

# Orchard Farm Fire Protection District Standard Operating Procedure

Division: 100 Administration  
Section: 104 Rules and Regulations  
Subject: 104.05 Personal Projects



Supersedes: N/A

Approved By: 

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## PURPOSE:

To insure station cleanliness and organization after personal projects are completed.

## RESPONSIBILITY:

All District personnel

## PROCEDURES:

You must have the Station Captain's permission to work on any personal projects. After using the workbench, tools or bays, areas must be cleaned and all equipment put away or replaced. If washing vehicles, any over spray on other vehicles or station equipment must be wiped down, and floors dried. If the shop vacuum is used, empty the container and clean the filter before putting it away. All personal property shall be removed from the station at the end of the shift on which it was brought into the station.