart	FD2-50	1	HOUSE
LOFC004	Longworth	Longworth Food Court	Dish Room	Dishmachine	Hobart	FRC81RS2CD	1	HOUSE
LOFC005	Longworth	Longworth Food Court	Kitchen Back Up Hot Prep	Walk-in Refrigerator	Thermo-Kool		1	HOUSE
LOFC006	Longworth	Longworth Food Court	Kitchen Back Up Hot Prep	Walk-in Refrigerator	Delfield		1	HOUSE
LOFC007	Longworth	Longworth Food Court	Kitchen Back Up Hot Prep	Mobile Worktable	Custom Stainless		1	HOUSE
LOFC008	Longworth	Longworth Food Court	Kitchen Back Up Hot Prep	Ice Machine	Scotsman		1	HOUSE
LOFC009	Longworth	Longworth Food Court	Kitchen Back Up Hot Prep	Ice Bin	Scotsman	BH801SA	1	HOUSE
LOFC010	Longworth	Longworth Food Court	Kitchen Back Up Hot Prep	Tilt Skillet	Groen (?)		1	HOUSE
LOFC011	Longworth	Longworth Food Court	Kitchen Back Up Hot Prep	Fryer	Hobart		1	HOUSE
LOFC012	Longworth	Longworth Food Court	Kitchen Back Up Hot Prep	Mobile Worktable	Custom Stainless		1	HOUSE
LOFC013	Longworth	Longworth Food Court	Kitchen Back Up Hot Prep	Worktable	Custom Stainless		1	HOUSE
LOFC014	Longworth	Longworth Food Court	Kitchen Back Up Hot Prep	Hood	Marenka		1	HOUSE
LOFC015	Longworth	Longworth Food Court	Kitchen Cold Prep	Charbroiler	Lang		1	HOUSE

J.2 House Furnished Food Service Equipment

LOFC016	Longworth	Longworth Food Court	Kitchen Cold Prep	Mobile Stand	Custom Stainless		1	HOUSE
LOFC017	Longworth	Longworth Food Court	Kitchen Cold Prep	Worktable	Custom Stainless		1	HOUSE
LOFC018	Longworth	Longworth Food Court	Kitchen Cold Prep	Prep Sink, 2 Compartment	Custom Stainless		1	HOUSE
LOFC019	Longworth	Longworth Food Court	Kitchen Cold Prep	Walk-in Refrigerator	Bally		1	HOUSE
LOFC020	Longworth	Longworth Food Court	Kitchen Cold Prep	Hand Sink	Advance Tabco		1	HOUSE
LOFC021	Longworth	Longworth Food Court	Kitchen Cold Prep	Prep Sink, 2 Compartment	Custom Stainless		1	HOUSE
LOFC022	Longworth	Longworth Food Court	Kitchen Cold Prep	Food Slicer	Hobart	2712	1	HOUSE
LOFC023	Longworth	Longworth Food Court	Kitchen Cold Prep	Disposal	Aheim Mfg	3000SB	1	HOUSE
LOFC024	Longworth	Longworth Food Court	Kitchen Cold Prep	Worktable	Custom Stainless		1	HOUSE
LOFC025	Longworth	Longworth Food Court	Kitchen Cold Prep	Worktable, Mobile	Custom Stainless		1	HOUSE
LOFC026	Longworth	Longworth Food Court	Kitchen Cold Prep	Worktable	Custom Stainless		1	HOUSE
LOFC027	Longworth	Longworth Food Court	Kitchen Cold Prep	Worktable	Custom Stainless		1	HOUSE
LOFC028	Longworth	Longworth Food Court	Kitchen Cold Prep	Walk-in Refrigerator/Freezer	Butcher Boy/Site Built		1	HOUSE
LOFC029	Longworth	Longworth Food Court	Kitchen Cold Prep	Ice Maker	Scotsman		1	HOUSE
LOFC030	Longworth	Longworth Food Court	Kitchen Cold Prep	Ice Bin	Scotsman		1	HOUSE
LOFC031	Longworth	Longworth Food Court	Kitchen Cold Prep	Microwave	Sharp	R22ETA	1	HOUSE
LOFC032	Longworth	Longworth Food Court	Kitchen Cold Prep	Slicer	Hobart	2912	1	HOUSE
LOFC033	Longworth	Longworth Food Court	Kitchen Cold Prep	Ice Maker	Scotsman	Prodigy	1	HOUSE
LOFC034	Longworth	Longworth Food Court	Kitchen Cold Prep	Ice Bin	Scotsman	B842S	1	HOUSE
LOFC035	Longworth	Longworth Food Court	Kitchen Cold Prep	Vegetable Spinner	Dito/Electrolux	Greens Macine	1	HOUSE
LOFC036	Longworth	Longworth Food Court	Kitchen Cold Prep	Mixer, 20-Qt	Hobart	A-200	1	HOUSE
LOFC037	Longworth	Longworth Food Court	Kitchen Cold Prep	Mixer Stand	Hobart		1	HOUSE
LOFC038	Longworth	Longworth Food Court	Kitchen Cold Prep	Cook and Hold Oven	Alto-Sham	1767-SK	1	HOUSE
LOFC039	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Double Convection Oven	Vulcan	VC4ED9	1	HOUSE
LOFC040	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Convection Oven	Vulcan	VC4ED9	1	HOUSE
LOFC041	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Double Convection Oven	Garland	MASTER 200	1	HOUSE
LOFC042	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Convection Oven	Garland	MASTER 200	1	HOUSE
LOFC043	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Hot Top Range	Hobart	HCR40	1	HOUSE
LOFC044	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Hot Top Range	Hobart	HCR40	1	HOUSE
LOFC045	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Fryer	Hobart		1	HOUSE
LOFC046	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Fryer	Hobart		1	HOUSE
LOFC047	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Tilt Skillet	Vulcan	VE40	1	HOUSE
LOFC048	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Stationary Kettle	Legion	LP60	1	HOUSE
LOFC049	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Stationary Kettle	Legion	LP60	1	HOUSE
LOFC050	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Double Convection Steamer	Vulcan	VHX240	1	HOUSE
LOFC051	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Double Convection Steamer	Vulcan	VSX36R5	1	HOUSE
LOFC052	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Counter with Bain Marie	Custom Stainless		1	HOUSE
LOFC053	Longworth	Longworth Food Court	Kitchen Main Hot Prep	80 Quart Mixer	Hobart	L800D	1	HOUSE
LOFC054	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Worktable with Sink	Custom Stainless		1	HOUSE
LOFC055	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Hand Sink	Unknown		1	HOUSE
LOFC056	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Walk-in Refrigerator	Site Built		1	HOUSE

J.2 House Furnished Food Service Equipment

LOFC057	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Ice Maker	Scotsman		1	HOUSE
LOFC058	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Ice Bin	Scotsman		1	HOUSE
LOFC059	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Hood	Marenka		1	HOUSE
LOFC060	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Hood	Custom Stainless		1	HOUSE
LOFC061	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Double Convection Oven	Vulcan		1	HOUSE
LOFC062	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Mobile Worktable	Custom Stainless		1	HOUSE
LOFC063	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Pot & Utensil Rack	Custom Stainless		2	HOUSE
LOFC064	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Worktable	Custom Stainless		1	HOUSE
LOFC065	Longworth	Longworth Food Court	Kitchen Main Hot Prep	Worktable	Custom Stainless		1	HOUSE
LOFC066	Longworth	Longworth Food Court	Kitchen Ware Washing	Pot Washer	Hobart		1	HOUSE
LOFC067	Longworth	Longworth Food Court	Kitchen Ware Washing	Pot Sink	Custom Stainless		1	HOUSE
LOFC068	Longworth	Longworth Food Court	Kitchen Ware Washing	Waste Disposer	Red Goat	B5PR	1	HOUSE
LOFC069	Longworth	Longworth Food Court	Locker Room	Lockers	General Steel		27	HOUSE
LOFC070	Longworth	Longworth Food Court	Locker Room	Lockers	General Steel		17	HOUSE
LOFC071	Longworth	Longworth Food Court	Office	Safe	Federal		1	House
LOFC072	Longworth	Longworth Food Court	Office	Safe	American Security		1	House
LOFC073	Longworth	Longworth Food Court	Servery Bev East	Refrigerator, Reach-in	QBD	DC26HB	1	HOUSE
LOFC074	Longworth	Longworth Food Court	Servery Bev East	Air Screen Refrigerator	RPI	SCAS48R	1	HOUSE
LOFC075	Longworth	Longworth Food Court	Servery Bev East	Air Screen Refrigerator	RPI	SCAS48R	1	HOUSE
LOFC076	Longworth	Longworth Food Court	Servery Bev East	Soda/Ice Dispenser	IMI Cornelius	DF 200 BC	1	Vendor
LOFC077	Longworth	Longworth Food Court	Servery Bev East	Soda/Ice Dispenser	IMI Cornelius	DF 200 BC	1	Vendor
LOFC078	Longworth	Longworth Food Court	Servery Bev East	Soda/Ice Dispenser	Servend	MD-150	1	Vendor
LOFC079	Longworth	Longworth Food Court	Servery Bev East	Soda/Ice Dispenser	Servend	MD-150	1	Vendor
LOFC080	Longworth	Longworth Food Court	Servery Bev East	Refrigerator, Reach-in	Beverage Air	MT27	1	HOUSE
LOFC081	Longworth	Longworth Food Court	Servery Bev East	Counter, Beverage	Custom Millwork		1	HOUSE
LOFC082	Longworth	Longworth Food Court	Servery Bev West	Air Screen Refrigerator	RPI	SCAS72R	1	HOUSE
LOFC083	Longworth	Longworth Food Court	Servery Bev West	Air Screen Refrigerator	RPI	SCAS72R	1	HOUSE
LOFC084	Longworth	Longworth Food Court	Servery Bev West	Coffee Brewer	Fetco	CBS-62H	1	Vendor
LOFC085	Longworth	Longworth Food Court	Servery Bev West	Coffee Brewer	Fetco	CBS-62H	1	Vendor
LOFC086	Longworth	Longworth Food Court	Servery Bev West	Counter, Beverage	Delfield		1	HOUSE
LOFC087	Longworth	Longworth Food Court	Servery-BBQ	Hand Sink	Metal Masters		1	HOUSE
LOFC088	Longworth	Longworth Food Court	Servery-BBQ	Counter, Service	Custom Millwork		1	HOUSE
LOFC089	Longworth	Longworth Food Court	Servery-BBQ	Drop-in Hot Well, 4 Well	Atlas		1	HOUSE
LOFC090	Longworth	Longworth Food Court	Servery-BBQ	Drop-in Hot Well, 3 Well	Atlas		1	HOUSE
LOFC091	Longworth	Longworth Food Court	Servery-Center Area	Frost Top Counter	Custom Millwork		1	HOUSE
LOFC092	Longworth	Longworth Food Court	Servery-Center Area	Double Sided Cashier Counter	Custom Millwork		5	HOUSE
LOFC093	Longworth	Longworth Food Court	Servery-Center Area	POS w/Scale & Card Reader	Micros		10	Vendor
LOFC094	Longworth	Longworth Food Court	Servery-Center Area	Ice Cream Novelty Case	AHT	RIO S125	2	Vendor
LOFC095	Longworth	Longworth Food Court	Servery-Center Area	Soup Counter	Custom Millwork		1	HOUSE
LOFC096	Longworth	Longworth Food Court	Servery-Center Area	Soup Wells	Wells (?)		3	HOUSE
LOFC097	Longworth	Longworth Food Court	Servery-Center Area	Salad Bar Counter	Custom Millwork		1	HOUSE

J.2 House Furnished Food Service Equipment

LOFC098	Longworth	Longworth Food Court	Servery-Center Area	Bread and Breakfast Counter	Custom Millwork		1	HOUSE
LOFC099	Longworth	Longworth Food Court	Servery-Center Area	Round Food Wells	Wells (?)		3	HOUSE
LOFC100	Longworth	Longworth Food Court	Servery-Center Area	Conveyor Toaster	Toast-Qwik	TQ-400	1	HOUSE
LOFC101	Longworth	Longworth Food Court	Servery-Center Area	Conveyor Toaster	Toast-Qwik	TQ-400	1	HOUSE
LOFC102	Longworth	Longworth Food Court	Servery-Center Area	Beverage Counter	Delfield	F16HD73-C	2	HOUSE
LOFC103	Longworth	Longworth Food Court	Servery-Center Area	Beverage Counter	Delfield	F16HD32-C	1	HOUSE
LOFC104	Longworth	Longworth Food Court	Servery-Center Area	Coffee Cream Dispenser	GoodWest	GW-3	2	Vendor
LOFC105	Longworth	Longworth Food Court	Servery-Global	Mobile Equipment Table	Precision	LTM-2736-ME	1	HOUSE
LOFC106	Longworth	Longworth Food Court	Servery-Global	Hood	Gaylord	CGBDL54	1	HOUSE
LOFC107	Longworth	Longworth Food Court	Servery-Global	Countertop Griddle	Hobart	CG41	1	HOUSE
LOFC108	Longworth	Longworth Food Court	Servery-Global	Refrigerated Equipment Stand	Delfield		1	HOUSE
LOFC109	Longworth	Longworth Food Court	Servery-Global	Microwave Oven	Sharp	R-22ET-A	1	HOUSE
LOFC110	Longworth	Longworth Food Court	Servery-Global	Counter, Service	Custom Millwork		1	HOUSE
LOFC111	Longworth	Longworth Food Court	Servery-Global	Drop-in Hot Well, 5-Well	Atlas	WIH-D&M-5	1	HOUSE
LOFC112	Longworth	Longworth Food Court	Servery-Global	Drop-in Hot Well, 2-Well	Atlas	WIH-D&M-5	1	HOUSE
LOFC113	Longworth	Longworth Food Court	Servery-Global	Worktop Refrigerator	Delfield		1	HOUSE
LOFC114	Longworth	Longworth Food Court	Servery-Grill	Worktable with Sink	Custom Stainless		1	HOUSE
LOFC115	Longworth	Longworth Food Court	Servery-Grill	Fryer	Vulcan		1	HOUSE
LOFC116	Longworth	Longworth Food Court	Servery-Grill	Fryer	Vulcan		1	HOUSE
LOFC117	Longworth	Longworth Food Court	Servery-Grill	Fryer	Vulcan		1	HOUSE
LOFC118	Longworth	Longworth Food Court	Servery-Grill	Hood	Gaylord	CGBDL54	1	HOUSE
LOFC119	Longworth	Longworth Food Court	Servery-Grill	Heat Lamp	Carlisle	HL7237	3	HOUSE
LOFC120	Longworth	Longworth Food Court	Servery-Grill	Undercounter Refrigerator	Traulsen	ULT48-LR	1	HOUSE
LOFC121	Longworth	Longworth Food Court	Servery-Grill	Griddle	Lang	136T	1	HOUSE
LOFC122	Longworth	Longworth Food Court	Servery-Grill	Griddle	Lang		1	HOUSE
LOFC123	Longworth	Longworth Food Court	Servery-Grill	Mobile Equipment Stand	Custom Stainless		1	HOUSE
LOFC124	Longworth	Longworth Food Court	Servery-Grill	Hot Food Cabinet	CresCor	H137UA12CZLS	1	HOUSE
LOFC125	Longworth	Longworth Food Court	Servery-Grill	Counter, Service	Custom Millwork		1	HOUSE
LOFC126	Longworth	Longworth Food Court	Servery-Grill	Heated Set Down	Hatco		1	HOUSE
LOFC127	Longworth	Longworth Food Court	Servery-Grill	Heated Set Down	Hatco		1	HOUSE
LOFC128	Longworth	Longworth Food Court	Servery-Grill	Counter, Service	Custom Millwork		1	HOUSE
LOFC129	Longworth	Longworth Food Court	Servery-Pizza	Mobile Equipment Table	Custom Stainless		1	HOUSE
LOFC130	Longworth	Longworth Food Court	Servery-Pizza	Worktable with Sink	Custom Stainless		1	HOUSE
LOFC131	Longworth	Longworth Food Court	Servery-Pizza	Hood	Gaylord	GXBDLCA48	1	HOUSE
LOFC132	Longworth	Longworth Food Court	Servery-Pizza	Conveyor Pizza Oven	Lincoln Impinger	1132	1	HOUSE
LOFC133	Longworth	Longworth Food Court	Servery-Pizza	Conveyor Pizza Oven	Lincoln Impinger	1132	1	HOUSE
LOFC134	Longworth	Longworth Food Court	Servery-Pizza	Conveyor Pizza Oven	Lincoln Impinger	1132	1	HOUSE
LOFC135	Longworth	Longworth Food Court	Servery-Pizza	Hand Sink	Metal Masters		1	HOUSE
LOFC136	Longworth	Longworth Food Court	Servery-Pizza	Counter, Service	Custom Millwork		1	HOUSE
LOFC137	Longworth	Longworth Food Court	Servery-Pizza	Heated Set Down	Hatco		1	HOUSE
LOFC138	Longworth	Longworth Food Court	Servery-Pizza	Heated Set Down	Hatco		1	HOUSE

