

# SCOTTS VALLEY FIRE PROTECTION DISTRICT

**STANDARD  
OPERATING****ARTICLE: II****SOP: 2301****SECTION: 2300 Buildings, Grounds, and  
Facilities****PROCEDURES****SUBJECT: Daily Building Maintenance****DATE APPROVED:****7/7/2021****APPROVED:**

A handwritten signature in blue ink, appearing to read "Rm W. White", is written over the "APPROVED:" field.

**Purpose:** To provide for the health of all members and visitors by establishing guidelines for fire station cleanliness and maintenance, to ensure that stations and equipment are properly maintained, and that clean and sanitary conditions exist in the living spaces.

**Scope:** It is the policy of the Scotts Valley Fire Protection District (SVFPD) that routine care, maintenance and cleaning shall be conducted daily at each station by members on all shifts.

**Procedure:** Each shift shall follow the Daily Schedules and ensure that items not completed are communicated to the next shift for completion.

All fire stations and equipment shall be inspected semi-annually by a Battalion Chief. The focus of the inspections shall be the proper maintenance and overall cleanliness of the station and equipment.

All members must keep desks, cars, beds, bedrooms and lockers in a neat and clean condition. Supervisors are responsible for monitoring member housekeeping and hygiene, and immediately addressing any issue that disrupts the good working order of the station or detracts from a professional image.

The apparatus room, floor and benches will be kept clear and clean. All tools, maintenance, and other items shall be properly stored and put away. All grease, water and oil will be removed immediately from the floors.

Additional station and equipment maintenance and cleaning should be conducted weekly or on an as-needed basis. Sporadic tasks shall be divided between shifts so there is a shared responsibility for the overall condition of the station and the equipment.

Safety considerations regarding cleaning and maintenance may include, but are not limited to, the following:

- Cleaning and repairing the source of water leaks quickly to avoid mold growth.
- Avoiding the use of compressed air to blow dust and debris from clothing while the clothing is being worn.
- Maintaining cooking appliances and eating utensils in good working order.
- Use the dishwashing machine for sanitary reasons instead of hand washing.