



DEPARTMENT OF THE NAVY  
NAVAL EDUCATION AND TRAINING PROFESSIONAL  
DEVELOPMENT AND TECHNOLOGY CENTER  
6490 SAUFLEY FIELD ROAD  
PENSACOLA, FLORIDA 32509-5237

NETPDTCINST 5100.8  
N311

IN REPLY REFER TO:

20 DEC 1999

NETPDTC INSTRUCTION 5100.8

Subj: COFFEE MESS REGULATIONS

Ref: (a) NASPNCLAINST 11320.1G  
(b) NETPDTCINST 11320.1

Encl: (1) NETPDTC Form 5100/7 (Rev. 12-99)

1. **Purpose.** To set forth criteria for authorization and operation of coffee messes.
2. **Cancellation.** NETPMSAINST 5100.8B
3. **Revision.** Since this is a major revision marginal notations are not annotated. This instruction should be read in its entirety.
4. **Background.** Lack of control in the operation of coffee messes may result in fire, electrocution, and spread of contagious diseases. By following the safeguards in references (a) and (b), these dangers will be reduced to a minimum.
5. **Action.** Units currently using or requesting a coffee mess will conform to the following:
  - a. **Sanitation.** Single service or personal cups will be used. Use of common drinking cups is prohibited. If hot running water and soap are not available, disposable cups will be used. Cups and utensils will be air dried. The use of dishtowels or other drying materials is prohibited. Milk or cream will be kept refrigerated. If refrigeration equipment is not available, only dry milk products will be used. All supplies for the mess will be kept in closed containers except to dispense contents. Good housekeeping rules will be practiced to prevent insect and rodent infestation.
  - b. **Coffee Mess Requirements.** Units requesting coffee messes will submit Coffee Mess/Hot Plate Authorization Requests, NETPDTC Form 5100/7 (Rev. 11-99), to the respective department

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head/special assistant. Before operation of the coffee mess, the following will be completed:

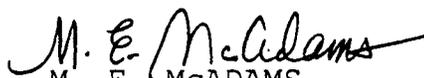
(1) A centralized location for a coffee mess will be located in each division or department. There will be no individual coffee messes.

(2) Public Works Center personnel will inspect the premises and facilities for conformance to electrical safety codes and regulation.

(3) Fire Department personnel will inspect the premises and facilities for conformance to fire regulation. Subsequent inspections will be made to ensure continued compliance.

(4) When results of required inspections are satisfactory, Fire Department personnel will issue Coffee Mess/Hot Plate Authorization, (NASP 5107/37 (1-93)). This authorization will be posted in the proximity of the coffee mess.

6. Forms. Coffee Mess/Hot Plate Authorization Request, NETPDTTC 5100/7 (Rev. 11-99) may be obtained from the Forms Control Manager, Central Administrative Services, 011.

  
M. E. McADAMS

Distribution: (NETPDTTCINST 5216.1B)  
Lists I & II

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COFFEE MESS/HOT PLATE AUTHORIZATION REQUEST  
NETPDCT 5100/7 (Rev. 11/99)

Ref: NETPDTCCINST 5100.8

TO: (Department Head)	FROM: (Division)	DATE:
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1. Permission is requested to install the following:

 COFFEE MESS       HOT PLATE       MICORWAVE OVEN       HEATER

ROOM NUMBER \_\_\_\_\_ BLDG. NUMBER \_\_\_\_\_

Signature: \_\_\_\_\_

## FIRST ENDORSEMENT

FROM: (DEPARTMENT HEAD)	DATE:
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TO: (1) NASP Fire Department

1. Request for such appliance is  approved  disapproved by Department Head.2. Request for above appliance(s) to be inspected.  Yes  No

Signature (Department Head): \_\_\_\_\_