J.2 House Furnished Food Service Equipment

LOFC139	Longworth	Longworth Food Court	Servery-Road Trip	Counter, Service	Custom Millwork		1	HOUSE
LOFC140	Longworth	Longworth Food Court	Servery-Road Trip	Drop-in Hot Well, 4 Well	Delfield	N-8759D	1	HOUSE
LOFC141	Longworth	Longworth Food Court	Servery-Sandwiches	Conveyor Toaster	Savory	ST-1	1	HOUSE
LOFC142	Longworth	Longworth Food Court	Servery-Sandwiches	Refrigerator, Salad Top	Traulsen	UPT4812-LR	1	HOUSE
LOFC143	Longworth	Longworth Food Court	Servery-Sandwiches	Refrigerator, Salad Top	Traulsen	UPT4812-LR	1	HOUSE
LOFC144	Longworth	Longworth Food Court	Servery-Tossed Salad	Refrigerator, Reach-in	Traulsen	AHT132DREHHS	1	HOUSE
LOFC145	Longworth	Longworth Food Court	Servery-Tossed Salad	Worktable	Custom Stainless		1	HOUSE
LOFC146	Longworth	Longworth Food Court	Servery-Tossed Salad	Counter, Service	Custom Millwork		1	HOUSE
LOFC147	Longworth	Longworth Food Court	Servery-Tossed Salad	Drop-in Hot Well, 72"	Wells	HT-500	1	HOUSE
LOFC148	Longworth	Longworth Food Court	Servery-Wraps	Mobile Hot Food Table	Galley		1	HOUSE
LOFC149	Longworth	Longworth Food Court	Servery-Wraps	Hood	Gaylord	GXBDLCA48	1	HOUSE
LOFC150	Longworth	Longworth Food Court	Servery-Wraps	Worktop Refrigerator	Delfield	ST4048	1	HOUSE
LOFC151	Longworth	Longworth Food Court	Servery-Wraps	Hot Food Cabinet	Duke Manufacturing	1304	1	HOUSE
LOFC152	Longworth	Longworth Food Court	Servery-Wraps	Refrigerator, Reach-in	Traulsen	G20010	1	HOUSE
LOFC153	Longworth	Longworth Food Court	Servery-Wraps	Counter, Service	Custom Millwork		1	HOUSE
LOFC154	Longworth	Longworth Food Court	Servery-Wraps	Drop-in Hot Well, 4 Wells	Delfield	N8759-D	1	HOUSE
LOFC155	Longworth	Longworth Food Court	Servery-Wraps	Drop-in Hot Well, 4 Wells	Delfield	N8759-D	1	HOUSE
LOIC001	Longworth	Longworth	Jamba	Pot Sink	Custom Stainless		1	HOUSE
LOIC002	Longworth	Longworth	Jamba	Hand Sink	Advance Tabco		1	HOUSE
LOIC003	Longworth	Longworth	Jamba	Prep Sink	Advance Tabco		1	HOUSE
LOIC004	Longworth	Longworth	Jamba	Refrigerator, Reach-in, Lowboy	True	TWT-48	1	HOUSE
LOIC005	Longworth	Longworth	Jamba	Counter	Custom Stainless		1	HOUSE
LOIC006	Longworth	Longworth	Jamba	Refrigerator, Reach-in, Lowboy	Delfield	406-CA	1	HOUSE
LOIC007	Longworth	Longworth	Jamba	Toaster Rotary	Hatco	ST1 14500	1	HOUSE
LOIC008	Longworth	Longworth	Jamba	Blender	Blendtec	ICB4/ABC4	2	Vendor
LOIC009	Longworth	Longworth	Jamba	Blender	Vita-Mix	VM0145	1	Vendor
LOIC010	Longworth	Longworth	Jamba	Dipping Freezer, Ice Cream	Stajac	BR-EDC-8C	1	Vendor
LOIC011	Longworth	Longworth	Jamba	Counter, Service	Custom Millwork		1	HOUSE
LOIC012	Longworth	Longworth	Jamba	Display Case	RPI Pinnacle	SCCB48R	1	HOUSE
	Longworth	Longworth	Dunkin	Oven	Turbo Chef			
	Longworth	Longworth	Dunkin	Ice Bin	Scotsman			
	Longworth	Longworth	Dunkin	Ice Maker	Scotsman			
	Longworth	Longworth	Dunkin	Refrigerator, Reach-in	Delfield			
LOIC013	Longworth	Longworth	Dunkin	Refrigerator, Reach-in, Lowboy	Delfield		1	HOUSE
LOIC014	Longworth	Longworth	Dunkin	Back Coffee Counter	Custom Millwork		1	HOUSE
LOIC015	Longworth	Longworth	Dunkin	Coffee Brewer	Dunn	ICBT05640	1	Vendor
LOIC016	Longworth	Longworth	Dunkin	Espresso Maker, Full Auto	La Cimbali	M2 Barsystem	2	Vendor
LOIC017	Longworth	Longworth	Dunkin	Refrigerator, Reach-in, Lowboy	Silver King	SKRB27	1	HOUSE
LOIC018	Longworth	Longworth	Dunkin	POS System	Micros		1	Vendor
LOIC019	Longworth	Longworth	Dunkin	Milk/Cream Dispenser	Goodwest Industries	The Cream Machine	1	Vendor
LOIC020	Longworth	Longworth	Dunkin	Condiment Counter	Custom Millwork		1	HOUSE
RACO055	Longworth	Catering	Hot Kitchen	Pot Sink	Custom Stainless		1	HOUSE
RACO056	Longworth	Catering	Hot Kitchen	Walk-in Freezer		316821RA	1	HOUSE
RACO057	Longworth	Catering	Hot Kitchen	Refrigerator, Walk-in	Bally	DFN	1	HOUSE
RACO058	Longworth	Catering	Hot Kitchen	Hand Sink	Seco		1	HOUSE
RACO059	Longworth	Catering	Hot Kitchen	Mixer	Hobart	A200T	1	HOUSE
RACO060	Longworth	Catering	Hot Kitchen	Counter	Custom Stainless		1	HOUSE
RACO061	Longworth	Catering	Hot Kitchen	Convection Oven, 2 Deck	Hobart		1 of 2	HOUSE

J.2 House Furnished Food Service Equipment

RACO062	Longworth	Catering	Hot Kitchen	Oven Convection	Hobart		2 of 2	HOUSE
RACO063	Longworth	Catering	Hot Kitchen	Convection Oven, 2 Deck	Vulcan		1 of 2	HOUSE
RACO064	Longworth	Catering	Hot Kitchen	Oven Convection	Vulcan		2 of 2	HOUSE
RACO065	Longworth	Catering	Hot Kitchen	Griddle	Hobart	CG58	1	HOUSE
RACO066	Longworth	Catering	Hot Kitchen	Tilt Skillet	Vulcan		1	HOUSE
RACO067	Longworth	Catering	Hot Kitchen	Worktable	Custom Stainless		1	HOUSE
RACO068	Longworth	Catering	Hot Kitchen	Worktable w/Sink	Custom Stainless		1	HOUSE
RACO069	Longworth	Catering	Hot Kitchen	Worktable			1	HOUSE
RACO070	Longworth	Catering	Hot Kitchen	Ice Bin	Scotsman		1	HOUSE
RACO071	Longworth	Catering	Hot Kitchen	Ice Maker	Scotsman	CME806AS 32F	1	HOUSE
RACO072	Longworth	Catering	Hot Kitchen	Disposal	Red Goat Disposers	M6T17FC80G	1	HOUSE
Item Number	Building	Operation	Area	Description	Manufacturer	Model/Series	Quantity	Owner
RACA001	Rayburn	Rayburn Cafeteria	Dining Area	Condiment Counter	Custom Millwork		1	HOUSE
RACA002	Rayburn	Rayburn Cafeteria	Dining Area	Condiment Counter	Custom Millwork		1	HOUSE
RACA003	Rayburn	Rayburn Cafeteria	Dining Area	Ice Dispenser	Remcor	SSD-80	1	HOUSE
RACA004	Rayburn	Rayburn Cafeteria	Dining Area	Ice Dispenser	Remcor		1	HOUSE
RACA005	Rayburn	Rayburn Cafeteria	Dining Area	Ice Cream Novelty Case	AHT		1	Vendor
RACA006	Rayburn	Rayburn Cafeteria	Dish Room	Utility Sink	Custom Stainless		1	HOUSE
RACA007	Rayburn	Rayburn Cafeteria	Dish Room	Hand Sink			1	HOUSE
RACA008	Rayburn	Rayburn Cafeteria	Dish Room	Dishwasher, Circular Conveyor	Champion	CP60KPRR	1	HOUSE
RACA009	Rayburn	Rayburn Cafeteria	Dish Room	Disposer	Master Disposers	C50SKCCRMPFSPW	1	HOUSE
RACA010	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Ice Maker	Scotsman	CM3	1	HOUSE
RACA011	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Ice Bin	Scotsman	CME806AS32D	1	HOUSE
RACA012	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Ice Maker	Hoshizaki		1	HOUSE
RACA013	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Refrigerator, Roll-in	Victory	RIS1DR7	1	HOUSE
RACA014	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Ice Bin	Follett	DEV1010SG48	1	HOUSE
RACA015	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Hand Sink	Metal Masters		1	HOUSE
RACA016	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Walk-in Refrigerator	Bally		1	HOUSE
RACA017	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Worktable, Mobile	Custom Stainless		1	HOUSE
RACA018	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Equipment Stand, Mobile	Custom Stainless		1	HOUSE
RACA019	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Worktable, Mobile	Custom Stainless		1	HOUSE
RACA020	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Worktable, Mobile	Custom Stainless		1	HOUSE
RACA021	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Salad Spinner	Ditto Dean		1	HOUSE
RACA022	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Prep Sink	Custom Stainless		1	HOUSE
RACA023	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Disposer	Master Disposers	32LBCCCRMPFSWR	1	HOUSE
RACA024	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Hand Sink	Metal Masters		1	HOUSE
RACA025	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Mop Basin, Faucet			1	HOUSE
RACA026	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Evaporator Coil -20 F	ColdZone	GTE46-140	1	HOUSE
RACA027	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Walk-in Refrigerator	Bally	36784LWA	1	HOUSE
RACA028	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Walk-in Refrigerator	Bally	36784LWA	1	HOUSE
RACA029	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Walk-in Freezer	Bally	36784LWA	1	HOUSE
RACA030	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Evaporator Coil +35 F	Coldzone	AA28-122B	1	HOUSE
RACA031	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Evaporator Coil +35 F	ColdZone	CTA46-123	1	HOUSE
RACA032	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Evaporator Coil +35 F	ColdZone	CTA46-100	1	HOUSE
RACA033	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Refrigerated Cabinet, Mobile	CresCor	R171UA9A	1	HOUSE
RACA034	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Worktable, Mobile	Custom Stainless		1	HOUSE
RACA035	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Slicer	Berkel	X13A	1	HOUSE
RACA036	Rayburn	Rayburn Cafeteria	Kitchen Cold Prep	Food Processor	Electrolux	TR23	1	HOUSE
RACA037	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Combi Oven	Cleveland	CCE210H	1	HOUSE
RACA038	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Convection Oven, Top Deck	Garland	Master 455	1	HOUSE
RACA039	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Convection Oven, Bottom Deck	Garland	MASTER 455		HOUSE
RACA040	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Convection Oven, Top Deck	Vulcan	VC4EC14	1	HOUSE
RACA041	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Convection Oven, Bottom Deck	Vulcan	VC4EC14	1	HOUSE
RACA042	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Hood Type 1	Avtec	AXWP	1	HOUSE

J.2 House Furnished Food Service Equipment

RACA043	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Hood Type 1	Avtec	VPLH	1	HOUSE
RACA044	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Fryer Battery	Frymaster	FMH214SE	1	HOUSE
RACA045	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Clamshell Griddle	Lang	XL36	1	HOUSE
RACA046	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Range, Oven & Spreader	Garland		1	HOUSE
RACA047	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Equipment Stand, Mobile	Custom Stainless		1	HOUSE
RACA048	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Food Cutter	Hobart	84186	1	HOUSE
RACA049	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Table, Mobile	Custom Stainless		1	HOUSE
RACA050	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Hand Sink	Metal Masters		1	HOUSE
RACA051	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Refrigerator, Reach-in	Victory	RS-2D-R7	1	HOUSE
RACA052	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Tilting Fry Pan	Vulcan	VE40	1	HOUSE
RACA053	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	80-Gallon Kettle	Groen	DLT-80	1	HOUSE
RACA054	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	80-Gallon Kettle	Groen	DLT-80	1	HOUSE
RACA055	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	12 & 6 Gallon Kettles with Stand	Cleveland		1	HOUSE
RACA056	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Pressure Steamer	Cleveland	PSM2	1	HOUSE
RACA057	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Hood	AVTEC	AWWP	1	HOUSE
RACA058	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Hot Food Cabinet	Winston	HA4522GE	1	HOUSE
RACA059	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Hot Food Cabinet	CresCor	H137UA12CS	1	HOUSE
RACA060	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Hand Sink	Metal Masters		1	HOUSE
RACA061	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Worktable	Custom Stainless		1	HOUSE
RACA062	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Food Processor	Robot Coup	R4N Series D	1	HOUSE
RACA063	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Worktable	Custom Stainless		1	HOUSE
RACA064	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Table with Bain Marie	Custom Stainless		1	HOUSE
RACA065	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	60 quart Mixer	Hobart	H600	1	HOUSE
RACA066	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Exhaust Hood	Avtec	AC10	1	HOUSE
RACA067	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Hot Food Cabinet	Alto Shaam	1200-UP	1	HOUSE
RACA068	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Worktable	Custom Stainless		1	HOUSE
RACA069	Rayburn	Rayburn Cafeteria	Kitchen Hot Prep	Worktable	Custom Stainless		1	HOUSE
RACA070	Rayburn	Rayburn Cafeteria	Kitchen Wash Area	Pot Washer	Douglas		1	HOUSE
RACA071	Rayburn	Rayburn Cafeteria	Kitchen Wash Area	Pot Sink	Custom Stainless		1	HOUSE
RACA072	Rayburn	Rayburn Cafeteria	Kitchen Wash Area	Disposer	Master Disposers	C2LBCCCRMPFSW	1	HOUSE
RACA073	Rayburn	Rayburn Cafeteria	Kitchen Wash Area	Condensate Hood	Avtec	ACW0	1	HOUSE
RACA074	Rayburn	Rayburn Cafeteria	Locker Room, Men's	Lockers	Republic Storage		10	HOUSE
RACA075	Rayburn	Rayburn Cafeteria	Locker Room, Men's	Hand Sink			1	HOUSE
RACA076	Rayburn	Rayburn Cafeteria	Locker Room, Women's	Lockers			30	HOUSE
RACA077	Rayburn	Rayburn Cafeteria	Servery	Salad Bar, Cold Food	Custom Millwork		1	HOUSE
RACA078	Rayburn	Rayburn Cafeteria	Servery	Air Screen Refrigerator	Refcon	SWIR048Q	1	HOUSE
RACA079	Rayburn	Rayburn Cafeteria	Servery	Air Screen Refrigerator	Refcon	SWIR048Q	1	HOUSE
RACA080	Rayburn	Rayburn Cafeteria	Servery	Toaster Rotary	Hatco	TQ800	1	HOUSE
RACA081	Rayburn	Rayburn Cafeteria	Servery	Refrigerator, Reach-in	True	GDM-26	1	HOUSE
RACA082	Rayburn	Rayburn Cafeteria	Servery	Counter, Beverage	Custom Millwork		1	HOUSE
RACA083	Rayburn	Rayburn Cafeteria	Servery	Counter, Coffee	Custom Millwork		1	HOUSE
RACA084	Rayburn	Rayburn Cafeteria	Servery	Counter, Coffee	Custom Millwork		1	HOUSE
RACA085	Rayburn	Rayburn Cafeteria	Servery	Coffee Brewer	Bunn	DUAL TF DBC, MP30A	1	Vendor
RACA086	Rayburn	Rayburn Cafeteria	Servery	Coffee Brewer	Bunn	DUAL TF DBC, MP30A	1	Vendor
RACA087	Rayburn	Rayburn Cafeteria	Servery	Counter, Beverage Condiment	Custom Millwork		1	HOUSE
RACA088	Rayburn	Rayburn Cafeteria	Servery	Open Display Refrigerator	RPI	SCAS60R	1	HOUSE
RACA089	Rayburn	Rayburn Cafeteria	Servery	Counter, Soup	Custom Millwork		1	HOUSE
RACA090	Rayburn	Rayburn Cafeteria	Servery	Open Display Refrigerator	RPI	SCRFC7260R	1	HOUSE
RACA091	Rayburn	Rayburn Cafeteria	Servery	Tray Counter	Custom Millwork		1	HOUSE
RACA092	Rayburn	Rayburn Cafeteria	Servery Center Island	Hot Food Wells	Duke Manufacturing	ADI6E	1	HOUSE
RACA093	Rayburn	Rayburn Cafeteria	Servery Center Island	Undercounter Refrigerator	Traulsen	UC2HT	1	HOUSE
RACA094	Rayburn	Rayburn Cafeteria	Servery Center Island	Refrigerated Equipment Stand	Kairak	KRS72R	1	HOUSE
RACA095	Rayburn	Rayburn Cafeteria	Servery Center Island	Hand Sink	Metal Masters		1	HOUSE
RACA096	Rayburn	Rayburn Cafeteria	Servery Center Island	Drop-in Sink	Advance Tabco	DI-1-10	1	HOUSE
RACA097	Rayburn	Rayburn Cafeteria	Servery Center Island	Counter Octagonal	Custom Millwork		1	HOUSE

