



# POLICY MANUAL

## Daily Operations - Policy

### Fire Station Inspection

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Book Chapter Subject

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18.0 Purpose: Establish policy and procedures for the Maintaining of Station Cleanliness and Station Inspections.

18.01 Scope: All Officers and Acting Officers.

#### 18.02 **POLICY**

It shall be the policy of this department to maintain safe and clean environments in each fire station and provide biannual inspections of the facilities. Fire station cleanliness shall be the responsibility of each Company Officer assigned to the station.

#### 18.03 **PROCEDURE**

Station inspections shall take place in June and December of each year. Each station shall be inspected by a different Chief Officer than the previous inspection as to rotate the responsibilities of correction and/or repair between the respective shifts.

All fire stations shall receive a station inspection completed by an on-duty Chief Officer. This inspection shall be conducted with the Company Officer assigned to the station on the day of the inspection.

Corrections and/or repairs needed to the station shall be documented on the [Station Inspection Form](#) (attached). The on-duty Company Officer shall be responsible to see that the corrections and/or repairs are corrected within the time frame set by the inspecting Chief Officer. This will include coordinating with the Facilities Maintenance Division, the Chief Officer responsible for facilities maintenance, and the other Company Officers assigned to the station.