



Building Maintenance

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Taylors Bridge Fire Department, Inc.
Standard Operating Guidelines

Procedure: **SOG-401**
Date: **01/01/05**
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Revision: **A**

1.0 Purpose

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

2.0 Scope

- 2.1. Pertains to the general upkeep, housekeeping and repairs for the Fire Station and grounds.

3.0 General Policy

- 3.1. It is the policy of the Taylors Bridge 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, they should be treated as such so as to provide a positive experience for everyone that works and visits here.
- 3.2. The building and contents will be treated with respect and anyone causing damage to the building or contents shall report the damage to his/her immediate superior officer.
- 3.3. No Fire Department property shall be borrowed or loaned out without an Equipment Loan Form being completed, signed and turned in.

4.0 Storage

- 4.1. All products purchased to be stored and/or used at the station that require a MSDS will follow the MSDS guidelines of SOG-402.
- 4.2. Equipment and supplies should be stored in designated cabinets or areas in an orderly fashion.
- 4.3. No Hazardous Waste products will be stored at the station.
- 4.4. Products should not be stored in such a way that they will interfere with clear passage or create a falling or slip hazard.



5.0 General Guidelines

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

6.0 General Maintenance

- 6.1. The Fire Department utilizes many different pieces of equipment that need to be maintained on a regular basis. Some specialized equipment is serviced by outside contracts for actual repair, i.e. copy machines, phone systems, etc., but all the equipment can be kept in good working order through routine maintenance and cleaning as outlined in their respective manuals. All personnel should be familiar with these manuals and their maintenance schedules and performed on a regular basis.
- 6.2. Small hand tools and equipment without manuals will be maintained as needed by general housekeeping, cleaning and during proper use.
- 6.3. All equipment should be used for its designated purpose and not abused.
- 6.4. All equipment and associated work areas should remain in a clean and orderly fashion after use.
- 6.5. General repair, replacement and maintenance of items around the stations are everyone's responsibility. If this repair, replacement or maintenance is paid for by the member, then all receipts shall be turned in and include the persons name for tracking purposes and reimbursement.
- 6.6. In an emergency situation, direct all requests to the officer in charge at the time of the circumstance.