

GLASGOW FIRE DEPARTMENT
Standard Operating Guideline

GUIDELINE: BUILDING MAINTENANCE			SECTION: 118
WRITTEN 08/13/1990	REVIEWED	REVISED 08/25/2021	Page 36

DAILY MAINTENANCE

1. General Cleaning
 - a. All floors shall be swept and mopped each day by the oncoming shift at the start of the duty day.
 - b. All toilets and shower floors shall be cleaned with the appropriate cleaning supplies.
 - c. All kitchen and dining areas are to be cleaned at the start of each shift and after each meal. First sweep the floors then use a damp mop.
 - d. All offices, hallways, entrances, lounge chairs, stairs, furniture (including under cushions), and picture frames shall be cleaned and dusted each day.
 - e. Each shift shall keep the kitchen area clean and free of dirty cups and make fresh coffee as needed.
 - f. All yards shall always be free of trash and litter.
2. Driveways, Parking Lots, and Truck Aprons
 - a. Driveways, parking lots, and truck aprons shall be swept or washed off on each Monday and on an as needed basis.
 - b. Snow shall be removed from driveways and truck aprons as soon as possible, street dept will be called as needed to assist.

WEEKLY MAINTENANCE

1. The grass shall be cut every Monday when needed.
2. All windows shall be cleaned inside/outside with window cleaner on Monday of each week.