

DEPARTMENT OF THE ARMY  
417TH BASE SUPPORT BATTALION  
UNIT 26137  
APO AE 09031

AETV-WG-WJG

16 JULY 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedures, Pet Policy; Army Lodging Wurzburg

1. Our Community goal of the Army Lodging facility Wurzburg is to maintain the highest rate of availability possible while providing a professional service to all Lodging residents. Animals in the Lodging facility increase potential health and sanitation problems. They add to non-availability of rooms for other guests due to fumigation and additional cleaning that must be done after checkout.

2. The Control of pets is a pet owner's responsibility. Pets often become a part of one's family and require an extensive amount of care to avoid becoming a nuisance to the neighbors. Pet owners who fail to clean up after their pets cause the greatest nuisance confronting our Guesthouse. The following rules must be adhered to:

a. Pets will be exercised a minimum of 30 feet from quarters, playgrounds, public walks, and picnic areas in family housing areas. The pet walking area on Leighton Barracks is located behind building #5, through the gate to the housing area, on the right hand side.

b. Owners are responsible for the immediate clean up of ALL fecal matter regardless of where the animal defecates.

c. Pets will not be shampooed or washed in the showers. Showers are for guest use only.

d. To avoid the possibility of your pet leaving your room, and for the protection of housekeeping/maintenance staff, staff members will only service your room if your pet is in their kennel.

e. Rooms will be serviced, at a minimum, every three (3) days. If a "Do Not Disturb" sign is posted three (3) days in row, you will be contacted for access, to provide housekeeping service.

3. For any further information please contact James Weber, Hotel Manager at 350-1700.

  
THOMAS H. FASS  
LTC, EN  
Commanding