

## POLICIES AND PROCEDURES

### STANDARD OPERATING PROCEDURES

#### Clean-up Duties

#### SECTION II 4.0 – 4.1

July 1, 2010

Approved by R. Dale Horne – Fire Chief

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#### 4.0 PURPOSE:

- a. Cleaning and routine maintenance of station facilities and equipment is essential in providing a workplace free from recognized hazards and to present a professional environment for members and visitors.
- b. The following schedule guidelines shall be followed.
- c. However, officers and members are expected to clean “as needed” when conditions require immediate attention.
- d. Shift commanders should be notified of any unsafe or unusual condition that transcend shifts or require special attention.

#### 4.1 PROCEDURE:

##### a. Daily Clean-Up:

1. Any time the apparatus are dispatched, all equipment will be washed down (if needed) and returned to service. There will be no loose dirt, sheetrock, etc. on the apparatus, PPE or equipment. This will preferable be washed down at the scene. The SCBA's will be cleaned and returned to service when you return to the station.
2. Dirty apparatus and equipment will be added to a “Dirty List” and left in the alarm room. The equipment will be thoroughly washed and cleaned the following day.
3. Dirty apparatus and equipment will be washed at 9 am, Monday through Saturday. The only exception to this will be holidays. If no apparatus or equipment is listed, none will be cleaned.
4. If the apparatus have not been washed and you have a call before 1700 hrs., they will be washed when they return to the station. Apparatus will only be thoroughly washed one time per day, but will always be kept in good condition.
5. Dirty hose and salvage covers will be washed, if call is completed before 1700 hrs. After 1700 hrs., all loose dirt, sheetrock, etc. will be removed and hose and covers will be stacked up for next shift. The shift that washed hose and covers will be responsible for placing the equipment back in service.
6. All stations will perform daily clean-up seven days per week. Truck room floors will be swept or blown off daily.

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#### b. Friday Clean-Up:

1. Weekly inspection of SCBA's, log in Fire House.
2. Polish brass (poles and handrails) Make sure no polish is on walls or floor.
3. Truck room floor:
  - i) First Friday, wash down floor
  - ii) Next two Fridays, clean oil spots and sweep or blow off floor
4. Complete weekly check list for all apparatus (this includes ladder truck inspections), log in Fire House.
5. Run all generators, fans and power tools (check oil and refuel).
6. Fuel all vehicles
7. Rinse and wipe down all apparatus (including hose bed covers) and trailers (This includes Rescue 3, Haz Mat, Command Post, Trench/Collapse Trailer, black trailer) Check tires.
8. Clean patio
  - i) Dip fuel tanks
9. Check Station Backup Generator, (Oil, Coolant, Fuel St. 2 only), log in Fire House.

*Note: When a City holiday takes place on a Friday, Friday clean-up will take place the preceding Thursday. When the City holiday is Thursday and Friday, clean-up will be the following Saturday.*

#### c. Monthly Clean-Up will be assigned to each shift on a rotating basis. Monthly cleanup will start on or after the 15<sup>th</sup> of the month and completed by the end of the month.

1. Check all fire extinguishers.
2. Check all SCBA's.
3. Check eye wash stations.
4. Check for burned out lights (including exit lights).
5. Oil hot water circulator pumps (2 – each pump has three places to oil)
6. Clean the stoves, kitchen hoods, cabinet doors, microwave ovens, refrigerator, ice machine, etc.
7. Clean windows in day room.
8. Clean drink and candy machine.
9. Mop floors around and under machines.

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10. Vacuum air conditioner vents.
11. Clean bunker room.

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12. Clean stairs and behind stairs.
13. Clean windows and blinds throughout building
14. Clean the training room.
15. Clean the Battalion Chief's office and his bedroom.
16. Clean the foyer and alarm room. Wipe down all wood doors. Check ceilings, etc. for cobwebs.
17. On the administrative side clean maintenance room, hose tower, locker room and laundry room.
18. Up-stairs bath room - clean walls, partitions and showers. Note:
19. Change all air filters. (4 in space behind weight room wall, 4 on roof (5/16 wrench needed), 2 in closet next to BC office, 2 in ice machine
20. Wash the truck room windows,
21. Wash windows in chief office, secretary's office and alarm room.
22. Keep supplies stocked in closets (upstairs in locker room, hallway, and kitchen).
23. Clean around your personal bed (dust, keep neat).
24. Clean museum (sweep and mop), wipe trucks with damp cloth, clean windows inside and out.
25. Clean gas grill and fill tanks
26. Replace building HVAC filters