

**FELTON FIRE PROTECTION DISTRICT**  
**STANDARD OPERATING PROCEDURES**

**ARTICLE: II**

**SOP: 2301**

**SECTION: 2300**

**BUILDINGS, GROUNDS & FACILITIES**

**SUBJECT:**

**DAILY BUILDING MAINTENANCE**

**PURPOSE:**

To provide for a neat, clean, orderly and safe working environment.

**SCOPE:**

The fire station shall be cleaned daily by the on-duty personnel. Daily cleaning shall be done in the morning between 0800 and 0900 hours. All personnel shall to clean up after themselves.

**PROCEDURE:**

**MORNING MAINTENANCE**

**KITCHENS -**

These areas are to be kept clean and free of food and drink at all times. Dishes will be washed and put away. Coffee cups, when not in use, shall be washed and put away.

**BATHROOMS -**

Bathrooms are to be cleaned daily. Sinks, bowls and urinals shall be kept clean. All chrome shall be polished each day and be free and clean of any water spots.

**APPARATUS ROOM -**

1. Floors shall be kept free and clean of grease, oil and water at all times. Care shall be taken to see that all unnecessary water is removed from the floors.
2. All tools, maintenance, and other items shall be properly stored and put away.
3. All work benches and areas will be kept clear and cleaned when not in use.