Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.3.04

2. SUBJECT: ***Housekeeping***

3. POLICY: All personnel are expected to keep work areas and facilities neat and orderly at all times -- it is a required safety precaution. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.

   B. All personnel are responsible for complying with this Policy and Procedure.

6. PROCEDURE:

   A. All personnel shall be responsible for immediately cleaning up after themselves, neatness and good housekeeping are signs of efficiency.

   B. All personnel shall report items that need repair or replacement to their Station Officer or the District Staff immediately.

   C. Station Officer or District Staff will report items that need repair or replacement to the District Fire Chief or designee.