

APPARATUS AND TOOL CLEANING RESPONSIBILITIES

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Purpose: *Clean fire apparatus and tools improve efficiency of the fire department by setting the stage for neat and orderly operations. Presentable fire apparatus is essential to maintain a high professional image in the community. This procedure establishes responsibilities for cleaning of fire apparatus including all tools and equipment on the apparatus. It does not address apparatus or tool repair/maintenance issues, however cleaning of apparatus may lead to the discovery of needed repairs in which case other procedures are in place to address these needs.*

Procedure:

1. Apparatus, tools and equipment that becomes soiled from response to incidents or during training shall be cleaned upon return to the fire station.
 - A. The cleaning of apparatus may be postponed during periods of rain. Upon cessation of rain, the on-duty crew shall then wash the apparatus. If washing of the apparatus has not been accomplished by 10:00 pm, the on-duty crew may defer washing to their relieving crew. The relieving crew must wash the soiled apparatus at their earliest convenience. It should be noted that rinsing down an apparatus with water prior to its being housed may preclude the need for washing.
 - B. The cleaning of apparatus may be postponed during periods of snow, or when snow covers roadways, however the apparatus shall be rinsed with water (with particular attention to wheel wells) prior to its being housed to remove accumulation of salt, so as to reduce corrosion potential. After the majority of snow has melted from roadways, the on-duty supervisor shall ensure that soiled apparatus is washed.
2. A detailed cleaning of each apparatus, tools and equipment shall be done at least once per calendar month. Except when prior approval has been given from the fire chief, the detailed cleaning shall be accomplished on the Saturday (or Sunday) when the assigned crew is working. Generally speaking day-long public involvement details may preclude cleaning. Any detailed cleaning not done on a Saturday (or Sunday) shall be accomplished the following Tuesday (or Wednesday). So as to avoid all three first out units being out of service at the same time, Station 2 First Platoon and Station 3 First Platoon shall do their detailed cleaning on Sunday.
3. The following are the apparatus and crew assignments for monthly detailed cleaning:

<u>First Platoon</u>	<u>Second Platoon</u>	<u>Third Platoon</u>
8051 and 8091	8031 and 8090	8037 and 8084
8032	8035 and 8092	8052 and 8072
8033	8053	8081 and 8093
4. After the monthly apparatus, tool and equipment cleaning is completed, a notation of the cleaning shall be entered in the apparatus' service record log shall be entered.
5. When a given crew works on the first Saturday of the month, on the fourth Saturday of the month they shall remove and re-rack the fire hose for their assigned apparatus.

Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.

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6. When hose is re-racked care shall be taken to avoid creases or bends in the hose from being at the same location of previous bends, thus extending hose service life. While the hose is off the apparatus, the hose bed shall be cleaned. Should hose need cleaning or dust removal, it shall be done during re-racking.
7. Re-racking of pre-connected hose on units 8032, 8033 and 8051 is not required. Re-racking of fire hose is not required if the hose has been service tested within the previous 90 days.
8. Should cleaning of apparatus result in ideas for improved efficiency by relocating contents from one compartment to another, such suggestions are welcome, but should be referred to the apparatus officer for approval prior to being implemented.
9. Detailed cleaning shall include, but be not limited to, the following:
 - A. Removal of all tools and equipment from compartments.
 - B. Cleaning of compartment interiors.
 - C. Examination and cleaning of tools and equipment, including pressure washing or steam cleaning.
 - D. Removal of rust from tools.
 - E. Operation of gasoline powered equipment for at least five (5) minutes.
 - F. Refreshing of color codes when needed.
 - G. Repainting of equipment when needed.
 - H. Refreshing of varnish or urethane when needed.
 - I. Test operation of all equipment as appropriate.
 - J. Return of tools and equipment to compartments.
 - K. Washing of apparatus exterior, including cab roofs and other areas not normally washed when normal washing is done.
 - L. Refreshing of wax when needed.
 - M. Tire dressing and wheel cover chrome polishing, checking tire pressure while doing so.
 - N. Pressure washing or steam cleaning of engine.
 - O. Pressure washing or steam cleaning of wheel wells.
 - P. Pressure washing or steam cleaning of aerial devices and outriggers as needed. When aerial devices are pressured washing, re-grease all grease points.
 - Q. Pressure washing or steam cleaning of apparatus chassis (all reasonably accessible areas) but do not pressure wash the exterior surfaces having reflective striping or decals.
 - R. Vacuuming of apparatus cab area and cleaning of dusty surfaces.
 - S. Cleaning of glass surfaces (interior and exterior).
 - T. Application of surface protectant (such as Armor-all) to vinyl surfaces.
 - U. De-cluttering of apparatus glove box and other compartments in cab area.
 - V. Minor paint touch-up as needed.
 - W. Fluid level checks and replenishment if needed (oil, anti-freeze, windshield washer fluid, transmission fluid, power steering fluid).
 - X. Tools and equipment having bare metal surfaces, thus subject to rust, these surfaces shall be either waxed or coated with a light oil mixture to resist rust.

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