J.2 House Furnished Food Service Equipment

RACA098	Rayburn	Rayburn Cafeteria	Servery Center Island	Hood Type 1	Avtec	AX10	1	HOUSE
RACA099	Rayburn	Rayburn Cafeteria	SteakNShake	Refrigerator, Roll-in	Victory	RIS-1D-R7	1	HOUSE
RACA100	Rayburn	Rayburn Cafeteria	SteakNShake	Hand Sink	Metal Masters		1	HOUSE
RACA101	Rayburn	Rayburn Cafeteria	SteakNShake	Freezer, Undercounter	Silver King	SKUCF7F	1	HOUSE
RACA102	Rayburn	Rayburn Cafeteria	SteakNShake	Four-Deck Oven	Garland	AP4	1	HOUSE
RACA103	Rayburn	Rayburn Cafeteria	SteakNShake	Counter with Sink	Custom Stainless		1	HOUSE
RACA104	Rayburn	Rayburn Cafeteria	SteakNShake	Fryer Battery	Frymaster	FMH222SE	1	HOUSE
RACA105	Rayburn	Rayburn Cafeteria	SteakNShake	Clamshell Grill	Lang	XL24	1	HOUSE
RACA106	Rayburn	Rayburn Cafeteria	SteakNShake	Drop-in Iced Cold Pan	Kairak	KRD31R	1	HOUSE
RACA107	Rayburn	Rayburn Cafeteria	SteakNShake	Work Top Refrigerator	McCall	STSS-20-RRE	1	HOUSE
RACA108	Rayburn	Rayburn Cafeteria	SteakNShake	Hood Type 1	Avtec	AWWP	1	HOUSE
RACA109	Rayburn	Rayburn Cafeteria	SteakNShake	Warming Shelf, Drop-in	Kevry		1	HOUSE
RACA110	Rayburn	Rayburn Cafeteria	SteakNShake	Warming Shelf, Drop-in	Kevry		1	HOUSE
RACA111	Rayburn	Rayburn Cafeteria	SteakNShake	Grill Counter	Custom Stainless/Millwork		1	HOUSE
RACA112	Rayburn	Rayburn Cafeteria	SteakNShake	Equipment Stand, Refrigerated	Traulsen	TE060HT	1	HOUSE
RACA113	Rayburn	Rayburn Cafeteria	SteakNShake	Surface Fire Suppression System	Ansul	R102 Wet Chemical	1	HOUSE
RACO001	Rayburn	Catering	Catering Laundry	Soak Sink			1	HOUSE
RACO002	Rayburn	Catering	Catering Laundry	Washer	Unimac	UniMat 50DUC50MN2OU6060001	1	HOUSE
RACO003	Rayburn	Catering	Catering Laundry	Ironer	Huebsch	JRR066E1234A	1	HOUSE
RACO004	Rayburn	Catering	Catering Laundry	Ironer	Chicago	90	1	HOUSE
RACO005	Rayburn	Catering	Catering Laundry	Dryer	Unimac		1	HOUSE
RACO006	Rayburn	Catering	Catering Laundry	Dryer	Unimac		1	HOUSE
RACO007	Rayburn	Catering	Catering Laundry	Worktable	Unknown		1	HOUSE
RACO008	Rayburn	Catering	Catering Laundry	Ironer	Huebsch		1	HOUSE
RACO009	Rayburn	Catering	Catering Laundry	Washer	Maytag	MFS100PFVS	1	HOUSE
RACO010	Rayburn	Catering	Coffee Prep	Worktable, Coffee Brewers	Custom Stainless		1	HOUSE
RACO011	Rayburn	Catering	Coffee Prep	Cabinet, Supplies	Custom Stainless		1	HOUSE
RACO012	Rayburn	Catering	Coffee Prep	Counter, Utility	Custom Stainless		1	HOUSE
RACO013	Rayburn	Catering	Coffee Prep	Ice Bin	Scotsman		1	HOUSE
RACO014	Rayburn	Catering	Coffee Prep	Ice Maker	Scotsman	CME806AS32F	1	HOUSE
RACO015	Rayburn	Catering	Coffee Prep	Ice Bin	Scotsman		1	HOUSE
RACO016	Rayburn	Catering	Coffee Prep	Ice Maker	Scotsman	CME806AS32F	1	HOUSE
RACO017	Rayburn	Catering	Coffee Prep	Urn Wash Table	Custom Stainless		1	HOUSE
RACO018	Rayburn	Catering	Coffee Prep	Table Prep S/S			1	HOUSE
RACO019	Rayburn	Catering	Coffee Prep	Coffee Brewer	Fetco	CBS 62H	3	Vendor
RACO020	Rayburn	Catering	Cold Kitchen	Cabinet Holding	Hatco	FSHC71	1	Vendor
RACO021	Rayburn	Catering	Cold Kitchen	Range, Med Duty	Lang		1	Vendor
RACO022	Rayburn	Catering	Cold Kitchen	Freezer, Reach-in	Norlake	NF522SSS0	1	HOUSE
RACO023	Rayburn	Catering	Cold Kitchen	Freezer, Roll-in	Traulsen	RRI332LUTFHS	1	HOUSE
RACO024	Rayburn	Catering	Cold Kitchen	Worktable	Custom Stainless		1	HOUSE
RACO025	Rayburn	Catering	Cold Kitchen	Pot Sink	Seco		1	HOUSE
RACO026	Rayburn	Catering	Cold Kitchen	Worktable	Custom Stainless		4	HOUSE
RACO027	Rayburn	Catering	Cold Kitchen	Table Prep S/S			1	HOUSE
RACO028	Rayburn	Catering	Cold Kitchen	Hand Sink	Seco		1	HOUSE
RACO029	Rayburn	Catering	Cold Kitchen	Vegetable Dryer	Dito Dean		1	Vendor
RACO030	Rayburn	Catering	Cold Kitchen	Worktable, Cabinet Base	Custom Stainless		1	HOUSE
RACO031	Rayburn	Catering	Cold Kitchen	Refrigerator, Roll-in	Traulsen	RRI332LUTFHS	1	HOUSE
RACO032	Rayburn	Catering	Cold Kitchen	Refrigerator, Roll-in	Victory		1	HOUSE
RACO033	Rayburn	Catering	Cold Kitchen	Table Prep S/S			1	HOUSE
RACO034	Rayburn	Catering	Cold Kitchen	Table Prep S/S			1	HOUSE
RACO035	Rayburn	Catering	Cold Kitchen	Table Prep S/S	Custom Stainless		1	HOUSE
RACO036	Rayburn	Catering	Cold Kitchen	Worktable	Custom Stainless		1	HOUSE
RACO037	Rayburn	Catering	Cold Kitchen	Food Slicer	Hobart	2712		HOUSE
RACO038	Rayburn	Catering	Cold Kitchen	Worktable	Custom Stainless		1	HOUSE
RACO039	Rayburn	Catering	Cold Kitchen	Worktable	Custom Stainless		1	HOUSE

J.2 House Furnished Food Service Equipment

RACO040	Rayburn	Catering	Cold Kitchen	Cabinet, Spice	Custom Stainless		1	HOUSE
RACO041	Rayburn	Catering	Cold Kitchen	Food Processor	Robot Coup	R2NS	1	Vendor
RACO042	Rayburn	Catering	Cold Kitchen	Blender	Waring	CB10B		Vendor
RACO043	Rayburn	Catering	Cold Kitchen	Freezer, Roll-in	Victory	FIS-3D-S7	1	HOUSE
RACO044	Rayburn	Catering	Cold Kitchen	Worktable	Custom Stainless		1	HOUSE
	Rayburn	Catering	Cold Kitchen	Refrigerator, Roll-in	Traulsen	G20010		
	Rayburn	Catering	Cold Kitchen	Refrigerator, Roll-in	Delfield	SARI2-S-24		
	Rayburn	Catering	Cold Kitchen	Refrigerator, Roll-in	Delfield			
RACO045	Rayburn	Catering	Dish Room	Worktable	Custom Stainless		1	HOUSE
RACO046	Rayburn	Catering	Dish Room	Sink, 1-Bowl	Custom Stainless		1	HOUSE
RACO047	Rayburn	Catering	Dish Room	Hand Sink	Advance Tabco	7-PS-70	1	HOUSE
RACO048	Rayburn	Catering	Dish Room	Sink, 2-Bowl	Custom Stainless		1	HOUSE
RACO049	Rayburn	Catering	Dish Room	Warewasher	Hobart	FT900	1	HOUSE
RACO050	Rayburn	Catering	Dish Room	Scrapping Table	Custom Stainless		1	HOUSE
RACO051	Rayburn	Catering	Dish Room	Waste Disposer	Hobart		1	HOUSE
RACO052	Rayburn	Catering	Dish Room	Worktable	Custom Stainless		1	HOUSE
RACO053	Rayburn	Catering	Garage	Lockers	Hallowell		6	HOUSE
RACO054	Longworth	Catering	Hot Kitchen	Walk-in Refrigerator	Norlake	684871R	1	HOUSE
RACO074	Longworth	Catering	Hot Kitchen	Exhaust Hood			1	HOUSE
RACO075	Rayburn	Catering	Refrigerated Holding Room	Walk-in Refrigerator	Norlake	344763RA	1	HOUSE
RACO076	Rayburn	Catering	Refrigerated Holding Room	Walk-in Refrigerator	Hobart		1	HOUSE
RACO077	Rayburn	Catering	Refrigerated Holding Room	Roll-in Refrigerator, 9-Section	Norlake		1	HOUSE
RACO078	Rayburn	Catering	Refrigerated Holding Room	Roll-in Refrigerator, 6-Section	Norlake		1	HOUSE
RACO079	Rayburn	Catering	Refrigerated Holding Room	Refrigerator, Reach-in	True	TM-52	1	HOUSE
RACO080	Rayburn	Catering	Staging Area	Ice Bin	Leer		1	HOUSE
RACO081	Rayburn	Catering	Staging Area	Refrigerator, Reach-in	Hobart	Q1	1	HOUSE
RACO082	Rayburn	Catering	Staging Area	Soda Dispenser	Lancer		1	Vendor
RACO083	Rayburn	Catering	Storeroom	Walk-in Freezer	Norlake		1	HOUSE
RACO084	Rayburn	Catering	Storeroom	Walk-in Refrigerator	Norlake		1	HOUSE
RACO085	Rayburn	Catering	Storeroom	Walk-in Freezer	Bally		1	HOUSE
RACO086	Rayburn	Catering	Storeroom	Cabinet, Heated, Mobile	Cres Corp	H137UA 12SC	1	HOUSE
RADE001	Rayburn	Rayburn Subway	Kitchen	Refrigerator, Reach-in	Traulsen	3 Section all SS	1	HOUSE
RADE002	Rayburn	Rayburn Subway	Kitchen	Refrigerator, Reach-in	Traulsen			HOUSE
RADE003	Rayburn	Rayburn Subway	Kitchen	Prep Sink	Custom Stainless		1	HOUSE
RADE004	Rayburn	Rayburn Subway	Kitchen	Waste Disposer	Insinkerator	4445	1	HOUSE
RADE005	Rayburn	Rayburn Subway	Kitchen	Counter, Refrigerated	Norlake	RC24BSS		HOUSE
RADE006	Rayburn	Rayburn Subway	Kitchen	Counter, Refrigerated	Norlake	RC24BSS	1	HOUSE
RADE007	Rayburn	Rayburn Subway	Kitchen	Refrigerator, Reach-in	Traulsen	RHT 132 WUT-367	1	HOUSE
RADE008	Rayburn	Rayburn Subway	Kitchen	Refrigerator, Reach-in	Traulsen	RHT 1-26 WUT	1	HOUSE
RADE009	Rayburn	Rayburn Subway	Kitchen	Counter, Refrigerated, Pizza make-up	Traulsen	VPS54S		HOUSE
RADE010	Rayburn	Rayburn Subway	Kitchen	Pot Sink	Custom Stainless			HOUSE
RADE011	Rayburn	Rayburn Subway	Kitchen	Conveyor Oven	Lincoln	Impinger 1132		HOUSE
RADE012	Rayburn	Rayburn Subway	Kitchen	Conveyor Oven	Lincoln	Impinger 1132	1	HOUSE
RADE013	Rayburn	Rayburn Subway	Kitchen	Hood, Recirculating	Giles	PO.VH	1	HOUSE
RADE014	Rayburn	Rayburn Subway	Kitchen	Waste Disposer	Hobart			HOUSE
RADE015	Rayburn	Rayburn Subway	Kitchen	Ice Maker				HOUSE
RADE016	Rayburn	Rayburn Subway	Kitchen	Ice Bin			1	HOUSE
RADE017	Rayburn	Rayburn Subway	Kitchen	Refrigerator, Reach-in	Norlake	TF73A5SSC	1	HOUSE
RADE018	Rayburn	Rayburn Subway	Kitchen	Worktable	Custom Stainless		1	HOUSE
RADE019	Rayburn	Rayburn Subway	Kitchen	Worktable	Custom Stainless		1	HOUSE
RADE020	Rayburn	Rayburn Subway	Kitchen	Food Processor	Robot Coupe	R2	1	HOUSE
RADE021	Rayburn	Rayburn Subway	Servery	Lockers	Republic Storage		6	HOUSE
RADE022	Rayburn	Rayburn Subway	Servery	Hand Sink	Advance Tabco	7-PS	1	HOUSE
RADE023	Rayburn	Rayburn Subway	Servery	Back Counter	Custom Stainless		1	HOUSE
RADE024	Rayburn	Rayburn Subway	Servery	Back Counter	Custom Stainless			HOUSE

J.2 House Furnished Food Service Equipment

RADE025	Rayburn	Rayburn Subway	Servery	Back Counter, Refrigerated	Norlake	RC8BSS	1	HOUSE
RADE026	Rayburn	Rayburn Subway	Servery	Back Counter, Refrigerated	Norlake	FC9ASS		HOUSE
RADE027	Rayburn	Rayburn Subway	Servery	Counter, Refrigerated, Curved Glass	Refcon	LLLGDR096	1	HOUSE
RADE028	Rayburn	Rayburn Subway	Servery	Counter, Refrigerated, Curved Glass	Refcon	LLLGDR072	1	HOUSE
RADE029	Rayburn	Rayburn Subway	Servery	Refrigerator, Air Screen	Federal Industries	RSSM478SC	1	HOUSE
RADE030	Rayburn	Rayburn Subway	Servery	Panini Press	Lang/Star	PBF24G	1	Vendor
RADE031	Rayburn	Rayburn Subway	Servery	High Speed Oven	Turbo Chef			HOUSE
RADE032	Rayburn	Rayburn Subway	Servery	Panini Press	Lang/Star	PB24G		Vendor
RADE033	Rayburn	Rayburn Subway	Servery	Slicer	Hobart	2912	1	HOUSE
RADE034	Rayburn	Rayburn Subway	Servery	Worktable	Advance Tabco		1	HOUSE
RADE035	Rayburn	Rayburn Subway	Servery	Counter	Custom Millwork		1	HOUSE
RADE036	Rayburn	Rayburn Subway	Servery	Counter	Custom Millwork		1	HOUSE
RADE037	Rayburn	Rayburn Subway	Servery	Refrigerator, Air Screen	Master-Bilt	NW518682	1	HOUSE
RADE038	Rayburn	Rayburn Subway	Servery	Counter, Beverage	Custom Millwork		1	HOUSE
RADE039	Rayburn	Rayburn Subway	Servery	Soda/Ice Dispenser	Cornelius	DF 150 BC	1	Vendor
RADE040	Rayburn	Rayburn Subway	Servery	POS System	Micros		2	Vendor
RADE041	Rayburn	Rayburn Subway	Servery	Counter, Cashier	Custom Millwork		1	HOUSE
RADE042	Rayburn	Rayburn Subway	Servery	Counter, Cashier	Custom Millwork		1	HOUSE
RADE043	Rayburn	Rayburn Subway	Servery	Counter, Beverage	Custom Millwork		1	HOUSE
RADE044	Rayburn	Rayburn Subway	Servery	Coffee Brewer	Bunn	Dual TF DBC	1	Vendor
RADE045	Rayburn	Rayburn Subway	Servery	Soda/Ice Dispenser	Cornelius	ED 150 BC	1	Vendor
RADE046	Rayburn	Rayburn Subway	Servery	Milk/Cream Dispenser	GoodWest	Cream Machine	1	Vendor
RADE047	Rayburn	Rayburn Subway	Servery	Soft Serve Machine	Taylor	C717-33	1	HOUSE
RADE048	Rayburn	Rayburn Subway	Servery	Popcorn Maker	Star	39S-A	1	HOUSE
RADE049	Rayburn	Rayburn Subway	Servery	Tea Dispenser		Gold Peak BIB	1	Vendor
RADE050	Rayburn	Rayburn Subway	Servery	Tea Dispenser	Lipton		1	Vendor
RADE051	Rayburn	Rayburn Subway	Servery	Countertop Beverage Refrig			1	HOUSE
RAST001	Rayburn	Warehouse	Storage G3	Hot Food Cabinet	Alto Shaam	1100	1	HOUSE
RAST002	Rayburn	Warehouse	Storage G3	Slicer	Berkel	919/1	1	HOUSE
RAST003	Rayburn	Warehouse	Storage G3	Hot Food Cabinet	CresCor	H137UA9C208	2	Vendor
RAST004	Rayburn	Warehouse	Storage G3	Roller Grill	APW Wyott	HRS-20 / SG-45DD	1	HOUSE
RAST005	Rayburn	Warehouse	Storage G3	Hot Food Cabinet	CresCor	H339214D	1	HOUSE
RAST006	Rayburn	Warehouse	Storage G3	Scale, Weighing	Cardinal Detecto	1106 DK	1	HOUSE
RAST007	Rayburn	Warehouse	Storage G3	Merchandiser, Refrigerated	True	GDM-33	1	Vendor
RAST008	Rayburn	Warehouse	Storage G3	Merchandiser, Refrigerated	True	GDM-37	1	Vendor

