




PORT OF GUAM
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Lourdes A. Leon Guerrero
 Governor of Guam
Joshua F. Tenorio
 Lieutenant Governor

POLICY MEMORANDUM NO. 2024-GM01

To: Marina Permit Holders & Users	Subject: Guidelines on the Agat Marina Restroom Facility
Effective Date: May 20, 2024	Revision Date:
Approved By:  RORY J. RESPICIO, General Manager	

I. PURPOSE:

To provide standard operating procedures and guidelines to utilize and maintain the Agat Small Boat Marina Restroom Facility.

II. SCOPE:

The provisions of these guidelines shall be observed and adhered to by marina permit holders & users and Port Authority of Guam (Port) staff who are responsible for utilizing, maintaining, and managing the restroom facility.

III. DEFINITIONS:

- Marina Permit Holders:** Those that possess a valid Slip & Mooring Permit Agreement with the Port, who are authorized to moor their vessel at a slip within the Agat Small Boat Marina Facility.
- Marina Users:** A marina user is defined as someone who conducts business/affiliation with a marina permit holder such as a guest on a recreational or commercial vessel or someone who uses the marina facility such as the boat launch ramp.

IV. DISCUSSION:

- Properly maintain the facility to ensure all fixtures are functional and supplies are readily available for immediate use by our marina permit holders and users;
- Identify that only marina permit holders and users are allowed to utilize the facility on a 24-hour basis; and
- Authorize access to our marina permit holders and to provide access codes for both male and female restrooms and the shower basin.

V. OPERATIONS:

1. **Hours of Operation:** This Facility shall be open to marina permit holders and marina users on a 24-hour basis as those allowed to utilize the facility shall be provided the access code by Commercial staff.
2. **Restroom Access:** The Agat Small Boat Restroom Facility shall only be used by marina permit holders and marina users and Port staff responsible for maintaining and managing the facility. This is not open to the public for use.
3. **Use of Shower Area:** The shower area within the Agat Small Boat Marina Restroom Facility shall only be used by marina permit holders and marina users. This is not open to the public for use.

VI. RESPONSIBILITIES:

1. Commercial Division

- a. Facilitate who has access to the restroom facility by providing the access code.
- b. Commercial staff shall be responsible to report to the Facilities Maintenance Division for any visible discrepancies such as repair work at the restroom facility.
- c. Commercial staff to include the restroom facility as part of their routine inspection report.

2. Facilities Maintenance Division

- a. Responsible for general custodial maintenance on a daily basis on normal working hours.
- b. Responsible for facility maintenance on an as needed basis.
- c. Communicate with Commercial Division on reported repair work related to the facility.
- d. Responsible for restocking the restroom with necessary items such as toilet tissue, paper towels, hand soap, etc. on a daily basis.

3. Port Police Division

- a. Responsible for monitoring the marina facility to include the restroom.
- b. Responsible for enforcing the rules for use of the restroom facility.