

SUBJECT: Station Maintenance**SECTION:** 200.02**REVISED:** FEBRUARY 15, 2008**PAGE(S):** 2

PURPOSE

To insure proper cleaning and routine maintenance of Fire Stations.

POLICY

Fire Stations shall be maintained in such a manner as to insure that they are safe, neat, clean and present a desirable appearance at all times.

PROCEDURE

- A. The various routine maintenance and cleaning procedures are normally performed in accordance with the following schedule:
- B. Daily:
1. Clean, dust and straighten the fire station, including:
 - a. Day room
 - b. Kitchen
 - c. Dormitory
 - d. Alarm room
 - e. Restrooms
 - f. Hallways
 2. Straighten apparatus floor.
 3. Sweep, vacuum or damp mop all floors, as appropriate to the type of floor and its cleaning needs.
- C. Weekly:
4. Mop apparatus floor
 5. Clean all drains on apparatus floor
 6. Run vacuum in alarm room and Chief's office
 7. Wash all waste and garbage cans
 8. Clean all desks and counter tops.

9. Dust all lockers and furniture in alarm room, Chief's office and apparatus floor.
10. Clean hose tower
11. Clean work bench
12. Wash windows on side door, alarm room window, trophy case, and bathroom mirrors.
13. Clean all toilets, wash basins and sinks.
14. Clean all tile floors.
15. Wash all tile walls including shower room.
16. Clean all kitchen cabinets.
17. Turn mattresses.

D. The following station maintenance shall be performed twice yearly in accordance with the work schedule:

18. Shampoo all rugs
19. Wash all lockers
20. Clean all light fixtures, doors and frames
21. Wash all windows inside and out.
22. Vacuum all beds and frames.
23. Clean wall paneling and drapes.
24. Wash apparatus floor walls.

RESPONSIBILITY

- A. The Shift Supervisors are responsible for supervising the overall cleaning and maintenance of the Fire Stations in their charge.
- B. Shift Supervisors shall coordinate with their counterparts concerning routine station maintenance activities and repair requests.
- C. All firefighters shall carry out all cleaning and maintenance assignments which have been delegated to them.