Attachment J.3 House Building Commission Regulation

J.3 House Building Commission Regulations

HOUSE OFFICE BUILDING COMMISSION **House of Representatives**

RULES AND REGULATIONS GOVERNING THE HOUSE OFFICE BUILDINGS, HOUSE GARAGES AND THE CAPITOL POWER PLANT

February 1999

Pursuant to the authority conferred on the House Office Building Commission ("Commission") by the Act of March 4, 1907 (34 Stat. 1865, as amended (40 U.S.C. 174) the following rules and regulations are promulgated governing the use and occupancy of rooms and space, including terraces, entrances, lobbies, foyers, corridors, cafeterias, restaurants and areas appurtenant thereto, in the Cannon, Longworth, and Rayburn House Office Buildings, in the House annexes, the House of Representatives garages, and the Capitol Power Plant:

- (1) **Property Damage:** willful destruction, damage, desecration, or removal of any Government property or part thereof is prohibited.
- (2) **Media:** Except as provided in Subsection (3) or the Rules of the House, photographing, filming (including news filming), televising, recording or broadcasting in buildings under the jurisdiction of the Commission is prohibited, absent prior written permission from the Commission or its designee. Applications for such permission should be made to the Speaker.
- (3) **Photography for Personal Use Utilizing Hand Held Cameras:** Notwithstanding subsection (2), visitors are permitted to take photographs of the public areas in the buildings under the jurisdiction of the Commission. Such photographs may only be made for personal use and must be taken with hand-held cameras. Commercial use of such photographs is strictly prohibited. The use of flash equipment or other special photolighting devices, tripods, or other bulky accessory equipment is not permitted unless prior written permission is obtained from the Commission. Applications for such permission shall be made to the Speaker.
- (4) **Soliciting commercial ventures, and other non-governmental activities:** The soliciting of alms and contributions, commercial soliciting for products or services, and vending of all kinds, the display or distribution of commercial advertising, the collecting of private debts, or the distribution of material such as pamphlets, handbills and flyers in any of the areas covered by these regulations is prohibited. This section does not apply to national or local drives for funds for welfare, health, or other purposes sponsored or approved by the Commission, or to personal notices posted by employees on authorized bulletins. Staff organizations, duly recognized by the Commission may charge a fee for attendance at any functions sponsored by such organization. This fee

J.3 House Building Commission Regulations

must be closely calculated to cover only the costs incurred by the organization in conducting the function.

- (5) Use of meeting rooms: The use of meeting rooms under the jurisdiction of the Commission is restricted to Congressionally related uses or purposes which serve Members, Committees, Officers or organizations of the Congress. Conditions and procedures for use of the rooms may be promulgated by the Commission.
- (6) Weapons and explosives: No person, except members of the Capitol Police and individuals authorized by law, or by regulations promulgated by the Capitol Police Board, shall enter any of the areas covered by these regulations who. has in his possession, openly or concealed, any dangerous or deadly weapon, explosive, incendiary or electronic device, and the use or discharge thereof is prohibited
- (7) Disturbances: The making of any oration, or the utterance of any loud, threatening, or abusive language or sounds, or the use of any device or sounds amplification system which emits loud, threatening or abusive language sound is prohibited.
- (8) Obstruction: Assembling, loitering and congregating singly or in groups, in or about the entrances and exits or obstructing foyers, corridors, and rooms covered by these regulations, or displaying any flag, banner, or device designed or adapted to bring into public notice any person, party, organization or movement, is prohibited.
- (9) Structural Improvements or Modifications: Structural improvement and modification will be authorized by the Commission pursuant to rules promulgated by the Commission. Applications for modifications shall be submitted to the Speaker.
- (10) Compliance with regulations: Persons entering the areas under the jurisdiction of the Commission shall comply with all official signs of a prohibitory or directory nature, and during emergencies, with the directives of the Capitol Police or other authorized personnel, shall be subject to arrest and prosecution.

HOUSE OFFICE BUILDING COMMISSION

J. Dennis Hastert, *Chairman*

Richard K. Armey

Richard A. Gephardt

J.3 House Building Commission Regulations

CRITERIA FOR STRUCTURAL IMPROVEMENT OR MODIFICATIONS

February, 1999

Structural Improvement/Modifications: Pursuant to subsection (9) of the House Office Building Commission Rules adopted this day, structural improvements and modifications will be authorized and prioritized by the Commission based upon the following criteria:

- (1) The modification or improvement will not significantly alter the structural aspects of the office space so as to render it inconsistent with other office space in the balance of the building.
- (2) The modification or improvement is a prudent decision based upon the long term use of the space; and
- (3) The funds are available for the modification or improvement.

J.3 House Building Commission Regulations

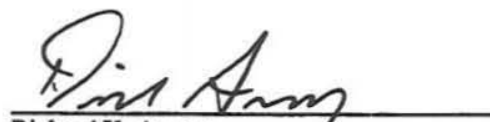
Congress of the United States

Washington, DC 20515

HOUSE OFFICE BUILDING COMMISSION RULES ADOPTION

This is to certify that on the 9th of February, the members of the House Office Building Commission approved the attached rules.



J. Dennis Hastert, Chairman

Richard K. Armey

Richard A. Gephardt

J.3 House Building Commission Regulations

J. Dennis Hastert, Chairman
Richard K. Armey
Richard A. Gephardt

UNITED STATES HOUSE OF REPRESENTATIVES HOUSE OFFICE BUILDING COMMISSION RULES REGARDING THE CATERING OF VARIOUS EVENTS IN THE HOUSE OFFICE BUILDINGS

The recent proliferation of the catering of various events in the House Office Buildings has given rise to conduct and activities by the caterers that are unacceptable in the buildings where the House of Representatives must be conducted and which must obviously take precedence.

As a result, the House Office Building Commission has, as of this date, places the following rules in effect pursuant to the authority conferred on the Commission by 40 USC 175 (34 Stat. 1365), as amended.

1. Absolutely no cooking or other food preparation is permitted in the public corridors of any of the House Office Buildings.
2. No dishwashing or other ware cleaning is permitted in the public corridors of any of the House Office Buildings.
3. No propane or other bottled gas tanks of any kind are permitted in any of the House Office Buildings.
4. No consumption of food or beverages is permitted in the public corridors of any of the House Office Buildings.
5. No beverages may be served in the public corridors of any of the House Office Buildings.
6. No outside caterers will be permitted to provide catering services in the House Office Buildings unless the firms are registered with the House Superintendents Office.
7. Outside caterers are responsible for event trash removal.
8. No ice will be provided for outside caterers.
9. Outside caterers who fail to comply with these rules will not be allowed to cater in the House Office Buildings.

MEMBERS AND OFFICERS WHO SPONSOR VARIOUS CATERED EVENTS ARE RESPONSIBLE FOR COMPLIANCE WITH THESE RULES.

HOUSE OFFICE BUILDING COMMISSION
J. Dennis Hastert
Richard K. Armey
Richard A. Gephardt

J.3 House Building Commission Regulations

ENCLOSURE B

CONDITIONS FOR USE OF ROOMS

1. The meeting rooms under the jurisdiction of the Speaker shall be restricted to uses or purposes, that serve Members, Committees or Officers of the House, and are Congressionally related and so certified in writing by the sponsoring Member. The Member sponsoring the event is expected to be in attendance. If a Member is unable to attend, a responsible representative of the staff must attend.
2. The rooms shall not be used for:
 - A. Commercial, profit-making, fundraising, political or lobbying purposes, nor for entertaining tour groups.
 - B. Personal celebrations such as birthdays, anniversaries, wedding receptions, graduations and the like.
 - C. Groups planning to charge admission fees, have a cash bar, make collections, seek contributions, give door prizes, hold auctions or raffles, or otherwise exchange money while using the rooms. (Staff organizations recognized by the House Office Building Commission are exempted from the above prohibitions.)
 - D. Organizations practicing discrimination based on race, creed, color, or national origin.
 - E. **Alternative locations for events scheduled elsewhere.**
3. A guest list is required for:
 - A. Events in the House Office Buildings that begin after 7:00 pm Monday-Friday; after 1:00 pm on Saturdays; or anytime on Sundays and Holidays – (Provide the guest list to the U.S. Capitol Police, Room B-220, Longworth HOB.)
 - B. **All events held in the U.S. Capitol Building** - (Provide the guest list to the U.S. Capitol Police, Room B-220, Longworth HOB.)
4. **Rayburn Courtyard and Rayburn Foyer: events are not permitted before 4:00pm. Tents are not allowed in the Courtyard area.**
5. Reservations for events will be accepted **NO MORE THAN 12 MONTHS IN ADVANCE** of the present date.

Attachment J.4 Operating Responsibility Matrix

J.4 Operating Responsibility Matrix U.S. House of Representatives

Abbreviations

AOC - Architect of the Capitol

CAO - Chief Administrative Officer

CO – Contracting Officer

COR – Contracting Officer's Representative

HIR – House Information Resources

L+D – Logistics and Distribution

OAP – Office of the Attending Physician

ITEM	CONTRACTOR	HOUSE
FOOD & BEVERAGE OPERATIONS		
Purchase and ownership of food, alcoholic beverages, disposable service ware, soap, chemicals	X	
Food product specification	X	
Menu testing and planning	X	
Menus, price lists, nutritional information for posting on Contractors' web site	X	
VENDING OPERATIONS		
Machine ownership, installation, replenishment, repair and maintenance	X	
Installation of data lines	X	
Wireless connections	X	
Set-up and maintenance of refund program	X	
Clean floor under and behind machines quarterly	X	
EQUIPMENT		
China/silverware/glassware, serving ware, utensils, pots, pans etc. - original purchase and replacement	X	
Replacement of dining room furniture and fixtures including carpet & drapes		X
Initial and annual physical inventory mutually taken of all House and Contractor owned equipment	X	COR
Installation and maintenance of soap dispensers on hand sinks, service ware and laundry washing machines	X	
Laundry equipment – initial equipment, repair and replacement		AOC
Marketing displays, menu boards	X	
New concept equipment (for new service/marketing) purchase, maintenance and repair	X	
Rental of foodservice and catering equipment	X	
Repair of dining room fixtures and furnishings		CAO/AOC
Repair of House owned food service equipment		AOC
Repair/replacement of House provided office furniture (repair of normal wear + tear items)		L+D
Utilities (Power, DWV, HVAC)		AOC
OFFICE & ADMINISTRATION		
Price & Portion Guide	X	
House ID Badge Requests	X	
Bank services	X	
Catering Surveys – ongoing	X	
Change in hours or days of foodservice, request mandatory	X	
Customer Surveys – annual	X	X
Maintaining operating records	X	
Merchandising & Marketing materials	X	
Office supplies	X	
Parking spaces - issuance		X
Postage and shipping	X	

J.4 Operating Responsibility Matrix U.S. House of Representatives

Product & Liability Insurance	X	
Prox Card access requests	X	
Quality assurance reviews & inspections	X	X
Taxes/licenses/permits	X	
Approval of subcontractors		CO
Food service manager and food handler certifications	X	
Food service permits and licenses	X	
Review and approval of menus, price lists, days and hours of operation		COR
TECHNOLOGY		
Computers (contractor owned) repair, replacement, troubleshooting	X	
Computers (House owned) repair, replacement, troubleshooting-3 units		HIR
Copier/Fax machines	X	
MDR Reservation System (House system) – R+M hardware and software		X
MDR Reservation System (House system) – daily operation	X	
MDR Reservation System (vendor owned)– daily operation, R+M hardware and software	X	
Point of sales system (POS) – ownership and maintenance	X	
POS – networking	X	
Software purchasing and update	X	
Telephone equipment	X	
Telephone service	X	
SUPPLIES		
Uniform/linen purchase and cleaning	X	
Specification, purchase and inventory of disposable service ware and cleaning supplies	X	
CLEANING		
Carpets – Dining room shampoo periodically		L+D
Chairs	X	
Chairs MDR - shampooing		L+D
Cleaning of Grease Traps		AOC
Equipment – kitchen, serving equipment and outside & exposed inside area of hoods (daily wipe down)	X	
Floors under/behind the service counters (all buildings)	X	
Floors in public areas Capitol (daytime + evenings)	X	
Hard surface floors in public areas Longworth/Rayburn/Ford/Cannon (Operator – daytime; House – evenings)	Daytime	Nights-AOC
Kitchen ceilings-Capitol	X	
Kitchen ceilings-HOB's		AOC
Kitchen Floors (all buildings)	X	
Light fixtures		AOC
Sanitation Inspections - Third Party Sanitarian Services	X	
Sanitation Inspections – House		OAP
Sanitation per most recent Food and Drug Administration Food code	X	
Tables	X	
Vacuum carpeted floors in MDR (Operator - daytime + evenings)	X	
Vacuum carpeted floors in public areas Capitol Market (Operator – daytime + evenings)	X	
Vacuum carpeted floors in public areas Longworth/Rayburn/Ford/Cannon	Daytime	Nights-AOC

J.4 Operating Responsibility Matrix

U.S. House of Representatives

Kitchen hood exhaust ducts to outside building		AOC
Walls in Dining Room	X(as needed)	AOC (major cleaning)
Walls in Kitchen/Servery	X	
Windows Interior to 6'	X	
Windows Exterior and Interior above 6'		AOC
FACILITIES SERVICES & SYSTEMS		
Fire Safety systems		AOC
Kitchen (knife sharpening)	X	
Meeting/Conference Room furniture set-up services (Capitol, Cannon 345, and Ford House Office Building)		X
Meeting/Conference Room furniture set-up services (Rayburn, Longworth, and Cannon House Office Buildings aside from Cannon 345)	X	
Pest control Program		OAP
Removal of trash and recyclables from kitchen, serving area and dining rooms to designated areas	X	
Removal of trash and garbage from Capitol grounds		AOC
LABOR		
Staffing - Hiring, managing and labor relations	X	
Conduct regularly scheduled training (customer service, safety, sanitation)	X	
Employment Staff Advertising	X	
House-specific safety training (as needed)		X
Payment of regular full-time wages	X	
Payroll Taxes, Fringe Benefits & Employee Insurances	X	
Verification of employment eligibility	X	

Attachment J.5 Deliverables

J.5 Deliverables: Outline of Reports for Submission

All reports should be sent electronically. Additional reports may be added during the period of performance. The COR will notify the Contractor(s) when an additional report(s) is required.

Immediate reports – to be submitted to the COR ASAP

ITEM	Cafeteria	Branded Concepts	Catering	MDR	Vending	Format
Notification of broken equipment or damage to infrastructure	X	X	X	X	X	Email
Negative customer experience	X	X	X	X	X	Email
Items are out of stock	X	X	X	X	X	Email

Weekly reports and documents –to be submitted by Friday close of business each week.

ITEM	Cafeteria	Branded Concepts	Catering	MDR	Vending	Format
Sales report by Unit	X	X	X	X	X	Excel
MDR Activity report				X		Excel
Catering Schedule for the following two weeks			X			PDF
Cafeteria Unit Menus - 2 weeks in advance of service	X					PDF or Word

Monthly reports and documents– to be submitted by the 20th of each month

ITEM	Cafeteria	Branded Concepts	Catering	MDR	Vending	Format
Financial Information Tracking Sheet	X	X	X	X	X	
Commission Statement (if applicable)	X	X	X		X	Excel or Word
Commission Checks (if applicable)	X	X	X		X	
P+L's - by location and total by contractor and subcontractor	X	X	X	X	X	Excel
Commissions Report	X	X	X		X	Excel
Daily sales report +monthly sales report	X	X	X	X	X	OEM
Schedule of deductions with backup	X		X		X	Excel
Employee roster	X		X		X	Excel
New item summary	X	X	X		X	Excel
Price and portion guide	X	X	X	X		Excel
Marketing and promo calendar	X	X	X			PDF or Word
Catering Invoices	X		X			PDF
Vending Product movement report					X	Excel
Food Service Menu Mix report	X		X			Excel
Vending machine repair log					X	Excel or Word
Work order log	X	X	X	X	X	Excel or Word
Directory of Contacts	X	X	X	X	X	Excel

Quarterly reports and documents – to be submitted by the 20th of the month in January, April, July and October.

