



# POLICY MANUAL

## Daily Operations - Policy Maintenance Schedule

Revised: 06-04-03

Code: 1 – 10 – 3

Book Chapter Subject

Page 1 of 1

---

3.0 Purpose: Establish Apparatus, Equipment and Station Maintenance Policies.

3.01 Scope: All Shift Assigned Personnel.

### 3.02 STATION MAINTENANCE

#### Daily Schedule:

Floors ..... Dust mop, vacuum, sweep, mop, and buff.

Rest rooms .. Clean sinks, showers, toilets, and urinals, replenish toilet paper, paper towels and soap.

Kitchen ..... Clean counters, sinks and stove.

General..... Dust office area, shelves and window ledges.

#### Weekly Schedule:

Daily station maintenance items plus:

Monday: Apparatus maintenance.

Tuesday: Refrigerator, stove, oven, and microwave.

Wednesday: Windows, and air-out mattresses

Thursday: Showers, and horizontal surfaces (dusting).

Friday: Floors.

Saturday: Open for any duties missed throughout the week.

Sunday: Yards, apparatus bays and storerooms.

### 3.03 MONDAY ACTIVITIES

Apparatus Maintenance:

Daily, weekly and monthly maintenance items as outlined in the Clovis Fire Department Apparatus Maintenance Record Forms. Monday will be designated as the day assigned for weekly apparatus maintenance. This day will be used to provide preventive maintenance to both the apparatus and all emergency equipment. SCBA compressor maintenance (run for 30 minutes, unless it has already been operated for 30 minutes within the last four days.)

### 3.04 1<sup>ST</sup> AND 15<sup>TH</sup>

Start Station generators.  
Change defib batteries.