

FELTON FIRE PROTECTION DISTRICT
STANDARD OPERATING PROCEDURES

ARTICLE: II

SOP: 2302

SECTION: 2300

BUILDINGS, GROUNDS & FACILITIES

SUBJECT:

WEEKLY BUILDING MAINTENANCE

PURPOSE:

To ensure for a thorough weekly cleaning and provide for a clean, neat, orderly and safe working environment, both inside and out.

SCOPE:

Each Thursday of every week will be known as a "Weekly Building Maintenance Day".

PROCEDURE:

Weekly building maintenance shall include, but not be limited to, the following items:

1. Washing windows
2. Mopping and waxing floors
3. Dusting all light fixtures and furniture
4. Washing walls, doors, etc.
5. Thorough cleaning of all bathrooms, including fixtures
6. Thorough cleaning of kitchen area, including cabinets, stoves and refrigerators
7. Grounds maintenance
8. All other cleaning and minor repairs as needed for the cleanliness and efficient upkeep of all district stations and grounds.