

**PURPOSE**

ECFR facilities must be kept in an operational and presentable condition at all times. The appearance and condition of fire stations and other fire-rescue facilities reflects the degree of professionalism of the entire organization.

OBJECTIVE

To provide personnel with guidelines that will help ensure fire stations and facilities are maintained in a clean, functional, and professional condition.

SCOPE

All Personnel

MAINTENANCE

Requests for fire station or grounds maintenance, repair, or modification should be made to Facilities Management, and a copy forwarded to the Chief of Administration. However, during non-business hours, the on-duty Battalion Chief may immediately authorize emergency repairs that keep a facility functioning, secure, or tenable. The Battalion Chief shall notify the Chief of Administration about the emergency expense as soon as possible and an authorization number shall be assigned for tracking purposes.

HOUSEKEEPING

Housekeeping details shall be completed in the morning by the oncoming shift. It shall be the duty of the senior station officer to develop a plan that provides for proper facilities maintenance and housekeeping. However, all station personnel will be expected to take actions to keep Fire-Rescue facilities and grounds in a clean, orderly, and properly operating condition.

General housekeeping details shall be completed daily. These details include, but are not limited to:

- Sweeping, mopping, and vacuuming of all interior floors and carpets
- Sweeping of apparatus bay floors
- Cleaning and disinfecting of bathrooms, kitchens, and all associated appliances
- Emptying of all trash cans and receptacles
- Ensuring that all offices, training rooms, and living areas are clean and in order

Weekly housekeeping details shall include, but are not limited to:

- Monday** – Detailing of assigned apparatus, to include cleaning of all compartments, cab interior, windows, ground ladders (wash and lube) and sharpening, sanding, painting, oiling, and other appropriate maintenance on all assigned tools and equipment

ESCAMBIA COUNTY FIRE-RESCUE**1115.005***Rules, Policies, and Guidelines***Facility Maintenance and Housekeeping**

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K.W. Perkins, *Fire Chief*

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- Tuesday** - Lawn care and maintenance (if required), including the removal of trash, cigarette butts, and excessive dirt and/or sand from parking areas
- Wednesday** - Detailing of kitchen area, to include refrigerator, microwave, pantry/cabinets, stove, and other food storage and preparation items
- Thursday** - General dusting of all interior furniture, electronics, baseboards, wall pictures, air vents, and window seals
- Friday** - Detailing of bathroom areas, to include scrubbing of floors, scrubbing and disinfecting of shower stalls and floors, scrubbing and disinfecting of toilets and urinals, general wipe down of all tile walls and separation walls
- Saturday** - Oil/grease removal and scrubbing of apparatus bay floor/laundry room floor/gear room floor

Monthly housekeeping details shall include, but are not limited to:

- First Monday of the Month** - Interior and exterior cleaning of all fire station windows, to include any apparatus bay door windows
- Second Monday of the Month** - Cleaning, vacuuming, and/or mopping under and behind beds, lockers, and other pieces of furniture or appliances, and removal of any cobwebs at the ceiling or floor
- Third Monday of the Month** - Stripping and/or waxing of appropriate interior flooring