

# *Grant County Fire Protection District 3*

## **POLICY AND PROCEDURE**

1. NUMBER: 6.1.2
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.
4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.
5. RESPONSIBILITIES:
  - A. It shall be the responsibility of the District Fire Chief or designee to enforce 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. Grant County Fire District facilities are considered "smoke free" and smoking shall be allowed only in designated areas, outside as permissible by law.
  - C. Always be aware of good health and safety standards, including fire and loss prevention.
  - D. All personnel shall report items that need repair or replacement to their Station Officer or the District Duty Officer immediately.