

# EL DORADO COUNTY FIRE PROTECTION DISTRICT

## STANDARD OPERATING GUIDELINE

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**ARTICLE 4: ROUTINE PROCEDURES**

**EFFECTIVE DATE:**

**SECTION 14: MAINTENANCE-GROUNDS  
AND BUILDINGS**

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**REVISED: 03-01-2021**

4.14.1 **PURPOSE:** To identify the areas requiring ongoing and preventive maintenance and to recommend the procedures necessary to ensure a safe, clean, and cost-effective facility. To devise a workable timetable to ensure the completion of all procedures. The following is meant to be a minimum working plan and all facilities should be maintained at whatever rate necessary to meet the above criteria of safety and cleanliness.

### 4.14.2 GENERAL HOUSEKEEPING

1. All stations:  
(D= daily, W = weekly, M = monthly, B = bi-annually or as required)
  - A. (D) Clean all vinyl floors with mild detergent. No-wax floors should be cleaned with ammonia diluted with water (5%). Difficult scuffs can be removed with mineral spirits. Move furniture if necessary to ensure entire floor is cleaned.
  - B. (D) Vacuum carpets and clean spots with rug cleaner.
  - C. (W) Clean windows inside and out with a suitable detergent such as Windex (or equivalent)
  - D. (D) Clean toilets and sinks with detergent. Inspect toilets and sinks for signs of water leaks or stopped drains.
  - E. (M) Clean window covers with vacuum or dust rag.
  - F. (D) Dump all garbage containers. Inspect cans for cleanliness and wash if necessary. Use plastic liners.
  - G. (W) Inspect cook stoves for leaks and cleanliness. Light burners and oven to verify proper operation. Clean surfaces with mild detergent.
  - H. (W) Clean refrigerators and remove items that appear to be abandoned or may compromise the sanitation of the interior. Clean interior and exterior with mild detergent paying special attention to the rear cooling coil and area under refrigerator. Check for leaks of icemaker plumbing.
  - I. (W) Clean microwave ovens with mild detergent.
  - J. (W) Inspect dishwashers for cleanliness and leaks in the plumbing. Clean as necessary with mild detergent.
  - K. (M) Clean range hoods. Remove all grease and dirt with detergent. Inspect flu pipe for secure, tight seams and clearance to combustibles. Remove filters and clean or replace. Inspect fans and lights for proper operation and noise.
  - L. (W) Check garbage disposals for proper operation drainage, and exposed electrical connections.
  - M. (M) Check water filters, replace or service as necessary.
  
2. Engine Bays
  - A. (W) Sweep floors and clean any oil or grease with solvent or detergent. Wash floors clean with water and squeegee.

- B. (B) Service roll-up doors. Oil door rollers, chain drives, and hinged portions with lightweight oil (30). Check tracks for cleanliness and/or obstructions. Clean electrical door motors and receivers free of dust.
3. Heating Systems
    - A. (M) Inspect filters, clean or replace as necessary. Stock one filter for each system at system site.
  4. Air-conditioner / Swamp Coolers
    - A. (B) Inspect air-exchange vents for damage or dirt, clean or repair as required. Cover air-conditioners and swamp coolers during winter months.
  5. Water Heaters
    - A. (M) Inspect for leaks and exposed electrical wires.
    - B. (B) Clean water heater with damp cloth and to remove dirt. Drain a minimum of (3) three gallons of water from bottom of water heater and discard.
  6. Ice Machines
    - A. (M) Inspect for plumbing leaks and cleanliness. Wipe exterior with mild detergent and damp cloth. Service or replace filters if necessary.
  7. Exterior Door Locks
    - A. (M) Check for proper operation. Lubricate as necessary with WD-40, or equivalent.
  8. Exterior Lights
    - A. (M) Check lights, replace bulbs as necessary and clean lenses.
  9. Smoke Detectors
    - A. (M) Check for proper operation, replace batteries as required.
  10. Interior Lights
    - A. (B) Replace bulbs and ballasts as necessary and clean lenses with damp cloth.
  11. Rain Gutters
    - A. (B) Remove leaves and debris from gutters and seal leaks with caulk
  12. Landscape
    - A (W) Inspect and detail lawns and grounds as necessary.
    - B. (M) Trim or remove brush-obstructing views for responding apparatus. Keep weeds and brush away from station access and driveways. Maintain lawns and fertilize as necessary.
  13. Septic Tanks
    - A. (B) Pump septic tanks on an as required basis; staffed stations should be pumped at a maximum interval of (3) years; unstaffed stations can extend to (5) three years. Some stations may have special circumstances such as heavy traffic from public meetings or training classes; these may require more.
  14. Propane Tanks
    - A. (M) Check plumbing for leaks and gauges for capacity levels. Ensure that the tanks at unstaffed stations are at full capacity by November 1<sup>st</sup>.

15. Generators

- A. (M) Inspect for clean battery terminals and proper operation.