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| SCOTTS VALLEY FIRE PROTECTION DISTRICT | | |
| STANDARD OPERATING PROCEDURES | ARTICLE: II | SOP: 2302 |
| | SECTION: 2300 | BUILDINGS, GROUNDS, AND FACILITIES |
| | SUBJECT: WEEKLY BUILDING MAINTENANCE | |

Purpose: To assure for a thorough weekly cleaning and provide for a clean, neat, orderly and safe living and working environment, both inside and out.

Scope: Each Sunday of every week will be known as *Weekly Building Maintenance Day*. All stations will conduct general clean-up both inside and out.

Procedure:

Weekly building maintenance shall include, but not be limited to, the following items:

- Washing windows
- Mopping and waxing floors
- Dusting all light fixtures and furniture
- Washing walls, doors, etc.
- Thorough cleaning of all bathrooms, including fixtures
- Thorough cleaning of kitchen area, including cabinets, stoves, and refrigerators
- Grounds maintenance
- All other cleaning and minor repairs as needed for the cleanliness and efficient upkeep of all district stations and grounds

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