

Function: Community & Protective Services - 02
Department: Fire Services - 040
Policy #: 016



Fire Station Maintenance


Effective Date: March 9th, 2017

Review Date: March 9th, 2022

References:

Cancel: Policy 774: Fire Station Maintenance

Resolution #: 122-17

CAO Signature: 

Purpose: To ensure the inspection and regular maintenance of all Lac Ste. Anne County owned Fire Stations, including heating/cooling systems, and general housekeeping (both interior and exterior).

Policy Statement: The general state of the Lac Ste. Anne County Fire Stations must be attended to with planned maintenance and regular housekeeping requirements to promote pride in their surroundings by Fire Services Members, and to ensure these facilities are properly managed for facility risk control purposes.

Scope: This policy applies to all County-owned and leased Fire Services facilities.

Guidelines: The County Fire Chief will annually determine budgetary requirements for the inspections and maintenance outlined below.

All Fire Stations' heating/cooling systems are to be inspected and regular seasonal maintenance performed annually by County-approved contractor(s).

All Fire Stations are to be inspected regularly (formally on a scheduled quarterly basis) by the Senior Station Officer or designate to ensure that the

heating/cooling system is operational, as well as to ensure that electrical, plumbing and other mechanical systems are in good working order. Any deficiencies must be reported to Fire Services Headquarters to ensure repairs are completed.

Interior Housekeeping requirements will be as follows:

Weekly Basis - Sweep or dry mop all linoleum areas,
Spot clean floors where needed,
Vacuum carpeted areas,
Clean washroom facilities (toilets, sinks, showers,
mirrors and vanity tops),
Empty garbages,
Wipe (dust) desks, tables, tops of filing cabinets,
office machines (without moving any papers or
machines).

Monthly Basis - Wet mop all linoleum areas,
Dust/wash window blinds.

Annually - Clean/wash windows (inside only).

IMPORTANT – Any disrepair must be reported to Fire Services Headquarters so that necessary repairs are arranged to avoid costly maintenance or replacement costs.

Exterior Housekeeping requirements, where approved and designated (as not all Fire Stations have the requirement or are suitable for in-house maintenance) may include the following:

- Grass Cutting and Trimming on an as needed basis,
- Snow Removal on an as needed basis.

All housekeeping shall be done on an hourly basis, to the nearest quarter hour, by Firefighters at the current wage, and within annual operational budgetary constraints.

Cleaning of Fire Station bay/apparatus housing areas are exempt from this policy, and identified as part of the required servicing of Fire apparatus post-incident processes.

The reporting of any required maintenance or repairs at a Fire Station is to be done through the use of the Lac Ste. Anne County Fire Services Fire Apparatus/Equipment/Facility Maintenance Request Form. This form serves as part of this policy.