



FACILITY 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 procedures for maintenance of Stoney Point Fire Department Stations and outbuildings.

DEFINITIONS

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

Responsibility - the state or fact of having a duty to deal with something or of having control over someone, being accountable for one's actions

Shall - indicates a mandatory requirement

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6A.002

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GUIDELINES

The maintenance and upkeep of all Stoney Point Fire Department facilities is the responsibility of all members. Our Stations and other facilities are open to the general public and their care and appearance reflect upon every member of the department. Stoney Point Fire Department is a steward of our community's trust and financial support. It is therefore incumbent upon all members to participate in maintaining the facilities in a clean, orderly, and safe manner to demonstrate respect for ourselves, our department, and our community.

Procedures

The following procedures shall be conducted daily by assigned shift crew during regular business hours and whenever necessary to correct deficiencies:

- Police call of the Station area, apparatus bay, and parking lots
- Empty all trash and recycling containers
- Wipe down counters, tables, desks, chairs, and cabinets
- Sweep, vacuum, and mop floors
- Clean latrines, sweep, mop, clean toilets, sinks, and showers
- Restock all paper products and cleaning supplies

Duty night shifts shall assist in the maintenance of the facilities by cleaning up after themselves, emptying trash cans, sweeping, and mopping, as necessary.



Programs

Standard Operating Guidelines (SOG)

Stoney Point Fire Department facilities, equipment and contents shall be treated with respect at all times. Any damage to a facility or equipment shall be reported to the shift Officer immediately. No Stoney Point Fire Department property shall be borrowed or loaned out without an Equipment Loan Form being completed, signed, and turned in. The Equipment Loan Forms are maintained in the radio room at Station 13.

References

NFPA 1500

Stoney Point Fire Department by Laws

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