ITEM	Cafeteria	Branded Concepts	Catering	MDR	Vending	Format
Contractor Semi Annual Review	X	X	X	X	X	PDF
Sanitation inspection reports (External inspector)	X	X	X	X	X	PDF
MDR menu updates	X			X		Word or PDF
Quality Assurance Plan	X	X	X	X	X	Word or PDF

Semi-annual reports and documents – to be submitted by the 20th of the month in January and July

ITEM	Cafeteria	Branded Concepts	Catering	MDR	Vending	Format
Marketing plan for the upcoming 6-month period	X	X	X		X	Word or PDF
Training plan for the prior 6-month period	X	X	X	X	X	Word or PDF

Annual reports and documents –reports to be submitted with the September financial package. Annual reports should be submitted when they are published.

ITEM	Cafeteria	Branded Concepts	Catering	MDR	Vending	Format
Insurance certificate	X	X	X	X	X	PDF
Affirmation of Non-disclosure documents (all employees with access to House computer)	X	X	X	X	X	
Information System User Certification (INFOSEC)	X	X	X		X	
Operating Budgets for the new fiscal year	X	X	X	X	X	Excel
MSDS Sheets	X	X	X	X	X	PDF
Annual Corporate Audit or tax documents		X				PDF
Vending machine replacement schedule					X	PDF
Vending Service Schedule					X	Excel or Word
Policy and Procedure Manual	X	X	X	X	X	Word or PDF
Menu item movement report	X	X	X	X	X	Excel or Word

On a monthly basis the Contractor is to provide the following reports:

- Product movement report in the form of an excel spreadsheet or other sortable file format mutually agreed upon. The report is to include product name, unit price, number of units sold monthly and year to date and total sales both monthly and year to date. The report should also provide monthly and year to date totals of beverage sales, snack sales and fresh/frozen food sales. The report must include the same detail for all sales collected from any machines sub- contracted by the Contractor.
- Monthly commission report the form of an excel spreadsheet or other sortable file format as mutually agreed upon. The report is to include machine location, machine identifier (snack, can beverage, fresh food etc.), asset number or other unique identifier, total quantity of item sold by category (snacks, gum/mints, candy, pastry etc. or carbonated beverages, non-carb beverages, juice, energy drinks etc.), gross sales, commission rate, commission paid.

- (c) Monthly repair log showing all repair calls received.
- (d) Monthly financial statement showing total sales (monthly and YTD) by tender and total commissions (monthly and YTD).
- (e) Reports and commission checks are due on the 20th day following the close of the month. Product movement reports and Commission reports are to be provided in both hard copy and electronic form

Attachment J.6 U.S. Capitol Off-Site Inspection

Attachment J.6 - US Capitol Off-Site Inspection Center Instructions

UNITED STATES CAPITOL POLICE
WASHINGTON, DC 20510
OFF-SITE INSPECTION CENTER INSTRUCTION

All packages must have the following information on the shipping label or recorded next to the label: U.S. House of Representatives'-Purchase Order/Contract Number, Deliver to: (Recipient's name, office, building, room number; and telephone number).

All delivery vehicles will be required to report to the Off-Site Center for the U.S. Capitol Police located at 4700 Shepherd Parkway, S.W., for inspections before proceeding to the Capitol Building via the North Barricade on Constitution Avenue, N.E., the loading dock of the Senate Office Buildings located on D Street, N.E., the loading dock for the Ford House Office Building on Virginia Avenue, S.W., or the Delaware Avenue, S.W. access points for the Longworth, Rayburn and Cannon Building loading docks.

No deliveries will be accepted unless the vehicles have been processed at the Off-Site Delivery Center. The hours of the Off-Site Delivery Center are 4:30 AM to 7:30 PM (last vehicle screened at 7:00 PM), Monday through Friday. The facility is closed on all 10 Federal Holidays unless specifically noted. All delivery personnel will be required to provide picture identification.

In order to gain access to the loading dock for the Capitol and the House and Senate Office Buildings, you are required to have a letter on file with the U.S. Capitol Police. The letter must be on **company letterhead** accompanied by signature of the owner, president or manager. Please **print or type** the names in alphabetical order of persons requesting access. Requests for access must be renewed every year and should contain the following information:

1. Name of the Company
2. Name of the Drivers/Employees Requiring Access
3. Social Security Number for each Driver/Employee
4. Date of Birth for Each Driver/Employee
5. Building(s) to be Accessed
6. Company Contact Person and Phone Number

The above information should be provided to:

United States Capitol Police
Off-Site Delivery Center
4700 Shepherd Parkway, S.W.
Washington, DC 20032
Fax: 202-226-0571

Any questions can be directed to Off-Site Delivery Center during business hours at 202-226-0905.

Attachment J.7 Affirmation of Non-Disclosure Form

J.7 Affirmation of Non-Disclosure Form

Affirmation of Non-Disclosure (Solicitations)

This Affirmation of Non-Disclosure (Solicitations) should be completed by those prospective Offerors for **Request for Proposals (RFP) OAM25008S, House Food Service Operations** for the U.S. House of Representatives (House), who have requested access to existing food service facility floor plan documents in order to assist them in preparing proposals for the procurement.

I do solemnly swear (or affirm) that I will not disclose any Confidential Information (as defined above) reviewed by me as part of the solicitation process, except insofar as such disclosure: (1) is expressly permitted by the terms of the solicitation; (2) is specifically authorized in writing by the Contracting Officer or the Committee on House Administration; (3) is in accordance with the Rules of the House of Representatives, or (4) is required by applicable law. I understand that the House is exempt from many statutes, regulations and other legal requirements otherwise applicable to other government agencies, and I will promptly advise the Contracting Officer if a third-party request such disclosure and refrain from disclosing any Confidential Information without the prior, written authorization of the Contracting Officer. I understand that the House may seek any remedy available to it to ensure compliance with this Affirmation of Non-Disclosure, including, but not limited to, application for a court order prohibiting the disclosure of Confidential Information and/or disqualification from the solicitation and contracting process. I understand that if I violate the terms and conditions of this Affirmation of Non-Disclosure, I could be subjected to administrative, civil, or criminal action, as appropriate, under applicable law.

Name [Please Print]

Title

Name of Prospective Offeror

Signature

Date

Attachment J.8 Security Camera Policy and Procedures

CAO Security Camera Request Policy

1. Overview

The Office of the Chief Administrative Officer (CAO) seeks to provide a safe and secure workplace environment. When successfully deployed, security camera systems enhance overall operational safety and security, deter crime, and otherwise support the protection of people and property. A *security camera* is defined, by this policy, as video surveillance technology used to detect, deter, prevent, or investigate crime or other activities related workplace safety.

The CAO has a significant responsibility to take appropriate steps to protect personal privacy when it operates security camera systems. Accordingly, no security camera may be installed in any CAO location for which there is a reasonable expectation of privacy (as outlined below).

2. Purpose of Policy

The purpose of this policy is to regulate the request, approval process, and use of security cameras by any CAO unit. This policy applies to cameras installed or activated — permanently or on a temporary basis—irrespective of the specific camera technology or whether they are monitored in real time.

3. Scope and Exclusions

Efforts to promote safety and security by the installation of security cameras are primarily focused on, but not limited to, protection of CAO individuals and property. Although the physical cameras may be identical, the functions of these cameras fall into three main categories:

1. **Property Protection:** Where the main intent is to capture video and store it on a remote device so that if property is reported stolen or damaged, the video record may be available to document the incident and/or identify perpetrator(s).
2. **Workplace Safety:** Where the main intent is to capture video and store it on a remote device so that if a person is injured, the video may show what occurred. Examples: An area where industrial equipment is used.
3. **Extended Responsibility:** Where the main intent is to have the live video stream in a sensitive area monitored by a staff member in close proximity. In this case video may or may not be recorded. Example: A data center with multiple rooms and only one staff.

This policy applies to all CAO departments, employees, and contractors, with respect to the installation, operation, and monitoring of security cameras.

J.8 Security Camera Policy and Procedures

Security camera systems must not and will not be installed in areas where there is a reasonable expectation of privacy. These areas include, but are not limited to:

- Restrooms
- Locker rooms

Security camera systems must not be used for audio recording.

The CAO, or his/her designee, in consultation with the CAO Administrative Counsel, Chief Human Resources Officer, Chief Information Officer and Director of Privacy may grant exceptions to this policy.

4. Operator Roles and Responsibilities

Access to camera systems will be strictly controlled. The authorized users or operators of security camera systems must have been assigned that responsibility by the CAO, and/or the CAO's designee. Once authorized, operators are responsible for the installation, management, operation, maintenance, and use of security cameras.

Operators must receive a copy of this policy, and must acknowledge in writing that they will comply with this policy, House Rules and regulations, and all applicable laws.

Ultimately the Chiefs are responsible for the cameras located within their business unit.

5. Authorization and Approval of New Installations

All new installations of security cameras scheduled after the effective date of this policy must be in compliance with the terms and conditions of this. Units must have their completed **CAO SECURITY CAMERA REQUEST FORM**, endorsed by their business unit Chief and approved by the CAO and/or designee, prior to purchasing the camera (where applicable) and moving forward with the installation.

Existing installations must be brought into compliance with this policy and related standards within 90 days of the effective date of this policy.

6. Recorded Images Retention, Access, and Release

Security camera system operators are responsible to appropriately protect the privacy of personal information that may have been captured by cameras under their control.

All recorded images generated by security cameras must be stored in a secure manner and retained according to the CAO's Record Retention Policy.

Security camera systems operators must maintain a current log of all instances of access to and release of recorded material.

J.8 Security Camera Policy and Procedures

Access to recorded materials will only be granted to an employee who presents written authority from that employee's business unit Chief of the business need for that employee to view the recorded material.

7. Violations and Sanctions

Violations of this policy by operators of security camera systems will be considered misconduct on the part of the employee who will be subject to disciplinary action, up to, and including termination of employment.

8. Monitoring Compliance

The CAO or his designee may authorize unannounced reviews of operators, custodians, cameras, recordings, and related records covered by this policy to monitor compliance. Such reviews shall be conducted under the supervision of the Director of Privacy, the Administrative Counsel, and Office of Internal Controls.

CAO SECURITY CAMERA REQUEST FORM

The Office of the Chief Administrative Officer (CAO) seeks to provide a safe and secure environment. When successfully deployed, security camera systems enhance overall operational safety and security, deter crime, and otherwise support the protection of people and property. The following form is intended for use in conjunction with CAO's **Security Camera Request Policy**. A security camera is defined, by this policy, as video surveillance technology that records people's activities in order to detect, deter, prevent, or investigate crime or other activities related workplace safety.

Requestor Information	
Request By:	
Department:	
Business Unit:	
Supervisor:	
Date:	

Camera Information	
Building Location:	
Room(s) Location:	
Permanent or Temporary (indicate duration):	
Camera Make and Model:	
Camera Resolution:	
Color or Black/White Video:	
Audio Capable:	
Will Audio Be Used:	
Night Vision Capable:	
Night Vision Distance:	
Remote Viewing Capable:	
CAO Authorized Operator(s):	

J.8 Security Camera Policy and Procedures

Justification

*Provide a brief narrative on the reason(s) for the camera request. Please specify purpose of the camera(s) (Property Protection, Workplace Safety; and/or Extended Responsibility); refer to the CAO's **Security Camera Request Policy** for further guidance.*

