**Interagency Memo**

TO: **All Personnel**

SUBJECT: **Apparatus** **Cleaning Schedule**

EFFECTIVE DATE:  **January 3, 2016**

SUPERSEDE: **Any Other Schedules That Entail Apparatus Cleaning**

**PURPOSE:**

Part of our job is to ensure that all **Fire Apparatus** are in a “**Fire Ready State”.** With the exception of E29, we have a newer fleet of vehicles that have been purchased with public funds.

To ensure that all of the Cordelia Fire District, Fire Apparatus are presentable at all times. This shows that we have pride in our apparatus and the tools used in our profession. Take away our apparatus along with the tools they carry and our ability to do our job, decreases dramatically.

**POLICY:**

1. **Apparatus** – All department apparatus used for the purpose of conducting Fire Department business
2. **Apparatus** – All apparatus will be washed, vacuumed, windows cleaned and compartment blown out if dirty on a weekly basis, on their assigned day.
3. **Apparatus** – Will be washed when you return from a call if it is dirty. If returning from a late night call the apparatus will be washed in the morning before shift change so as to not leave a dirty engine for the oncoming crew. In the event of rain if the engine is dirty or muddy upon returning to the station the apparatus will be hosed off before backing in the station. If hosing off apparatus does not remove the mud or dirt then it will be washed.

**Cleaning Schedule:** Cleaning Schedule is Sunday through Saturday. Cleaning will also be done on holidays.

**Station 31 Station 29**

(1st-7th of each month) (14th-21st of each month)

1. **S**unday – Fire Chiefs Vehicle/ Spare Command Vehicle Sunday – Engine 29
2. Monday – Engine 31 Monday – Brush 29
3. Tuesday – Brush 31/ CERT Tuesday – Utility 29/ Air 29
4. Wednesday – WT 31 Wednesday – Ford Explorer
5. Thursday – Batt. Chief Vehicle
6. Friday – Engine 231

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**Yearly Detailing:**

Every April & October, apparatus will go through a thorough yearly detailing.

1. Apparatus will be waxed and buffed
2. Apparatus will have all diamond plate polished
3. Apparatus will have all chrome polished
4. Apparatus will have all water spots removed from all windows

Apparatus will be divided as followed for the yearly clean.

**WEEK 1 WEEK 2**

(1st-7th of each month) (14th-21st of each month)

1. **Sunday**: Brush 31 Spare Command Vehicle
2. **Monday**: Engine 31 Engine 29
3. **Tuesday**: Brush 29 WT31
4. **Wednesday**: Engine 231 Utility 29/ Air 29
5. **Thursday**: CERT Vehicle Batt. Chiefs Vehicle
6. **Friday**: Fire Chiefs Vehicle MAKEUP
7. **Saturday**: Sta. 29 Ford Explorer MAKEUP

**Nothing above is to excuse from cleaning a dirty vehicle until its scheduled cleaning day, but also be cognoscente to the fact that we are still in a drought year and if the apparatus exterior is not dirty then please do not waste the water use a duster or the in between wash sprays.**

**Allyn R. Kemp**

**Battalion Chief**

**Cordelia Fire Protection District**