Article: **Facilities Maintenance #3**

Subject: **Monthly Cleaning Outline**

EFFECTIVE DATE: **January 3, 2016**

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

**PURPOSE:**

The Monthly Cleaning Routine Schedule is to make sure that all areas of the fire station are 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. No matter if the facility is one day old or a hundred years old, they are ours and we are entitled to maintain them as no matter what their age is.

**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 any alleyways adjoining Fire District Property.
3. Apparatus – All District apparatus used for the purpose of conducting Fire District business.

**MONTHLY CLEANING OUTLINE:**

 Monthly: Living Quarters

 All Daily/Weekly Procedures shall apply – plus:

1. Clean all light fixtures.
2. Test smoke detectors and provide new batteries as needed.
3. Replace filters on air conditioning/heating system. .
4. Remove all cobwebs

Monthly: Sleeping Quarters.

 All Daily/Weekly Procedures shall apply – plus:

1. Clean all light fixtures
2. Test smoke detectors and provide new batteries as needed.
3. Remove all cobwebs.

**Interagency Memo**

TO: **All Personnel**

SUBJECT: **Monthly Cleaning Outline**

EFFECTIVE DATE: **January 3, 2016**

**CONTINUED**

 Monthly: Kitchen

 All Daily/Weekly Procedures shall apply – plus:

1. Refrigerator(s) shall be emptied and cleaned.
2. Clean all light fixtures.
3. Degrease cooking hood and filter as needed.
4. Remove all cobwebs.

 Monthly: Bathrooms

 All Daily/Weekly Procedures shall apply – plus:

1. Clean all light fixtures.
2. Remove all cobwebs.

 Monthly: Offices/Library

 All Daily/Weekly Procedures shall apply – plus:

1. Clean all light fixtures.
2. Remove all cobwebs.

Monthly: Apparatus Bays

 All Daily/Weekly Procedures shall apply – plus:

1. Clean all light fixtures
2. Remove cobwebs.
3. Floors shall be scrubbed with soap and water.

 Monthly: Workout Room

 All Daily/Weekly Procedures shall apply – plus:

1. Clean all light fixtures.
2. Remove all cobwebs.

**Interagency Memo**

TO: **All Personnel**

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**CONTINUED**

Monthly: Grounds

 All Daily/Weekly Procedures shall apply – plus:

1. Weeds around station and in planter areas shall be removed.
2. Inspect and clean as needed down spouts and gutters on building.
3. Any leaves or weeds growing

Monthly: Meeting Room (Applies to future facilities)

 All Daily/Weekly Procedures shall apply – plus:

1. Clean all light fixtures.
2. Dust all window coverings.
3. Remove all cobwebs.

 Monthly: Training Room (Applies to future facilities)

 All Daily/Weekly Procedures shall apply – plus:

1. Clean all light fixtures.
2. Dust all trophies.
3. Remove all cobwebs.

Monthly: Generator Room (Applies to future facilities)

 All Daily/Weekly Procedures shall apply – plus:

1. Clean all light fixtures.
2. Remove all cobwebs.
3. Check and fill fuel level.