Requestor's Signature

Date

APPROVAL

Director's Signature

Date

Business Unit Chief's Signature

Date

Administrative Counsel's Signature

Date

Director of Privacy's Signature

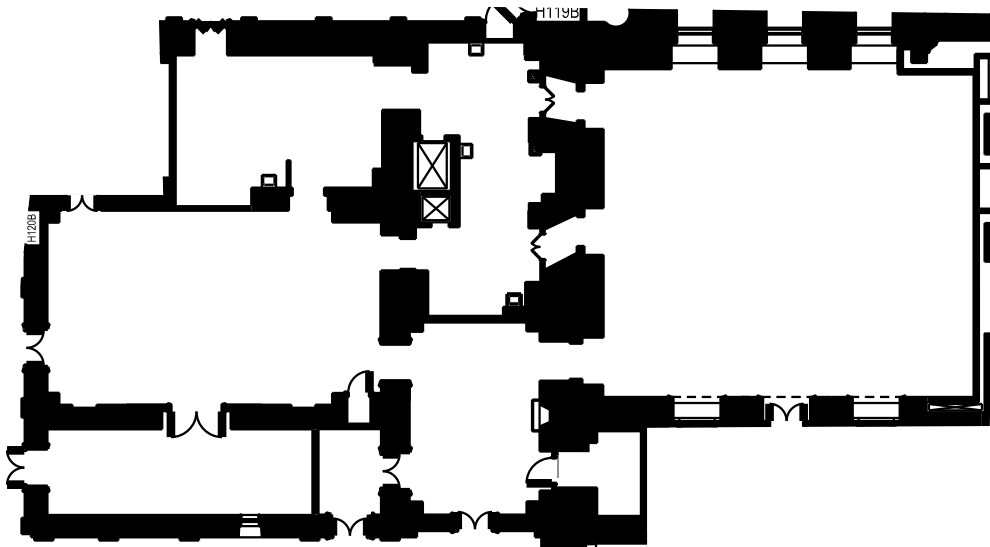
Date

CAO or Designee's Signature

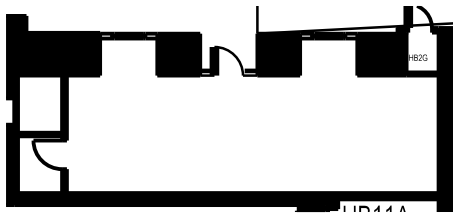
Date

Attachment J.9 Facility Locations and Details

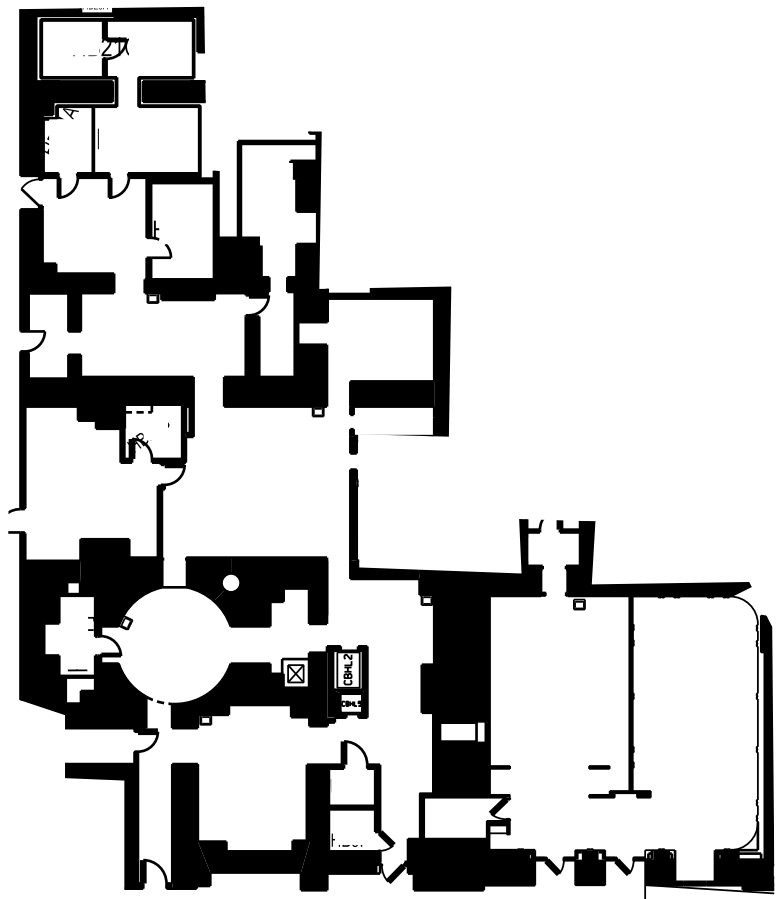
Capitol Building Food Service Locations



Member Dining Room
3840 SF

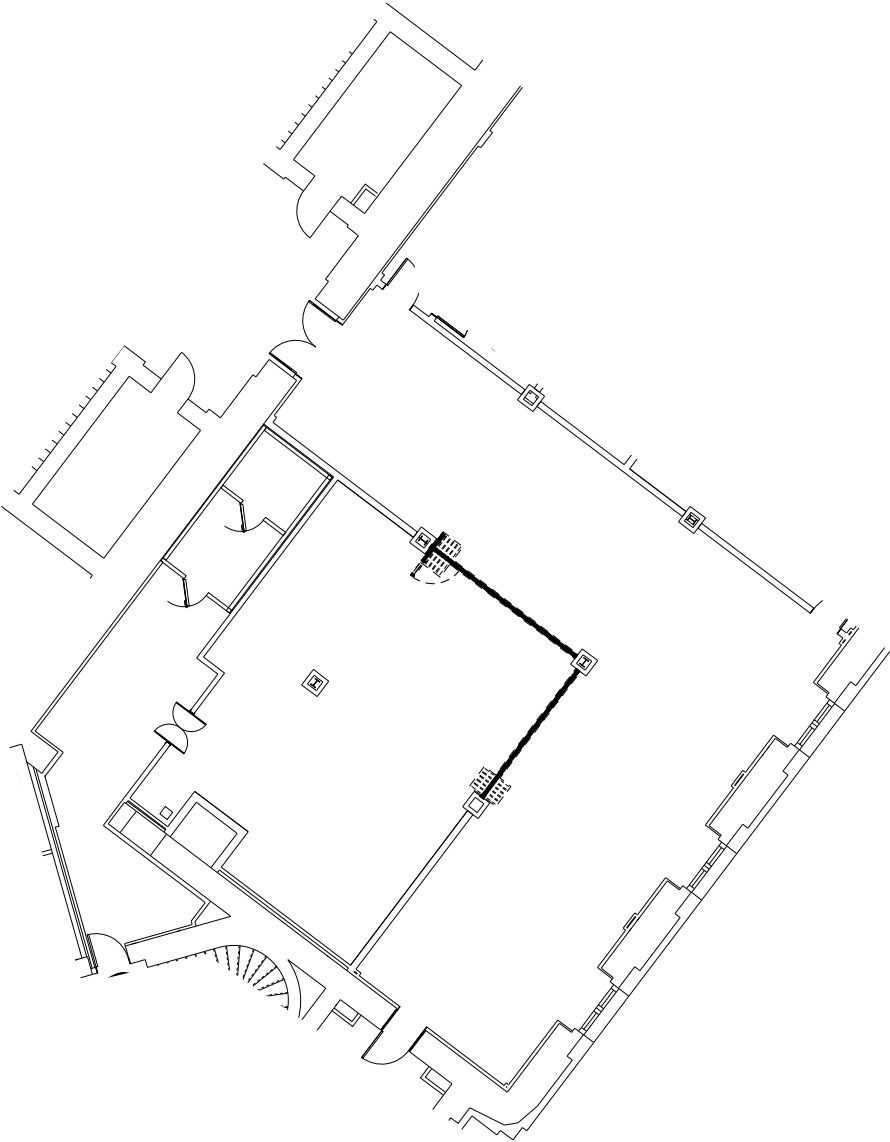


Future Convenience Store - HB10
480 SF

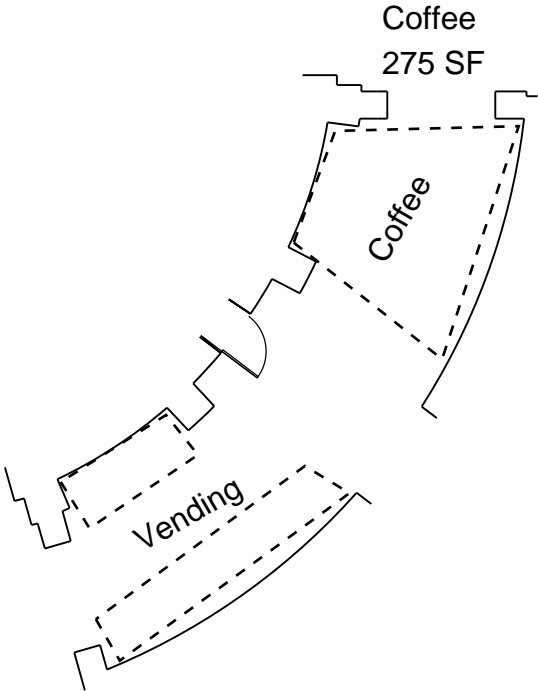


Capitol Market
7050 SF

Cannon House Office Building Food Service Locations



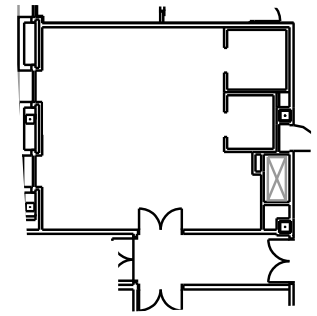
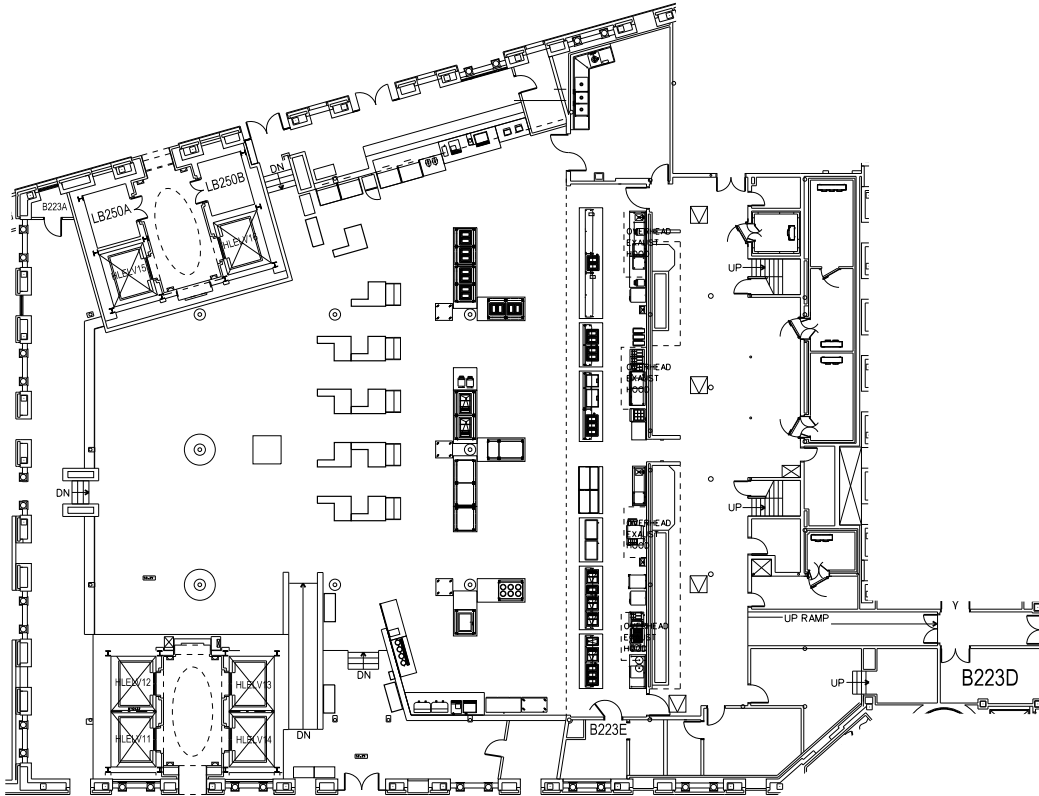
ABP
2,670 SF



Vending
150 SF

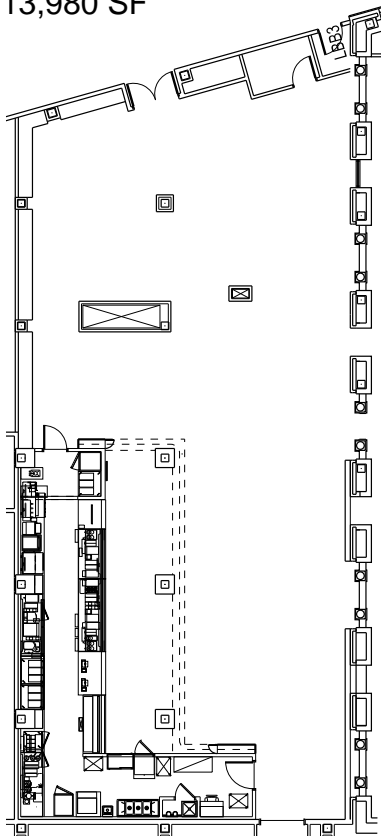
Coffee
275 SF

Longworth House Office Building Food Service Locations

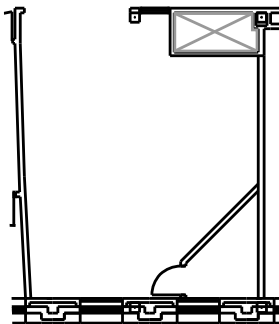


Catering - Hot
640 SF

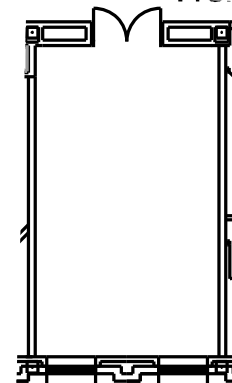
Cafeteria
13,980 SF



Dunkin
3,840 SF

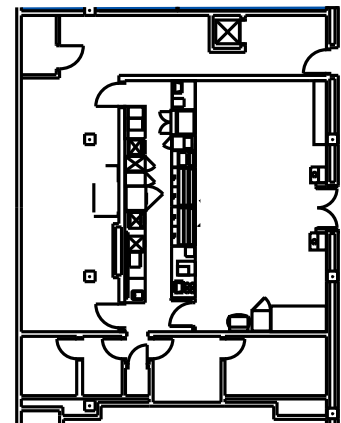
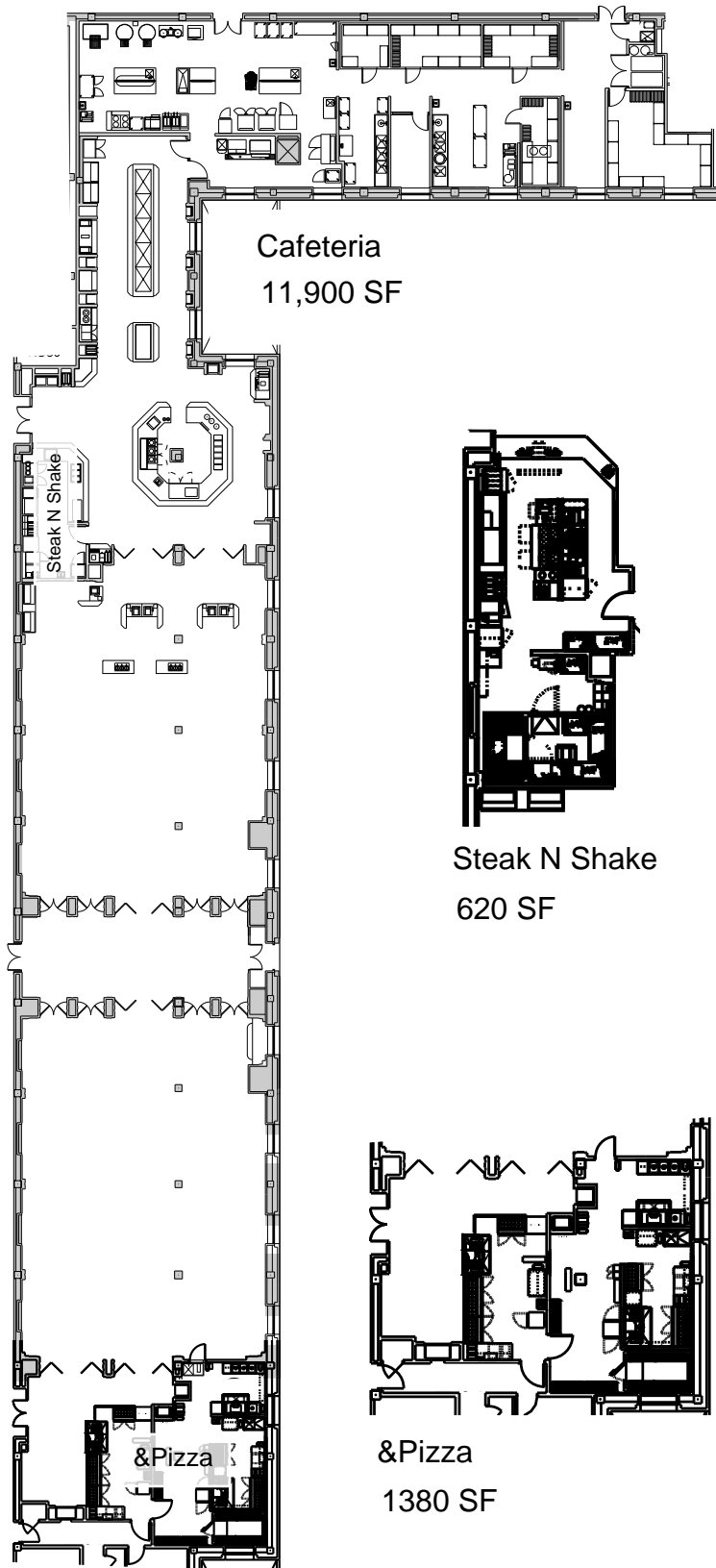


Jamba
660 SF

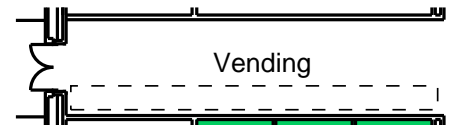


Convenience Store
450 SF

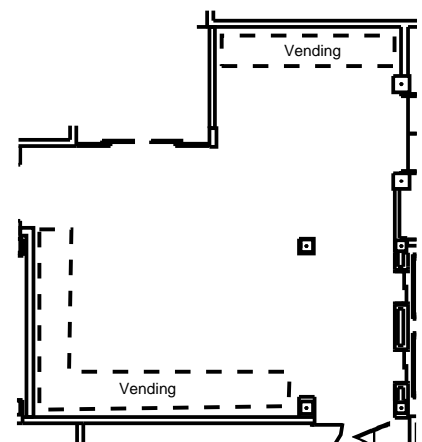
Rayburn House Office Building Food Service Locations



Subway
1535 SF

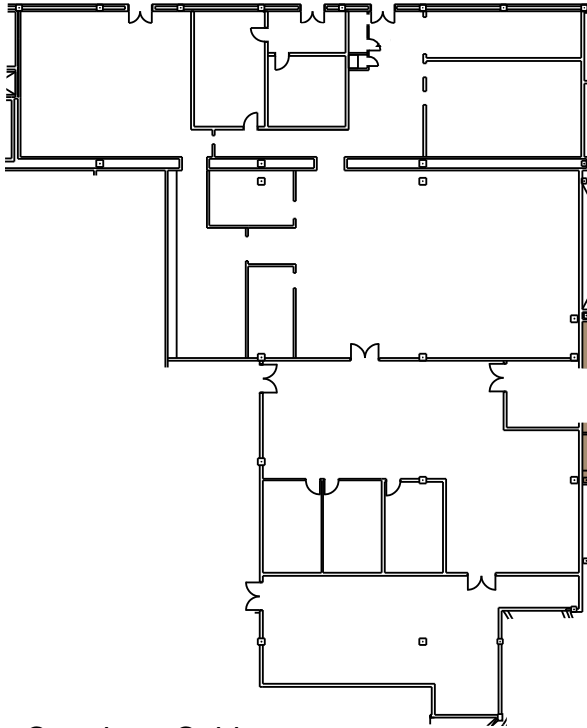


Vending - Ground Floor
140 SF

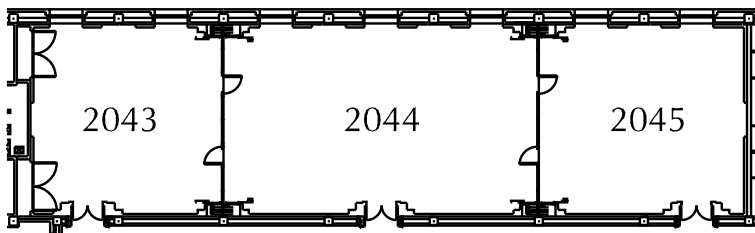


Vending - G3 Level
300 SF

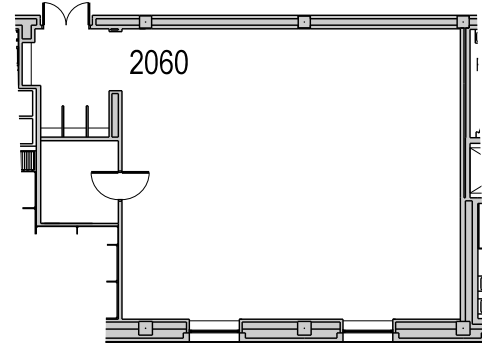
Rayburn House Office Building Food Service Locations



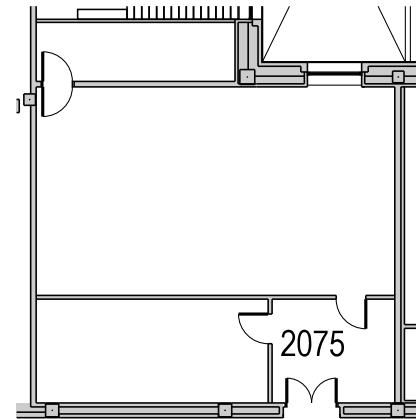
Catering - Cold
10770 SF



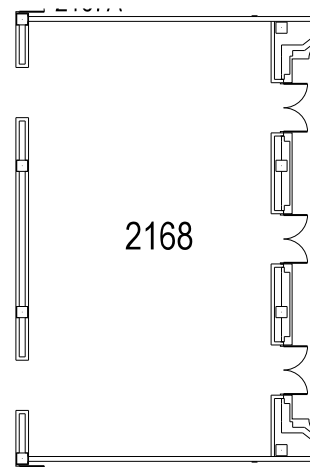
Banquet Room - 2043: 950 SF
Banquet Room - 2044: 1600 SF
Banquet Room - 2045: 1040 SF



