



KING OF PRUSSIA VOLUNTEER FIRE COMPANY
170 ALLENDALE ROAD
KING OF PRUSSIA, PENNSYLVANIA 19406
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Standard Operating Guidelines

SOG NO.: KP-1-0010
SOG TITLE: FIRE STATION MAINTENANCE PROGRAM
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Purpose: To establish policies governing the maintenance of the Fire Station.

It is the responsibility of every Fire fighter to keep the Fire Station clean and orderly at all times. Any Fire fighter found not "cleaning up after him/herself shall be subject to disciplinary actions.

Realizing that the Fire Station will require cleaning on a regular basis, the Fire Station Maintenance Program has been implemented by the Trustees and Officers. Bimonthly, a Fire fighter, or group of Fire fighters will have the opportunity to earn \$60.00 for providing basic maintenance services at the Fire Station.

To insure that both the Allendale Road Station and the Beidler Road Station are maintained, a new Fire Station Cleaning Program is being instituted. Under this program, a person (or persons) will be paid a stipend of \$60.00 to clean both stations. Both stations are scheduled to be cleaned twice a month, so that it is possible for one person to earn a total of \$120.00 per month.

Payment will be authorized after an inspection by the Fire Chief or other designated Officer of the Fire Company, and will be made at the regularly scheduled Company Meeting at the end of each month. It is to be understood that the person (or persons) performing these cleaning services are not considered to be employees

of the King of Prussia Volunteer Fire Company, but are considered to be independent contractors.

The Fire Stations will be cleaned on the first weekend (Saturday or Sunday) and on the third weekend (Saturday or Sunday) of each month. Inspections will take place on or before the Tuesday following the scheduled cleaning. There shall be no exceptions made to this schedule.

A checklist of jobs to be performed shall be provided and each item shall be checked off as that specific task is completed. A sample of this checklist is provided on the next page.

A schedule will be posted in the Engine Room for anyone who is interested in taking advantage of this opportunity to earn some extra money to sign up. Sign-up will be on a first come/first serve basis. If a person signs up to clean the Station and does not show up on his/her scheduled day, possible disciplinary action will be taken. If a person signs up, and cannot clean on his/her scheduled day, the Fire Chief shall be notified at least 48 hours in advance. If no one signs up to clean, the Fire Stations 5 days prior to the scheduled cleaning weekend (Saturday) the Fire Chief shall arrange to have the Fire Stations cleaned. Any questions concerning this program should be directed towards the Fire Chief.

Cleaning Functions to be Performed

Task	Allendale Station	Beidler Station
Clean Radio Room	X	X
Sweep Engine Bays	X	X
Clean Bathrooms	X	X
Vacuum Carpeted Areas	X	X
Mop All Tiled Areas	X	X
Clean Kitchen	X	
Dust Window Sills	X	X
Collect and Empty Trash	X	X
Clean traps in floor drains		X
Clean breakfast nook		X

This is just a general overview of the jobs to be performed. A complete checklist will be provided to insure a minimum of confusion as to exactly what is to be done.

Fire Station Cleaning Checklist

Main Station

Radio Room

- clean off counter
- throw out trash
- vaccum carpet
- dust all horizontal surfaces
 - counter
 - radio
 - computer
 - window sills
 - heater
 - cabinet

Bathrooms

- clean sinks, toilets, urinals
- replace toilet paper and towels
- sweep & mop floor
- empty trash
- clean mirrors

Engine Room

- sweep or hose out bays
- empty trash

Second Floor

- vacuum all carpeted surfaces
- mop all tiled floors
- clean kitchen (counter- table - sink)
- clean bathrooms

sinks, toilets, urinals
replace toilet paper, etc.
sponge mop floor
clean showers & mirrors
empty trash
dust horizontal surfaces (window sills - tables, TV, etc. not
Chief's desk)
empty trash in all rooms
clean off marks on walls

Miscellaneous

sweep stairwells
replace burned out light bulbs
report any damage

Beidler Road Station

Radio Room

clean off counter
throw out trash
vacuum carpet
dust all horizontal surfaces
 counter
 radio
 computer
 window sills
 cabinet

Engine Room

sweep/hose out engine bays
empty trash
clean floor drains by removing debris and flush with clean water.

TV Room

vacuum floor
clean kitchen (counter- table - sink)

clean off kitchen table
dust horizontal surfaces (window sills - tables, TV, etc. not Chief's desk)
empty trash
clean off marks on walls

Bathrooms

clean toilets, urinals, etc.
sweep and wet mop floors
replace toilet paper/towels
empty trash
clean sinks/mirrors

All jobs listed above must be completed to the satisfaction of the Fire Chief before payment is authorized.