

| | | |
|---|--|---|
| SCOTTS VALLEY FIRE PROTECTION DISTRICT | | |
| STANDARD OPERATING PROCEDURES | ARTICLE: II | SOP: 2301 |
| | SECTION: 2300 | BUILDINGS, GROUNDS, AND FACILITIES |
| | SUBJECT: DAILY BUILDING MAINTENANCE | |

Purpose: To provide for a clean, neat, orderly, and safe living and working environment.

Scope: All fire stations shall be cleaned daily by the on-duty personnel. Daily cleaning shall be done in the morning between 0700 and 0800 hours.

Procedure:

1. Morning Maintenance

Daily housekeeping shall include, but not be limited to, sweeping all floors and damp mopping the tile floors, vacuuming carpeted areas, dusting, emptying all trash cans and ashtrays, and daily cleaning of bathrooms.

2. Daily Maintenance

A. Kitchens

These areas are to be kept clean and free of food and drink at all times. Dishes will be washed and put away after each meal. Coffee cups, when not in use, shall be washed and put away.

B. Bathrooms

Bathrooms are to be cleaned daily. Sinks, bowls, and urinals shall be kept clean. All chrome shall be polished each day and be free and clean of any water spots.

C. Dormitories

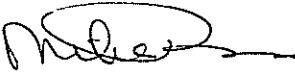
Bed linen will be changed as necessary. Beds are to be neatly made each morning.

| | | |
|-------------------------|--|--------------------|
| DATE: 5/01/98 | APPROVED:  | PAGE 1 OF 2 |
|-------------------------|--|--------------------|

| | | |
|---|--|---|
| SCOTTS VALLEY FIRE PROTECTION DISTRICT | | |
| STANDARD OPERATING PROCEDURES | ARTICLE: II | SOP: 2301 |
| | SECTION: 2300 | BUILDINGS, GROUNDS, AND FACILITIES |
| | SUBJECT: DAILY BUILDING MAINTENANCE | |

D. Apparatus Room

- 1) Floors shall be kept free and clean of grease, oil, and water at all times. Care shall be taken to see that all unnecessary water is removed from the floors.
- 2) All tools, maintenance, and other items shall be properly stored and put away.
- 3) All work benches and areas will be kept clear and cleaned when not in use.

| | | |
|-------------------------|---|--------------------|
| DATE: 5/01/98 | APPROVED:  | PAGE 2 OF 2 |
|-------------------------|---|--------------------|