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## BUILDING MAINTENANCE SOG

### SCOPE

The purpose of this guideline is to provide for the general upkeep, housekeeping and repairs for the Fire Stations within the Stoney Point Fire District.

### PURPOSE

To provide the minimum expectations for all department personnel to maintain the Fire Station in an acceptable operational and safe condition.

### **General Guidelines**

- General housekeeping is the responsibility of all firefighters.
- The station and grounds should be kept clean and orderly at all times.
- **No personal vehicular parking shall exist as to hinder the ingress/egress of any Fire Apparatus.**

### Procedure

It is the policy of the Stoney Point Fire Department to keep the building and grounds in a neat, clean and orderly fashion. The station represents our home and although it is a public building, it should be treated in a manner which provides a positive experience for everyone that works and visits either station.

- The building and contents will be treated with respect and anyone causing damage to the building or contents **shall report the damage to Shift Leader or Chief Officer.**
- No Fire Department property shall be borrowed or loaned out without an Equipment Loan Form being completed, signed and turned in. (Located in Radio Room)
- Equipment and supplies should be stored in designated cabinets or storage areas. Products should not be stored in such a way that they will interfere with clear passage or create a falling or slip hazard.

Policy Number  
**6A.002**  
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