

BODEGA BAY FIRE DISTRICT
STANDARD OPERATING PROCEDURE

WRITTEN BY: *M. G. [Signature]* **APPROVED BY:** *B. [Signature]* **NUMBER:** 16
SUBJECT: STATION CLEANING **DATE:** 18MAY95

In an effort to increase shift responsibility, increase and show respect to fellow employees, to clean up after yourselves and to have the station in a presentable condition the following SOP is effective immediately.

All employees shall follow the below SOP for station cleaning and morning activities. The following items shall be completed by shift exchange time at 0800 hours.

- All employees shall be out of bed at 0730 hours.
- All employees bedding and personal belongings shall be put away after awaking.
- The kitchen shall be neat, clean and free of clutter.
- All dishes shall be washed, dried and put away in there designated areas.
- All table and counter tops areas shall be cleared of all items and cleaned.
- All books and magazines shall be placed in their proper places.
- All garbage receptacles shall be emptied and dumped into the designated outside area.
- The restroom and shower area shall be cleaned and disinfected.
- All office equipment and desk shall be neat and clean.
- All floors shall be swept and clean.
- The station shall be ventilated (within reason) to provide a fresh environment.
- The apparatus bay, bay floor and work bench area shall be neat, clean and free or clutter.
- All apparatus shall be neat, clean and free from garbage and personal gear.
- All weights and workout equipment shall be placed in their proper places.
- All reports, paperwork and the log book shall be completed.

An extended call or calls and other extenuating circumstances would be exceptions to this SOP. Please use good sound judgment.