

SUBJECT: Outside Maintenance**SECTION:** 200.07**REVISED:** FEBRUARY 15, 2008**PAGE(S):** 2

PURPOSE

To establish guidelines for acceptable outside maintenance at the Fire Department facilities.

POLICY

The grounds and yard areas of the Fire Department facilities (i.e. Fire Stations) shall be kept clean in such a manner as to insure a neat and desirable appearance.

PROCEDURE

The various maintenance procedures are normally performed by the City Maintenance Department. Fire Department members shall perform the following maintenance activities:

- A. Daily
 - 1. Check for and pick up any trash.
 - 2. Remove snow on walks and drive as prescribed. Salt ice as needed to prevent slips and falls.
- B. Weekly
 - 1. Hose down ramps.

RESPONSIBILITY

- A. The overall responsibility for coordination of the outside maintenance program within the Fire Department rests with the Maintenance Officer, having the administrative responsibility for Buildings and Grounds Maintenance.
- B. The Buildings and Grounds Maintenance shall coordinate with the City Maintenance Department to manage the yard maintenance for the Fire Department facilities.

- C. Shift Supervisors shall insure that the members of their particular shifts abide by Departmental maintenance standards.
- D. Shift Supervisors shall insure that the yard and grounds of the Station are kept neat and clean.
- E. Any problems that may arise with the City services for yard maintenance shall be brought to the attention of the Fire Chief, through chain of command.
- F. The firefighters on duty will carry out the prescribed maintenance activities.