Banquet Room - 2060
1380 SF

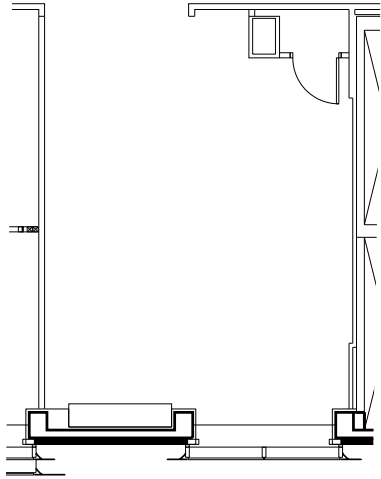


Banquet Room - 2075
1260 SF

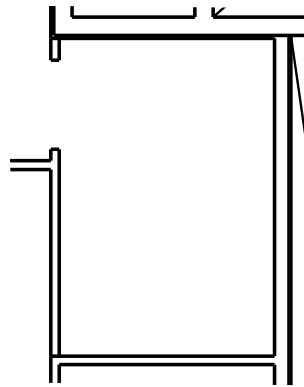


Banquet Room - 2168
1500 SF

O'Neill House Office Building Food Service Locations

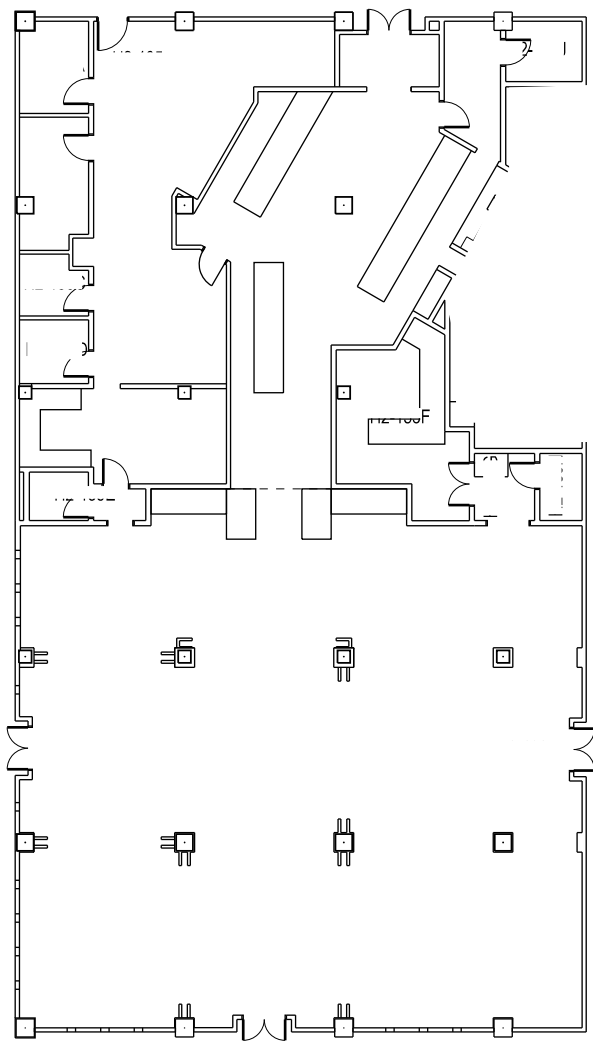


Convenience Store
500 SF

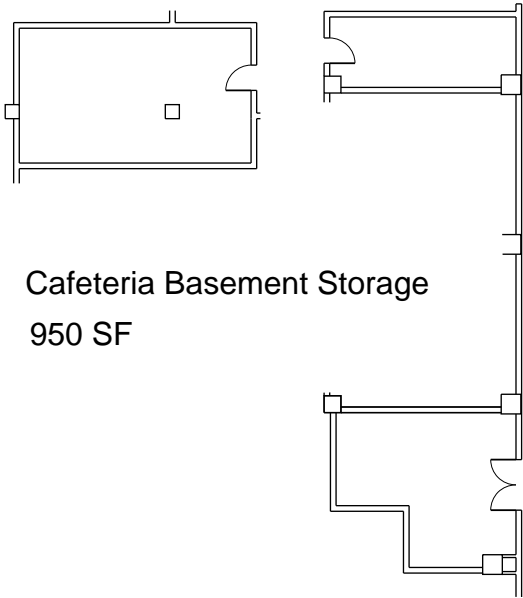


Vending
130 SF

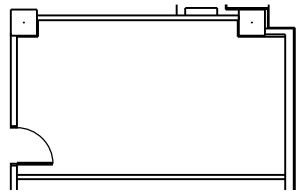
Ford House Office Building Food Service Locations



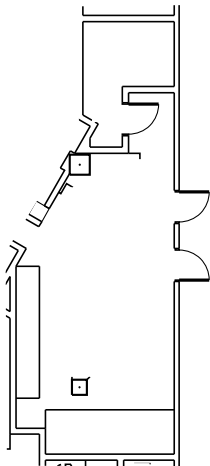
Cafeteria
7185 SF



Cafeteria Basement Storage
950 SF



Vending
480 SF



Convenience Store
560 SF

Attachment J.10 Food Safety and Sanitation Guidelines

J.10 Food Safety and Sanitation Guidelines

Food and Safety Requirements:

The Environmental Division of the Office of Assisting Physician (OAP) will be the “regulatory authority” who will determine compliance with the FDA Food Code for all food service operations.

The OAP requires all food service operations comply with the most current guidelines; described in a set of federal codes, policies, protocols and best business practices, and all incorporated into a single document, the FDA Food Code ([FDA Food Code website](#)). The OAP will conduct assessments in accordance with the FDA Food Code.

The contractor shall implement an Active Managerial Control (AMC) program based on principles from the [FDA Manual for voluntary HACCP program](#). This program shall employ HACCP principles to develop operational procedures that ensure consistent AMC practices. Each food vendor is expected to provide either their HACCP plan or Food Safety Standard Operating Procedures (SOPs) that meet or exceed the standards set forth in the FDA HACCP manual.

Fire and Accident Safety:

The Contractor(s) must comply with all applicable federal and Capitol fire, police, safety and health laws, ordinances, rules and regulations. The Contractor(s) must train its employees to follow established procedures concerning response to fire, civil defense, bomb threats, and other emergencies. Contractor(s) employees must be trained in the use of fire extinguishers to abate fires occurring within Contractor(s) managed areas based on established procedures.

The Contractor(s) will immediately notify the COR of any fire, accident or safety hazard that occurs at any Capitol facility under Contractor's control. The Contractor(s) will take measures to remedy any condition in facilities that are unsafe, unhealthy or dangerous. The House can review and approve Contractor's Occupational Safety and Health Act (OSHA) required standards. Each Contractor must have at least one OSHA certified person on staff during operating hours. All OSHA training will be the responsibility of the Contractor. The Office of Compliance is an independent legislative agency that conducts safety inspections in the House and is responsible for monitoring compliance with certain aspects of the Occupational Safety and Health Act and its standards.

Food Safety:

The [FDA Employee Health and Personal Hygiene handbook](#) must be incorporated into staff training programs. Each vendor shall also require employees to sign health agreements as specified in the handbook, ensuring a commitment to maintaining personal hygiene and reporting health concerns.

For new establishment plan reviews, contractors should reference the [plan review guidance](#) from the Conference for Food Protection, which outlines the required components of a comprehensive plan review.

To support ongoing inspections, the FDA Food Code, as the regulatory document governing these procedures, will be used. Although an inspection checklist may not be feasible, Annex 7 of the [Food Code](#) (form 3-A and Guide 3-B starting on page 607) includes templates and marking instructions that outline the inspection process, providing a general guide if needed.

The contractor shall comply with corrective timelines as outlined in Section 8-404.11 of the FDA Food Code:

J.10 Food Safety and Sanitation Guidelines

- Priority violations must be corrected on-site during inspection.
- Priority foundation violations must be corrected within 10 days.
- Core violations must be corrected within 90 days.

The contractor shall submit a written corrective action plan within 5 business days of each inspection report, detailing actions to address each violation in compliance with FDA timelines.

For repeated priority or priority foundation violations, the contractor shall work with the OAP to develop a Risk Control Plan (RCP) with mutually agreed-upon actions and timelines. Failure to meet RCP terms may lead to further enforcement, such as corrective action letters or a formal corrective action plan, as determined by the Chief Administrative Officer (CAO).

The Quality Assurance Surveillance Plan (QASP) will support enforcement through OAP inspection reports, with the COR holding the contractor accountable for remedying recurring issues identified in inspections.

The House reserves the right to perform health and safety inspections at any time. If conditions at any House facilities under the contractor's control do not comply with the FDA Food Code, the House may require corrective actions at the contractor's expense. The contractor shall submit an action plan in writing to the COR within 5 business days of receiving a report.

The contractor must have a Hazard Analysis of Critical Control Points (HACCP) plan for food safety, covering hazard analysis, critical control points, corrective actions, system verification, and record-keeping. This HACCP program is subject to random inspections for FDA compliance.

The contractor shall maintain strict temperature control for all food items, meeting or exceeding FDA standards.

All vehicles used for food transportation must comply with food safety guidelines to prevent spoilage. The contractor is responsible for ensuring vehicles meet these guidelines throughout transport.

The contractor must immediately notify the COR of any cases of communicable diseases, skin infections, food poisoning, contamination, or exposure to bloodborne pathogens among employees or patrons. Details of each case and actions taken to remedy and prevent recurrence must be promptly reported.

Guest Vendors/Pop-Ups:

The contractor shall ensure that all guest vendors providing food services comply with the FDA Food Code. Prior to any guest vendor operation, the contractor shall submit the following documentation for review by the House, with assistance from the OAP: A valid food permit from the vendor's primary (brick-and-mortar) establishment.

1. The most recent inspection report of the vendor's primary establishment.
2. A copy of the Certified Food Protection Manager (CFPM) certification.
3. Employee health agreements for all employees who will be on-site.
4. A menu detailing the items to be served.
5. A description of the vendor's food service plan, including equipment and methods to maintain time and temperature control parameters.

This documentation must be provided in advance of the guest vendor's operation to allow for thorough review and approval.

J.10 Food Safety and Sanitation Guidelines

Sanitation:

The contractor shall develop and submit a tailored cleaning schedule for each facility, aligned with the facility's specific needs as part of their HACCP program. The OAP is available to assist in reviewing these schedules for appropriateness, but the contractor is responsible for adhering to the approved schedule.

A responsibilities matrix shall outline specific cleaning and maintenance duties for both the contractor and the House, covering general cleaning and facility upkeep tasks. The OAP may assist in reviewing this matrix for clarity and completeness.

To maintain high cleanliness standards, the contractor shall conduct deep cleaning of all facilities during extended district work periods, including the August district work period. A detailed deep cleaning schedule must be submitted to the COR in advance for review. The COR will monitor completion of all scheduled deep cleaning tasks.

Unsatisfactory inspections may necessitate a deep cleaning, involving thorough cleaning of all surfaces, including hard-to-reach areas and tasks such as sanitizing, detailing neglected areas, and decluttering.

If the Contractor(s) fails to complete required actions within the agreed timeframe, the House reserves the right to subcontract this service at the Contractor's expense, which may include closing facilities. The Contractor agrees to follow directions coordinated by the COR.

The Contractor is responsible for cleanliness in all areas, including beneath, around, and behind equipment. Floors must be kept clean and well-maintained, per inspection requirements. Equipment must have lockable casters to facilitate cleaning underneath, requiring that equipment be moved and unplugged for thorough sanitation.

These standards will be enforced through OAP inspection reports and the COR-managed Quality Assurance Surveillance Plan (QASP).

Construction:

Before construction, conversion, or remodeling of a food service location or when plans are deemed to include replacement of equipment, the Contractor(s) must share: design/construction documents, operation plan, equipment schedule including product data, specifications, make, model, and infrastructure requirements with the Contracting Officer Representative (COR). Plans for any changes to an operation may be reviewed by the OAP to ensure compliance with FDA. The following document may be used as a reference when creating a plan for construction or remodeling: <https://www.foodprotect.org/media/guide/2016-plan-review-manual.pdf>.

Vending Machines:

Vending machines operated under the Contract must be constructed, maintained, and operated in accordance with the most recently published FDA regulations. All vending machines must be equipped with effective time and temperature control mechanisms to ensure the safety and quality of perishable items. The Contractor(s) shall regularly monitor and document temperature readings to verify compliance with these standards. Perishable food items must be properly date-stamped to monitor freshness and shelf life. Failure to maintain proper time and temperature control may result in immediate corrective actions.

J.10 Food Safety and Sanitation Guidelines

The Contractor(s) must keep all micro stores, vending machines, and their surrounding areas clean and sanitary, free of debris, spills, and contamination. This includes cleaning behind, beneath, and around the machines. Cleaning shall be conducted at least every six months or more frequently as warranted by the level of contamination.

All vending areas and micro stores are subject to routine inspections by the COR, OAP, or other designated representatives. Any unacceptable inspections, as outlined in C.5.2.1, must be addressed promptly to maintain operational compliance and safeguard public health. Failure to uphold cleaning standards may result in corrective actions as deemed necessary by the House.

Food and Beverage Carts:

In the event the House requires food and beverage carts, the Contractor(s) must operate cart services in compliance with all applicable federal, state, and local food safety and sanitation regulations. This includes adherence to FDA guidelines for good manufacturing practices, hazard analysis, and labeling requirements. The Contractor(s) shall ensure that all food products are prepared, stored, and served to meet or exceed sanitation standards, preventing contamination.

The OAP follows the FDA Food Code and conducts periodic inspections as necessary. Any critical violations identified must be corrected immediately. Following each inspection, an action plan must be submitted to the COR and OAP within 5 business days, detailing steps for addressing any identified issues.

All wiring, equipment, and appliances used in the food cart must be securely installed to prevent hazards and ensure the safety of both staff and customers. Electrical wiring should be insulated and protected from moisture or physical damage, and all appliances positioned for safe operation and access. Safety measures, such as surge protectors and grounded outlets, shall be in place to minimize electrical risks. Regular inspections and maintenance of equipment will be conducted by the House.

Attachment J.11 Sales History

J.11 Sales History

Food Service Location	Sales 2023 -2024	Transactions 2023 - 2024	Sales 2022 -2023	Transactions 2022 - 2023
Catering	\$7,402,356.00	2,908 (Events)	\$ 4,543,477.00	2,104 (Events)
Longworth Cafeteria	\$4,290,235.00	516,457	\$ 3,872,591.00	495,623
Longworth 24/7 Micro Store	\$616,802.00	172,760	\$ 648,282.00	198,455
Dunkin	\$706,652.00	152,582	\$ 698,531.00	147,669
Rayburn Cafeteria	\$828,162.00	136,802	\$ 749,854.00	124,363
Ford Cafeteria	\$610,374.00	91,335	\$ 485,742.00	76,842
Capitol Market	\$577,025.00	87,168	\$ 548,645.00	83,048
Au Bon Pain	\$603,172.00	79,548	\$ 580,288.00	74,955
O'Neill 24/7 Micro Store***	\$164,306.00	68,579	\$ 147,396.00	67110
Coffee Cart****	\$304,158.00	47,399	\$185,779.00*	28,938
Subway	\$379,128.00	38,928	\$ 340,286.00	34,937
Ford 24/7 Micro Store	\$99,623.00	36,085	\$ 92,535.00	33,527
Steak 'n Shake**	\$224,739.00	35,000	\$ 236,008.00	36,764
Jamba Juice*	\$98,579.00	12,244	\$ 138,982.00	23,556
Members' Dining Room*	\$84,838.00	2,182	\$ 73,596.00	1,893
Vending	\$808,045.00	N/A	\$ 454,576.00	N/A

*Not required to operate out of session

**Approximation of Transactions based on average cost per meal

***Transactions = items sold

****Coffe Cart Opened Jan. 2023

Attachment J.12 CAO Incident Report



CAO Incident Report

Incident Notification Report	
< <i>Incident date and short description</i> >	
Date and time of Incident (start to close out):	
Location(s) of Incident:	
Two or three sentences giving the detailed description for the incident:	
Incident Participants:	
Key Feedback (2 or 3 sentences):	
Recommendations for resolutions (list suggested improvement and who is responsible for improvement):	

Signature: _____

Attachment J.13 Commission Report

J.13 Commission Worksheet

Contractor Information

Company Name:

Proposed Location(s):

Commission Based Requirements

If bidding on any of these locations, please insert your proposed commission rate(s) for the applicable locations in the boxes below.

Location	Proposed Commission Payment (% based on Gross Revenue)
Catering	
Longworth Café (To include all pop locations within the Café)	
Rayburn Café (To include all pop locations within the Café)	
Dunkin Location	
Vending Operations (Locations TBD)	
24/7 Micro Stores (Locations TBD)	

Please provide a brief explanation for your proposed commission payment and/or any additional information you would like considered.

Attachment J.14 Technical Approach Proposal Guide

Attachment J.14 Technical Approach Proposal Guide

Technical Approach. The Offeror should provide a technical response to demonstrate all competencies and demonstrate how they plan to accomplish each applicable requirement found in the Statement of Work/ Solicitation.

