

HALIFAX FIRE DEPARTMENT R&R ARTICLE 25	HOUSEKEEPING
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The Rules and Regulations here-in are intended to provide for a clean workplace and establish a standard routine for cleaning and maintaining the stations.

Daily Clean-up: To be conducted after morning vehicle checks but prior to 11:00AM (unless extenuating circumstance has occurred)

- Empty all trash in the station.
- Clean bathrooms, toilets/urinals & sink area, mirror.
- Check paper products, toilet paper & paper towels, restock
- Clean kitchen area and any glassware & silverware
- Dusting and wiping down of any wall and furnishings

Monday, Wednesday & Friday

- Sweep and Hot mop all non carpeted areas in the living quarters, Vacuum all carpeted areas.

Tuesday, Thursday & Saturday

- Sweep entire apparatus floor

Monthly

- 1st Monday of April and October, all Apparatus door windows
- 3rd Monday of April and October, windows in the living areas

Winter Months (when in need of)

- All doorways and walks shoveled of snow and ice melt applied

End of Shift

- The senior man/Captain shall conduct a walk-thru of the workplace before the end of each shift to police the area to ensure general neatness.

Apparatus

- All apparatus used during the shift shall be cleaned before going off duty.
- Apparatus shall be stocked and fueled (if below 3/4 tank).

Outdoors

Senior man/Captain shall monitor appearance of the Station. Trash shall be picked up as needed.