



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

This policy establishes the intervals to maintain the department's buildings, apparatus, and equipment in a serviceable condition.

All assigned shift personnel will assist in maintaining their respective stations. Captains at each station will be responsible for the assurance that all scheduled maintenance is performed as required.

POLICY

All daily station and apparatus clean-ups shall be completed prior to going off duty unless delayed due to emergency responses or training exercises. The focus of the oncoming shift shall be on maintaining readiness, shift change, equipment checks, and planning for the day. If an emergency response or training exercise occurs during station maintenance, stations and apparatus shall be cleaned upon the return of the apparatus to a response readiness. Members shall clean-up after themselves throughout their shifts in order to ensure fire stations are presentable and to make maintenance quicker and easier for all members.

Daily Station Detail

- Fire stations and grounds shall be presentable to the public at all times. All areas of the station such as apparatus and staff vehicles, company quarters and administrative offices, dayrooms, dormitories, engine room, and other areas shall be maintained in a clean, sanitary, orderly, and professional manner at all times. Members assigned to staff positions shall ensure their respective offices are properly maintained and presentable at all times.
- All areas including day room, kitchen, dormitories, and engine rooms are to be free of personal memorabilia that are not in good taste. Memorabilia of a fire service theme is acceptable; however, care should be taken to ensure there is no excessive covering of walls or other station features. All furnishings and memorabilia shall at all times present the station, its personnel, and the Department as a whole in a professional and dignified manner.
- The storage, display, and use of pornographic material in or around any fire station is strictly prohibited.
- The long-term storage of personal vehicles, recreational vehicles, and other personally owned items in or around fire stations and grounds is prohibited. Long-term under this section shall be defined as beyond a member's normally assigned tour of duty. The Battalion Chief may approve the short-term storage of personal vehicles at fire department facilities for Department related functions.
- Personal vehicles shall not be housed inside fire stations. An exception may be during brief periods of inclement weather that pose an immediate threat to vehicles such as sudden hail storms.
 - At no time shall personal vehicles be parked in fire station engine rooms in lieu of fire apparatus or other city owned vehicles or equipment.

Approved

Fire Chief

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- Personal vehicles may be washed and/or undergo minor repair at fire stations with permission of the company officer. Minor repair is defined as any repair work that will not disable the vehicle for immediate drivability.
 - At no time shall personnel wash or repair personal vehicles unless all fire station facilities, apparatus and equipment are in proper order and cleaned.
 - Personal vehicles may not be washed or repaired prior to 17:30 hours.
 - Washing and/or maintenance of personal vehicles shall be conducted in the rear of fire stations only. At no time shall personal vehicles hinder the use of emergency vehicles. Personal vehicles shall at no time block any fire station drive or bay door.

Daily Station Cleaning and Maintenance

Daily Quarters Maintenance

Living quarters, offices, and apparatus at each station shall be cleaned daily as follows:

- Vacuum all carpet
- Sweep and mop all floors, stairs, and landings.
- Clean and/or dust all furniture, appliances, and countertops
- Empty all trash receptacles
- Clean bathrooms including toilets, urinals, showers, lavatories, and mirrors

Daily Engine Room Maintenance

- Remove leaked or spilled oil or water from the floor
- Clean floor

Daily Apparatus Maintenance

- Wash and chamois apparatus and all staff vehicles (If needed)
- Wash and chamois apparatus as needed, following any emergency response or nonemergency return to quarters
- Apparatus shall utilize the Plymovent vehicle exhaust system at all times per 206.10

Weekly Maintenance Schedule

Monday Apparatus Maintenance Schedule

- Detail hand cleaning all frontline and reserve apparatus including exposed body, top deck, hose bed, interior of cab and compartments, fender wells and undercarriage. Where possible, pressure washers shall not be used for cleaning undercarriage
- Drive all reserve apparatus and support vehicles
- Start and run all motorized equipment, re-supply fuel can if supply is low
- Check all apparatus equipment for cleanliness and proper location
- Wash and chamois all staff vehicles (during fair weather)
- Check all pumps and operate all aerial devices

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Weekly Station Detail Schedule

- Mow lawn, edge grass, and trim shrubs as needed
- Remove grass clippings from all sidewalks, drives, and ramps.
- Thoroughly clean and air dormitory
- Hand clean and disinfect all tile work including showers
- Thoroughly clean classroom including tables, chairs, floors and dusting of shelves and all other counter, table and similar tops
- Refrigerators shall be emptied, cleaned, defrosted as needed
- Inside of ovens shall be cleaned
- Clean gas grill and dump grease pan
- Detail wash and squeegee apparatus room floor
- Clean all windows in dormitory, offices, and apparatus room
- Clean cobwebs from walls and ceilings

General Cleaning Information

- Driveway, sidewalks, and ramps shall be inspected, swept, and washed down as needed

Approved

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