

FACILITY MAINTENANCE AND SAFETY INSPECTIONS

In an attempt to address firefighter Health and Safety, and to allow for timely facility problem identification and resolution, the Captain of each station shall assure a formal maintenance and safety inspection of their respective facilities and grounds a minimum of once per month.

- A. These guidelines are to assure a thorough inspection is performed on a regular basis at each of the station facilities, as well as mechanical and grounds. Mechanical is defined as HVAC, plumbing, electrical, etc. Captains are to provide a verbal or written report at all officers meetings. This report consists of problems that have been identified as well as the corrective actions taken. This report may also include discussions of methods to correct identified deficiencies.
- B. Captains are responsible to assure that resolutions to identified problems are performed in a timely manner. Captains should keep in mind that repairs that can be accomplished with a minimum of dollars and time should be completed or should be in a process of completion on a daily basis.
- C. Captains are encouraged to delegate specific tasks, utilizing the talents and abilities of station members. Regardless of who is delegated a specific task, the station Captain will be held accountable to the Command Staff for the completion of each task.
- D. Captains are encouraged to develop an inspection protocol that will identify existing problems as well as potential problems that could arise. The following is a list of minimal considerations:

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| 1. HVAC | 9. Lawn Maintenance |
| 2. Trip Hazards | 10. General Safety Equipment |
| 3. Kitchen Paper Goods | 11. Electrical |
| 4. Plumbing | 12. General Cleanliness incl. Carpets |
| 5. Paint | 13. Community Service Worker assignments |
| 6. Cleaning Supplies | 14. Trash Service |
| 7. Lighting | 15. Building Condition |
| 8. Orderly Storage | 16. Building Accessories |