



GROUNDS MAINTENANCE

SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department and shall be adhered to by all members.

PURPOSE

To establish the standards and procedures for properly maintaining Stoney Point Fire Department's grounds and surrounding areas.

DEFINITIONS

Grounds – lawn, flower beds, landscaping, sidewalks, parking lots and other exterior property that require regular maintenance to maintain a professional and safe work environment

Guideline - a general rule, principle, outline of a policy

Maintenance - process of keeping something in good condition to ensure operability

Member – any career, volunteer, staff, and auxiliary personnel affiliated with the department

Shall - indicates a mandatory requirement

GUIDELINES

Maintaining a professional appearance and a safe work environment is the responsibility of all members of Stoney Point Fire Department. Grounds maintenance falls to the paid staff, to be supervised by the Shift Officer who is responsible for completion. The schedule for all grounds maintenance is included in the Shift Supervisor Book located in the radio room of both stations. The Shift Officer shall completion of all grounds maintenance tasks assigned during their shift. Additionally, grounds maintenance tasks may be assigned by a Chief Officer as needed for the presentation of a professional appearance. Each Shift Officer shall conduct a visual inspection of the grounds on each shift to identify any grounds maintenance needs and take action to correct them or relay them to a Chief Officer to be addressed.

Policy Number

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Page 1 of 2



Programs

Standard Operating Guidelines (SOG)

The following is a list of grounds maintenance tasks that may be required by shift personnel:

- Mow the lawn (front, back, sides of station property)
- Edge sidewalks, curbs, and aprons
- Weed whack around all structures, fences, walls, and drainage areas
- Trim bushes and trees
- Pull weeds from flower beds
- Pick up fallen sticks and other debris
- Conduct a police call to remove litter and trash from property
- Sweep, or blow dirt and debris from sidewalks. Parking lots and apparatus aprons
- Rake leaves
- Rake volleyball court
- Clean parking lots
- Clean out sump pumps and drains
- Additional tasks as required

Many of the tasks that do not require the use of a powered tool may be completed by community service personnel and supervised by Shift personnel.

References

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Page 2 of 2