The offeror must provide the following information as part of their response:

- a) Concept and operating description
 - i. Descriptions and Specifications
 - ii. Primary House Food Service Categories
- b) Organizational Structure
 - i. Cafeterias
 - ii. Individual “Branded” Food and Beverage Services
 - iii. Catering
 - iv. Fine Dining: Member’s Dining Room
 - v. Vending and Micro Stores
- c) Menus, Marketing, and Facility Requirements
 - i. Facility Requirements
 - ii. Merchandizing, Marketing and Displays
 - iii. Menus
 - iv. Alcoholic Beverage Service
- d) Quality Assurance
- e) Customer Service Experience
- f) Employee Staffing and Training Plans
 - i. Personnel and Related Requirements
- g) Experience of Proposed Onsite Management
- h) Equipment and Facility Sanitation Practices
 - i. Sanitations and Food Safety
- i) Application of Technology
 - i. Technology
- j) Recommended Renovations and Capital Investment
 - i. Renovations, Remodeling and Capital Investments
- k) Alignment to the House Needs and Goals
- l) Contingency Plan

Proposals are welcomed and encouraged from experienced local, regional and national food and beverage service vendors, caterers, and vending operators who can demonstrate the ability and flexibility to meet or exceed the House food service-related goals. This document should only be used as a guide in responding to the Technical Approach in Section L. This is not meant to be an exhaustive list of what your company may include to demonstrate their capabilities and potential best value for the House.

A. Concept and Operating Description

1. Descriptions and Specifications (Section C.2)

For each outlet the Contractor(s) is proposing on, provide the following information:

- a) Explain how the Contractor plans to bring value to the House if awarded one or more food service contracts. Anecdotal evidence and documented successes are preferable to rhetoric, platitudes and promises.
- b) Include current facility name, facility type, and proposed name if different than current.

Attachment J.14 Technical Approach Proposal Guide

- c) Confirm that the Contractor(s) will meet the required hours of operation as shown in Section C.2.3. If the Contractor(s) is proposing additional hours of operation, the proposed schedule should be provided along with the benefits the Contractor(s) anticipates from the revised schedule.
- d) Submit a business plan with a detailed written description of the proposed concept and operation for all relevant meal period operations (breakfast, lunch, and dinner) and a detailed written description of the proposed merchandising concept for the operations including illustrative sketches, renderings, floor plans or photos of similar Contractor operations.
- e) Submit an implementation/start-up schedule and action plan indicating the steps required from the date of award of the contract through and including the first 90 calendar days of operation. This should include the operational requirements outlined in Section C.2.3.1, Soft Opening. Provide the names, titles, and roles of all individuals that will represent your company during the transition period. See Section H.24.

2. Primary House Food Service Categories (Section C.3)

Each Offeror shall only provide the following information relevant to the location for which they are submitting a proposal:

- a) A business plan with a detailed written description of the proposed concept and operation for all relevant meal period operations (breakfast, lunch, and dinner) and a detailed written description of the proposed merchandising concept for the operations including illustrative sketches, renderings, floor plans or photos of similar Offeror operations.
- b) An implementation/start-up schedule and action plan indicating the steps required from the date of award of the contract through and including the first 90 calendar days of operation. This should include the operational requirements outlined in Section C.2.3.1, Soft Opening. Provide the names, titles, and roles of all individuals that will represent your company during the transition period
- c) All potential Offerors are expected to provide details regarding the customer service experience.
- d) Provide details of Offeror's approach to establishing and maintaining outstanding customer service standards, as well as methods of accountability.
- e) Describe any assessments you plan to employ to make the dining experience positive and meaningful for the customer as outlined in Section C.5.3. If applicable, describe how you will provide the results from these assessments to the COR.

B. Organizational Structure

1. Cafeterias (Section C.3.1):

If submitting a proposal for this concept, provide the following:

- a) Describe your company's background and past experience in managing cafeterias.
- b) Describe food preparation methods (e.g., on-site cooking with fresh ingredients, "ghost" operations in a centralized House kitchen, off-site preparation, etc.)
- c) Describe the service model(s) to be used (e.g. "walk -the-line" concepts, made to order selections, grab-n-go, etc.)
- d) Address the company's plan to incorporate at least 35% healthy food offerings throughout breakfast and lunch.
- e) Outline a plan for incorporating pop-up concepts intermittently throughout the duration of the contract.

2. Individual "Branded" Food and Beverage Services (Section C.3.2):

For the purpose of this RFP, a "branded" food operation is a national or Capitol Region (District of Columbia, Maryland, Virginia) food company operating one or more public locations. To be eligible for consideration, each "branded" food operation must bear the same name, serve the same menu, and use the same products

Attachment J.14 Technical Approach Proposal Guide

through its franchises or equivalent business structure. If submitting a proposal for this concept, provide the following:

- a) Describe your company's background and past experience running a “branded” food operation.
- b) Describe food preparation methods (e.g., on-site cooking with fresh ingredients, “ghost” operations in a centralized House kitchen, off-site preparation, etc.)
- c) Describe the service model to be used (e.g. “walk -the-line” concepts, made to order selections, grab-n-go, etc.)
- d) Share capabilities of maintaining independent point of sale system
- e) Describe any proposed cosmetic changes, including merchandising, marketing, point of purchase displays, uniforms, etc. and include the total capital cost your company will be allocating for each facility. This does not include major renovations.
- f) Describe any branded programs your company proposes to use. The Offeror shall submit a business plan and include the proposed venue layout and designs to fit the concept's scheme.

3. Catering (Section C.3.3):

If submitting a proposal for this concept, provide the following:

- a) Provide an overview of your company's background and previous experience in operating a catering business that has offered a diverse range of services.
- b) Confirm your acknowledgment and acceptance of the catering policy and location expectations regarding exclusivity versus preferred rights.
- c) Describe proposed on-site catering operations, events services, and capabilities in regard to a range of events from casual, low-budget breakfasts, luncheons, and meetings to more elaborate, high-profile functions such as formal dinners and receptions.
- d) Provide sample catering menus and prices including service charges for breakfast, lunch and dinner meetings, receptions and formal sit-down dinner events. Catering menu samples should represent high flexibility in types of services. Offerors should be equipped to provide specific ethnic catering options with strict cuisines.
- e) Provide a list of Offeror provided equipment used to support catering operations.
- f) Catering will require the provision of alcoholic beverage services. Refer to Section C.4.2 for the relevant guidelines and outline your company's policies and procedures below.
- g) If any part of catering will be provided through a Subcontractor, provide the name(s) of the firm(s) you will use, address, etc. and describe the role your company will play (operationally and financially).
- h) Describe your company’s ability to post menus on your web site to provide on-line ordering for some events.
- i) Describe your proposed method of billing for catering services, payment terms, discounts, if any, etc.

4. Fine Dining: Member’s Dining Room (Section C.3.4):

If submitting a proposal for this concept, provide the following:

- a) Provide information about your company’s background and experience in fine dining.
- b) Detail the approach by which your company will deliver a fine dining experience.
- c) Include a comprehensive business plan outlining the operation of multiple dining rooms simultaneously.
- d) Specify the measures that will be implemented to ensure customer satisfaction and confidentiality are maintained at all times.
- e) Demonstrate your company’s ability to implement a reservation system subject to approval by the COR. Provide identifying information of the system proposed, key features of the system and system operating procedures.

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- f) The Offeror is to provide proof as to success in managing a restaurant suitable for Members of Congress and their guests with emphasis on customer service.

5. Vending and Micro Stores (Section C.3.5):

If submitting a proposal for this concept, provide the following:

- a) Provide a detailed description of your company's strategy for overseeing multiple vending locations and micro stores.
- b) List and describe the products and new equipment your company will provide in support of vending/micro store operations. All equipment must comply with all applicable regulations covering health, sanitation and safety.
- c) Provide machine color/fronfs if available. Identify if you are providing decorative treatments in any areas. Provide illustrative rendering, sketches or photos if applicable.
- d) Offerors proposal must address new equipment based on the number and types of machines and their locations. The Offerors may suggest modern options instead of simply replacing existing machines
- e) Address the company's plan to incorporate at least 35% healthy food offerings throughout vending selections including publicizing nutritional information on products. The Offeror should think beyond traditional vending options to incorporate industry best practices to enhance the offering from vending.
- f) Provide schedule outlining product replenishment and funds collection frequency for all machines in all locations at all times including weekends.
- g) Describe the method for handling customer refunds.
- h) Provide a copy of your written policy setting forth the process and procedures for service calls or machine trouble notifications to include guaranteed response times when called for repair or service.
- i) Describe policy and procedures regarding equipment sanitation and preventative maintenance.
- j) Describe the policy for replacing vending machines through normal wear and tear and what dollar volume or number of transactions are used as a benchmark before your company replaces machines with new ones and/or to reflect improved and updated technology. Provide a proposed machine replacement schedule based on sales volume or transaction for all machine types.
- k) Describe your policy and practices regarding date-stamping perishable food items and method of rotation.
- l) Describe service vehicles used by your company, whether or not they are refrigerated and the method and equipment used to transport perishable food.
- m) If any of the food items to be served or sold in your proposal are manufactured by your company and/or using your own commissary, provide information about which items are included. Indicate that the commissary (whether your own or a Subcontractor) is licensed and in full compliance with all local, State and Federal codes and regulations covering such food storage and preparation. Include the address of the commissary that can be visited and a copy of the health department permit for this commissary.

C. Menus, Marketing, and Facility Requirements

1. Facility Requirements (Section C.4.3):

- a) Describe plan for maintaining clean and orderly food service facilities.
- b) Provide a proposed opening and closing procedure checklist.

2. Merchandizing, Marketing and Displays (Section C.4.4):

- a) Offerors should provide a comprehensive Marketing Plan that aims to make House food service operations the dining choice among House personnel. The plan should address traditional as well as

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non-traditional means of communicating with customers including all forms of social media, smart phones, and apps.

- b) Provide representative samples of merchandizing and marketing campaigns and promotional displays.

3. Menus (Section C.4.1):

All Offerors should include the following information in their submissions. Each "branded" food operation must serve the same menu and use the same products through its franchises or equivalent business structure. Therefore, not every component listed below may be applicable.

- a) Provide sample menus, and portions for breakfast, lunch, beverages, desserts and snacks, dinner, etc. Menus should be complete and representative of all proposed food and beverage items (it is not necessary to provide cyclical or multi-week menus, unless such submission best represents Offeror's proposed operation). Indicate how frequently menus are updated and the extent of the update. A Price and Portion Guide can be found in Attachment J.1.
- b) When applicable, address the company's plan to incorporate at least 35% healthy food offerings and plans for dealing with the increasing demands for gluten free and vegan/vegetarian products.
- c) Outline your company's program for identifying food items that include common ingredients that people may be allergic to (nuts, shellfish, MSG, etc.) The Offeror shall provide a written procedure or communication for notifying patrons of menu ingredients that may cause allergic reactions to customers and describe how this communication will occur.
- d) Indicate Offeror's ability to provide menus, promotional material, etc. that will be posted on the Offeror's web site and related social media vehicles.

4. Alcoholic Beverage Service (Section C.4.2):

The following information should be included only if applicable.

- a) Provide a description of your company's policies and staff training procedures related to responsible alcoholic beverage service and sales.
- b) Indicate if you or your company has ever been involved in litigation related to the service, sale or consumption of alcoholic beverages, and if it has, provide complete details.
- c) Indicate if your company has had an alcoholic beverage license suspended or revoked within the past five years and if it has, describe the circumstances and what action your company took to prevent reoccurrence.

D. Quality Assurance (Section C.5)

All Offerors must submit the following items in their proposal:

- a) Provide the Offeror's written Quality Assurance Plan designed to ensure an excellent guest experience. The Quality Assurance Plan should outline the actions implemented to achieve contract goals, service levels, and Section C requirements, including a comprehensive program of inspection and monitoring actions. Prior to implementation, these standards will be mutually agreed upon between the Offeror and the House.
- b) The Quality Assurance Plan must include:
 - i. Total quality assurance process, including quality standards, monitoring and reporting;
 - ii. Maintenance and cleaning procedures associated with the facility requirements outlined in Section C.4.3.

E. Customer Service Experience (Section C.2.6):

All potential Contractor(s) are expected to provide details regarding the customer service experience.

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- a) Provide details of Contractor's approach, sample documents, to establishing and maintaining outstanding customer service standards.
- b) Identify customer service programs covering the entire food service experience, including the Contractor(s)'s approach to, as well as methods of accountability for service delivery standards.
- c) Describe any assessments you plan to employ to make the dining experience positive and meaningful for the customer as outlined in Section C.5.3. If applicable, describe how you will provide the results from these assessments to the COR.

F. Employee Staffing and Training Plans

1. Personnel and Related Requirements (Section C.6)

- a) Describe orientation and training provided for your staff. Describe all training practices that will be applied to operations. A training manual is not necessary, however, a summary statement demonstrating examples of training for management and hourly staff is suggested.
- b) Provide an example of how you will maintain comprehensive and updated training records for all employees and make these records available for inspection
- c) Provide an organization chart of on-site management structure covering all services provided by the Offeror.
- d) Provide resumes of the prospective on-site management team. Resume content must include, but is not limited to work history, skills and experience, educational background, and certifications.
- e) While it is understood that some of the individuals proposed may change, the individuals included in the proposal should be (1) currently available, interested, experienced and fully capable and (2) individuals that indicate your company's depth and ability to provide highly qualified and experienced senior management for on-site resident positions that closely match the operating criteria.
- f) Provide proposed staffing plan including job descriptions and daily hours.
- g) Describe your company's standards and requirements for attire, grooming.
- h) Describe your company's standards for the handling of customers and customer complaints.

G. Experience of proposed onsite management

Offerors should submit a comprehensive overview of the experience of their proposed onsite management team. This includes:

- a) detailed resumes
- b) qualifications
- c) relevant work history for each key member who will be responsible for overseeing day-to-day operations

Highlight prior experience in similar roles, particularly in food service management, staffing, quality control, and customer satisfaction. Additionally, offerors should describe each manager's skills in problem-solving, handling high-volume operations, and adapting to dynamic environments. Emphasis should be placed on the management team's ability to meet contract requirements, ensuring compliance, and effectively managing resources to maintain high service standards.

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H. Equipment and Facility Sanitation Practices

1. Sanitation and Food Safety (Section C.7)

- a) Provide a manual covering cleaning and sanitation practices and policies including Hazard Analysis & Critical Control Point (HACCP). Describe procedures for internally daily monitoring compliance of these policies and procedures.
- b) Health Department Compliance: Provide details if any Health Department has ever closed any of your foodservice operations, suspended a license to operate or ordered you or your company to a hearing due to any non-compliance issues in all regions of the U.S.

I. Application of Technology

1. Technology (Section C.8)

All Offerors should use this section to articulate their application of technology to enhance the food service experience at the House. Technology enhancements include but are not limited to methods for marketing and communicating with customers, ordering, and delivery of food, customer flow and congestion abatement, and payment methods.

- a) Address what types of technologies will be incorporated into the food service operations. Examples of technologies to be considered include on-line ordering system, nutritional information calculations, accelerated check out systems utilizing bar or QR codes, debit or affinity card programs. Describe how technology will improve customer service and/or revenues.
- b) Provide a general description of your PCI compliance program and those of any subcontractors.
 - i. Describe in general how the Point of Sale terminals, credit/debit card readers, proprietary card system and smartphone applications are secured; how they are protected against Point of System malware and intrusions; and, how incidents can be detected if they occur.
 - ii. Describe how customers' credit card and other personally identifiable information is collected and protected.
 - iii. Provide details of your process for addressing incidents if they occur, which must include immediate notification to the COR.
 - iv. Identify the point of contact within your organization who is responsible for information security.
- c) Confirm that your point-of-sale system has the capacity to accept multiple forms of payment including:
 - i. The ability to accept cash including, when applicable, a bill acceptor on all vending machines and indicate what denomination of bills will be accepted by the bill acceptor;
 - ii. Debit or credit card capability including a secure card reader enabling transactions via magnetic stripe, chip and contactless payment methods;
 - iii. Compatibility with mobile payment applications, such as Apple Pay, Google Pay, and other similar platforms, allowing users to complete transactions through their smartphones.
 - iv. Submit your proposal being sure to indicate if the system will be able to operate if there is an interruption in internet connectivity and what actions you will take in this situation to avoid a slowdown in service.
- d) Indicate if there is intent to use a wireless network, and, if so, provide detailed information on the purpose of the network, locations of access points, and security measures implemented.

J. Recommended Renovations and Capital Investments

1. Renovations, Remodeling and Capital Investments (Section C.9)

- a) For proposed renovations to any location, include all detailed plans/layouts and sketches/renderings. Provide detailed capital costs your company will pay, and plumbing, electrical, etc., costs, if any, you expect to be paid for or provided by the House. Briefly discuss the benefits of your proposed renovation such as increased customer count, average check, speed of service, variety, etc. Include an estimated timeline indicating how long it will take to complete. Include a detailed budget of total costs to complete your proposed renovation and confirmation that your company is providing the

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capital investment.

K. Alignment to the House Needs and Goals

Offerors should explain how their approach aligns with the House's specific needs and goals for food service operations.

L. Contingency Plan

The Contractor must develop and maintain a comprehensive contingency plan to ensure uninterrupted food service operations during unexpected disruptions. This plan, subject to approval by the House, must include provisions for staffing, inventory management, food preparation, and distribution to sustain operations under adverse conditions. The Contractor is required to maintain a minimum of two days of inventory to support limited menu service in cases of power outages, severe weather, or other delivery disruptions.