



# Lexington County Fire Service

Standard Operating Procedures  
Maintenance In Stations ADM-019

**EFFECTIVE:** December 1, 2007    **ISSUED BY:** Russell R. Rawl, Fire Service Coordinator

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**RECINDS:** No Previous Policy

**SCOPE:** All Lexington County Fire Service employees working in County fire stations

**PURPOSE:** To establish a procedure to bridge the communication gap between Lexington County Building Services personnel and Lexington County Fire Service personnel and have repairs made in a timely manner.

## **POLICY:**

### **I. Responsibilities:**

- A. If you discover a building repair issue, use the forms download page and complete the "County Fire Station Repair Order". Document this write up in the Station logbook.
- B. If the repair has not been made by the following week, complete the write up again. Keep it on a professional level. This is to create a paper trail. Remember the County Building Services personnel are responsible for all County buildings in Lexington County. Log it in the logbook again.
- C. If after the second write up, you do not hear from County personnel or the repair has not been completed, e-mail your Supervisor with the nature of the problem with a brief history, be descriptive. He will forward this request on to the County Building Services Supervisor.
- D. If you have an emergency situation, call the Duty Chief, who will either call the County Building Services Supervisor or get County Communications to notify the on-call Building Services personnel.

## **II. Trash Disposal**

All paper and other non-perishable waste products will need to be placed in a trash receptacle at the employee's desk or work area, or in receptacles provided by the County in general locations. Disposal of trash in appropriate containers helps prevent odors and contamination. If the quantity or size of the discarded item(s) exceeds the space in the trash receptacle, please notify Building Services so that arrangements can be made for proper disposal.

## **III. Food and Drink Consumption and Disposal**

Food attracts pests, and if left unrefrigerated, can spoil and generate unpleasant odors. For this reason, perishable food products must not be stored in your desk or work area. Non-perishable food must be kept in sealed containers. Refrigerators must be cleaned regularly by employees who use them in order to prevent odors and contamination. Food and drink materials are only permitted to be poured out in kitchen or break areas (as opposed to bathroom sink and drinking fountain facilities). It is incumbent on employees to clean kitchen and break areas after each use. All discarded food and drink products must be disposed of in a responsible manner.

Some building areas are restricted from food and beverage consumption. These areas are marked with this restriction. All other areas, to include desk and office areas, must remain free from food and drink debris.

Employees are required to immediately clean any water or beverage spills or other accidents that may occur.

## **IV. Air Conditioning/Heating Units**

Employees will need to keep supply vents or return air areas unblocked. Furniture, boxes or other materials can impact air flow within the building. If equipment is not functioning properly, or problems exist with the air temperature, please contact Building Services. In no case should HVAC systems or its components be turned off by employees.

## **V. Water Leaks**

Any water leak will need to be reported immediately to your supervisor and to Building Services. A follow-up work order will need to be sent to Building Services describing the location and severity of the water leak.

**VI. Safety**

Any damage to the building which may cause a safety hazard (ripped carpeting, uneven surfaces, broken door hinges, etc.) will need to be reported immediately to your supervisor so appropriate measures can be taken to avoid an accident and then to Building Services for correction. A follow-up work order will need to be submitted to Building Services describing the location of the potential hazard.

**VII. Thermostat**

Thermostat settings should be kept as follows:

	<u>Heat</u>	<u>Air Conditioner</u>
Station Area - Occupied	68°	72°
Station Area – Unoccupied	65°	76°
Bay Area Heaters --	45°- 60°	

Insure all station doors and windows are closed.

Insure bay doors are closed when bay heaters are in use.

Keep lights off when not in use.

**VIII. Propane**

Propane tanks should be checked each Monday when generators are exercised and if tank readings are 20% or below, Headquarters should be notified.