Article: **Facilities Maintenance #4**

Subject: **Weekly Cleaning Outline**

EFFECTIVE DATE: **January 3, 2016**

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

**PURPOSE:**

The Weekly Cleaning Routine Schedule is to make sure that all areas of the fire station are cleaned on a daily basis. To make these Fire Stations presentable to the public for school training, meetings, and other functions, plus making the fire District safe for day to day operations.

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

**Weekly Cleaning Outline:**

Weekly: Living Quarters

 All Daily Procedures shall apply – plus:

1. All walls and floors shall be spot cleaned; especially around doors, switch plates and garbage can area.
2. Windows and window screens to be cleaned as needed.
3. Blinds/window shades shall be wiped clean.
4. Dust all air conditioning/heating vent registers.
5. All switch covers shall be cleaned.

Weekly: Sleeping Quarters.

All Daily Procedures shall apply – plus:

1. Moving beds so that the floor area can be cleaned under.
2. All switch covers shall be cleaned.

Weekly: Offices:

All Daily Procedures shall apply – plus:

1. All walls and floors shall be spot cleaned as needed.
2. Desks, cabinets shall be dusted.
3. All switch covers shall be cleaned.
4. Air conditioning/heater vent registers shall be wiped clean.

TO: **All Personnel**

SUBJECT: **Weekly Cleaning Outline**

EFFECTIVE DATE: **January 3, 2016**

**CONTINUED**

Weekly: Bathrooms

All Daily Procedures shall apply – plus:

1. Scour bathroom facility.
2. Shower stall shall be scrubbed and sanitized.
3. Storage cabinets shall be cleaned and contents stacked in neat order.
4. Air conditioning/heating vent registers shall be wiped clean.
5. Walls shall be spot cleaned.
6. All switch covers shall be cleaned.

Weekly: Meeting Room

All Daily Procedures shall apply – plus:

1. All walls and floors shall be spot cleaned as needed.
2. Furniture in room shall be dusted.
3. All switch covers shall be cleaned.
4. All chair rails shall be dusted.
5. All picture frames shall be dusted.
6. Air conditioning/heater vent registers shall be wiped clean.

Weekly: Apparatus Bays

All Daily Procedures shall apply – plus:

1. Walls shall be spot cleaned.
2. Windows shall be washed as needed.
3. Apparatus doors shall be wiped clean as needed. Doors shall be inspected for mechanical defects.
4. All switch covers shall be cleaned.

 Weekly: Grounds

All Daily Procedures shall apply – plus:

1. Cut grass, mow and edge lawn.
2. Prune/trim bushes and shrubs.
3. Sweep and rinse sidewalks as weather permits
4. Weeds to be spot sprayed as needed.
5. Trees, shrubs and ground cover shall be watered.