

Standard Operating Procedure BUILDINGS AND GROUNDS - MAINTENANCE	PEORIA FIRE DEPARTMENT Physical Resources 500.07 Rev. 09/15/04 Page 1 of 2
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PURPOSE

To identify and document crews' responsibilities for cleaning and maintaining Fire Department facilities.

POLICY

Fire department crews shall inspect department buildings and grounds daily. The shift Battalion Chief will review station condition relating to compliance with the department maintenance requirements. Company officers shall be responsible for ensuring that the following cleaning functions shall be performed as needed to maintain proper cleanliness:

- **Bathrooms**
 - Toilet bowls and urinals shall be washed and sanitized; no rust or encrustation shall remain. Traps shall be maintained free from odor at all times. Wash basins shall be cleaned.
 - Mirrors, counter tops, dispensers, and chrome fixtures shall be damp wiped and polished, including all other horizontal surfaces.
 - Waste baskets emptied.
 - Shower stalls shall be cleaned and sanitized
 - Storage cabinets shall be cleaned inside and out and contents arranged neatly.
 - Walls shall be spot cleaned (i.e., by urinal, around toilet, soap dispensers, etc.).
- **Living Quarters**
 - All trash containers emptied.
 - Kitchen appliances shall be wiped clean after each use.
 - Kitchen cabinets, counters, and sinks shall be wiped clean as needed.
 - Floor areas shall be swept and mopped.
 - Carpets vacuumed.
 - Check smoke detectors
- **Apparatus Bay & Building Exterior**
 - Oil and grease spots shall be wiped clean and any accumulation of water removed as needed.
 - Insure all water and air hoses are wrapped on hose hangers.
 - Sweep / wash down sidewalks as needed.
 - Do walk around station exterior, check for any building repairs, or landscaping needs or concerns. Submit intranet facility request for repairs.
- **Kitchen**
 - Refrigerator shall be cleaned and wiped inside and out.
 - Stove shall be cleaned thoroughly (i.e., oven, broiler, and all racks shall be clean of all residue).
 - Vents and hood filters shall be washed and replaced

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- Kitchen cabinets shall be wiped clean, inside and out. Contents will be arranged neatly.
- Walls shall be spot cleaned as necessary (i.e., by trash can, above sinks, above stove.)
- All other appliances that need to be cleaned.
- Patio and Windows
 - Clean BBQ grill to remove all residue, inside and out.
 - Clean all station windows, inside and out.
 - Clean patio areas as needed.
- Laundry Room
 - Washer and dryer shall be cleaned
 - Sink and surrounding area cleaned
 - Cabinets cleaned and arranged neatly
- Work Room
 - Work bench cleaned and organized
 - Floor shall be swept and mopped
- Turnout Room
 - Shelves shall be cleaned
 - Walls shall be cleaned as needed
 - Floors shall be swept and mopped
- Equipment Clean-up Room
 - Sink and surrounding area cleaned and sanitized
 - Floor shall be swept and mopped
- Miscellaneous Areas
 - Dust furniture and equipment throughout station (i.e., desks, file cabinets, ceiling fans, air registers, CAD area).
 - Foyer area and training room cleaned and organized as needed
 - Drinking fountain shall be cleaned and disinfected
 - Police grounds and sweep or wash down drives and parking areas as needed

Any facility repair or maintenance needs outside of minor repairs or adjustments that are not time consuming or require specialized skills or tools, will be submitted via Fire intranet facility repair request. If immediate repairs are needed, the Physical Resource Supervisor, Support Service Tech, or Support Service Sr. Office Assistant should be contacted directly as soon as possible. The Support Services Division will maintain a log of all requests and coordinate repairs or maintenance through City Facilities or outside labor.



Approved: _____ 10/5/04
Robert McKibben, Chief Date