**Purpose:** To establish a daily routine ensuring the cleanliness and order of Firehouses in North Kingstown. The following is established to outline minimum required maintenance and general upkeep. It shall be the station Captain's responsibility to schedule and draft specific work duties and/or details unique to each station. These duties shall include (at a minimum) the following:

Firehouse Maintenance:

A. Daily maintenance duties as it pertains to the Firehouse:
   - AM 0800 hrs. Radio test
   - Sweeping of apparatus bays
   - Washing and cleaning apparatus
     a. Exterior
     b. Interior
   - Washing and storing of Firehouse kitchen items
   - Cleaning and bleaching of bathrooms
   - Sweeping and mopping of firehouse floors
   - Flag inspection
     a. U.S. flag should be clean and free from rips and tears
     b. U.S. flag should be illuminated at night
        i. If the flag cannot be illuminated:
           1. It shall be:
              a. Lowered at dusk
              b. Raised at 0800
   - PM 1800 hrs. Radio test

B. Weekly maintenance duties as it pertains to the Firehouse:
   - Lawn care and overall upkeep of the Firehouse exterior.

Firehouse Repairs / Requests:

A. Requests for ***emergency*** repairs (leaking roof, HVAC repair, insect infestations, station radio problems, overhead door issues, etc.) shall be made without delay. The request shall be made by the company officer and/or acting officer. The request shall be made to the shift commander via landline. If requested by shift commander the company officer and/or acting officer shall provide a written notification of the repair request via department email system.

B. Requests for ***non-emergency*** repairs (Leaking faucets, OOS light bulbs / Ballast's etc..) shall be made by company/acting officers to the station captain.

   a. Upon receipt of routine station maintenance requests the station captain and/or designee shall make proper notifications thru the command staff.