

**GLASGOW FIRE DEPARTMENT**  
**Standard Operating Guideline**

<b>GUIDELINE: BUILDING MAINTENANCE</b>			<b>SECTION: 118</b>
<b>WRITTEN</b> 08/13/1990	<b>REVIEWED</b>	<b>REVISED</b> 1\11\2012	<b>Page 37</b>

**DAILY MAINTENANCE**

- ~~1. Floors~~ **General Cleaning**
  - a. All floors shall be swept and mopped each day by the oncoming shift at the start of the duty day.
  - b. All toilets and shower floors shall be cleaned with the appropriate cleaning supplies.
  - c. All kitchen and dining areas are to be cleaned at the start of each shift and after each meal. First sweep the floors then use a damp mop.
- ~~2. General Cleaning~~ **Driveways, Parking Lots, and Truck Aprons**
  - a. **All offices, hallways, entrances, lounge chairs, stairs, furniture (including under cushions), and picture frames shall be cleaned and dusted each day. Move to d under 1**
- ~~3. Driveways, Parking Lots, and Truck Aprons~~
  - a. Driveways, parking lots, and truck aprons shall be swept or washed off on each Monday and on an as needed basis.
  - b. Snow shall be removed from driveways and truck aprons as soon as possible, street dept will be called as needed to assist.
- ~~4. Yards~~
  - a. **All yards shall always be free of trash and litter. Move to f under 1**
  - b. **The grass shall be cut every Monday when needed. Move to 1 under weekly maintenance**
  - c. **Each shift shall keep the kitchen area clean and free of dirty cups and make fresh coffee as needed. Move to e under 1**

**WEEKLY MAINTENANCE**

- ~~1. Strip the wax from floors as needed on first Monday of every month, with new wax placed on stripped floor.~~
- ~~2. All floors shall be waxed or buffed to maintain a high shine on Monday of each week. All windows shall be cleaned inside/outside with window cleaner on Monday of each week.~~