



# Scarborough Fire Department

## Scarborough, Maine



### Standard Operating Guidelines

<b>Book:</b>	<b>Routine Operations</b>
<b>Chapter:</b>	<b>Station Operations</b>
<b>Subject:</b>	<b>2000 - Station Maintenance</b>
<b>Revision Date:</b>	<b>1/12/09</b>
<b>Approved by:</b>	<i>B. Michael Thurlow</i>

#### PURPOSE

The department has been fortunate to have been able to construct or refurbish all of its six stations in the past several years. All members have a responsibility to assist in the daily upkeep and general light maintenance of these facilities. Maintaining our facilities and the apparatus in them to a high standard will provide a clean and safe environment for our employees and will demonstrate our pride and appreciation to the citizens for their support.

#### POLICY

- A. This policy provides guidelines for the day to day upkeep of the department stations.
- B. These tasks are the minimum requirements and others will be assigned as required.
- C. As a routine the first order business for the day will be to conduct the apparatus checks and record the findings on the appropriate forms.
- D. The next order of business will be to conduct station cleaning as outlined in this policy and on the appropriate Station Duty Checklist.
- E. The station cleaning and maintenance tasks as well as the truck checks, may be interrupted or postponed due to calls or special assignments from the duty officer but should be accomplished as soon as possible at the beginning of the shift.
- F. After the assigned cleaning & maintenance activities for each day has been completed, each employee will be responsible to pass-on the station to the next crews in a condition that is cleaned, stocked and organized.
- G. Each station may have different station cleaning needs based on its layout and specific operations which will be addressed individually.
- H. During winter storms, snow and ice removal from walkways, bay doors and other areas of the stations, must be prioritized for the safety of personnel and the public, and may need to be the first order of the day.
- I. Each station has been provided with a curb side recycling bin. The Town and the Department fully support maximizing our recycling capabilities. These bins must be placed curb side on the assigned day and time for each station.

- J. Bulk bottle recycling methods will vary from station to station and is generally handled as a function of the call companies however duty crews are expected to assure that bottles are neat and within the appropriate collection boxes and containers.
- K. It shall be the policy of the Department for employees to provide their own bed linens. Employees will not use hospital linens for bed linens. Any time after a bunk room is used; all linens must be removed from the bunks to make the bunks ready for the next shift.
- L. Any employee using a bunkroom at any time will be responsible for cleaning any and all mess they created in that bunkroom regardless of when or how long they used the room.

## **SCOPE**

- A. This policy applies to all on-duty full time or per-diem personnel.
- B. It shall also apply to live-in students and call company members during the times they are in and use the stations for their activities.

## **DEFINITIONS**

- A. Decon - is the decontamination of equipment.
- B. EMS – Emergency Medical Services
- C. SCBA – Self Contained Breathing Apparatus
- D. PWD – Public Works Department
- E. Duty Officer – On-Duty Lieutenant, Deputy Chief or Chief
- F. Special Tasks – Those tasks not routinely performed as outlined in the Procedure Section

## **PROCEDURE**

- A. Each day, the tasks on the associated Station Duty Checklist will be accomplished. Employees will check off each task as they are completed and it will be reviewed by the station leader prior to submitting to the duty officer. The Station Duty Checklists are designed on a 6 day rotation schedule to stagger the tasks throughout the days of the week. (See Station Duty Checklist 1571-1577)
- B. Each day during the time when the Maine Forest Service posts the class day prediction, the duty crews will display the signs at each station indicating whether burning permits are being issued that day.
- C. Monthly, annual, or additional tasks may be assigned by the duty officer as required and will be added to the bottom of the daily checklist on the day the assignment was given to document the work that was completed.
- D. During snow storms, all entrance doors, walkways, special areas (generator, vents, etc) and bay doors will be shoveled in such a way as to maintain safe walk ways for staff and the public. Snow will be shoveled such as to leave room for snow removal for future storms.
- E. Only cleaning/disinfecting products authorized by the Department will be allowed to be used for procedures outlined in this policy.

## **RESPONSIBILITIES**

- A. It will be the responsibility of all employees to maintain the stations in a clean, orderly and safe condition at all times.
- B. It will be the responsibility of the full time and per-diem employees to complete the assigned station cleaning task as outlined, for the day(s) they are on-duty.
- C. It is the responsibility of the duty officer to assure the station cleaning tasks are accomplished each day.
- D. It is the responsibility of the department administration to assure staff has the necessary cleaning supplies and equipment to accomplish these tasks.
- E. It is the responsibility of live in students and call members to clean any mess they create while in the stations.
- F. It is the responsibility of the Station Leader to assure the tasks outlined in this policy are performed equitably by all employees present in each station.

## **REFERENCES**

- A. SOP 1571 – Station Duty Checklist Day 1
- B. SOP 1572 – Station Duty Checklist Day 2
- C. SOP 1573 – Station Duty Checklist Day 3
- D. SOP 1574 – Station Duty Checklist Day 4
- E. SOP 1576 – Station Duty Checklist Day 5
- F. SOP 1577 – Station Duty Checklist Day 6