ARTICLE: **Facilities Maintenance** #1

SUBJECT: **Cleaning Schedule**

EFFECTIVE DATE: **January 3, 2016**

SUPERSEDE: **Any Other Schedules That Entail Buildings And Grounds about Cleaning**

**PURPOSE:**

The Cleaning Schedule is to make sure that all areas of the fire station on cleaned on a daily basis. To make this Fire Station presentable to the public for school training, meetings, and other functions, plus making the fire District safe for day to day operations.

**POLICY:**

1. Buildings – All structures occupied by employees of the Fire District for the purpose of conducting Fire District business, and for the housing of personnel and equipment.
2. Grounds – All areas surrounding the buildings that are the responsibility of the Fire District. The areas shall include all landscaping, parking areas, walks, and drives, as well as curbs, gutters and alleyways adjoining Fire District Property.
3. Apparatus – All District apparatus used for the purpose of conducting Fire District business.

**Daily Cleaning Schedule (Done Every Day):**

The Daily Cleaning Schedule is Sunday through Saturday. On a **DAILY BASIS** the grounds will be walked for any garbage that has been blown onto the property and will be picked up and disposed of properly.

**Weekly Cleaning Schedule (Done on the Second Sunday):**

The Weekly Cleaning Schedule is Sunday through Saturday. The Weekly Cleaning Schedule starts on the **SECOND** SUNDAY of the month. The Weekly Cleaning Schedule is as follows:

**Sunday –**  Apparatus bays front and rear

**Monday –** All Bathrooms, PPE Room, and Library

**Tuesday –**  TV rooms. Laundry Room Station 31

**Wednesday** – Front office, Work out Area

**Thursday –** Chief’s Office and Battalion Chiefs Office

**Friday –**  Kitchen, Sleeping Quarters

**Saturday –** Outside Grounds

To: **All Personnel**

SUBJECT: **Facilities Maintenance**

EFFECTIVE DATE: **January 3, 2016**

**CONTINUED**

**Monthly Cleaning Schedule (Done on the Fourth Sunday):**

The Monthly cleaning Schedule is Sunday through Saturday. The Monthly Cleaning Schedule starts on the FOURTH SUNDAY of the month. The Monthly Cleaning Schedule is as follows:

**Sunday –**  Apparatus bays front and rear

**Monday –** All Bathrooms, PPE Room, and Library

**Tuesday –** TV rooms. Laundry Room Station 31

**Wednesday** – Front office, Work out Area

**Thursday –**  Chief’s Office and Battalion Chiefs Office

**Friday –** Kitchen, Sleeping Quarters

**Saturday –**  Outside Grounds