

Campbell County Fire Department Procedure

Administrative/General

Maintenance Facility Use



102.12

PURPOSE:

To establish rules for the use of the Maintenance facility.

SCOPE:

This procedure applies to all members of the Campbell County Fire Department (CCFD) organization.

PROCEDURE:

- A. Personnel may request to use the facility by contacting one of the full-time maintenance staff or the Chief of Operations from 0800 to 1700 hours, Monday through Friday.
- B. Personnel must sign a Release of Liability waiver and Maintenance Facility Use Procedure for the use of the facility:
- C. After signing waiver and procedure forms, the individual will:
 - a. Receive a copy of the signed Maintenance Facility Use Procedure.
 - b. Check out a key to access the facility.
 - i. A drop box is located on the inside of the facility by the West walk-in door. The key must be placed in the drop box when the individual has finished the project or the agreed project time period has been expended.
 - ii. The facility may be accessed through the walk-in door on the West side of the building.
 - c. Before using any of CCFD's shop equipment, a career maintenance staff member will first provide training on these items. All personnel must receive training on shop equipment before use.
 - i. Some equipment may require that a full-time maintenance employee be present during use.
- D. Personnel must obtain permission to move a department vehicle left in the facility in case there is a mechanical or maintenance reason it cannot be started or moved.
- E. Personnel are expected to remove projects or vehicle from the facility when finished for the day.
 - a. Personnel must not leave a project or vehicle in the facility overnight unattended unless approved by Maintenance Supervisor.

Initial Approval: 8/24/11
Revision Date:

Don Huber, Fire Chief

ORIGINAL SIGNED

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- b. Vehicles in the facility must have keys in them unless it is during work that requires lock-out tag-out.
- F. Personnel are expected to furnish all parts and products that are used, for example: oils, antifreeze, spray chemicals, etc.
 - a. Any left-over parts or supplies must be removed from the facility after completion of the project; we do not want products left that we do not currently use and have MSDS sheets for.
- G. Access will be granted in the main shop area including the following
 - a. Restrooms.
 - b. Utility wash sink in the shop area.
 - c. Chemical shower and eye wash station in the shop area.
- H. Safety glasses must be worn at all times when working in the facility, and hearing protection must be used when appropriate.
- I. The work area used shall be cleaned and returned to "ready-to-use condition" when the project has been completed.
 - a. Drain pans must be emptied into appropriate containers and properly cleaned.
 - b. Oils and coolants are not to be mixed at any time; there will be containers for both.
 - c. Gasoline, Fuels and spray cleaners must not be disposed of in oil or coolant containers.
- J. The facility must be locked securely (including the building and the yard fence) when the user is not present.
- K. Personnel are not to leave the facility open for a friend or allow someone else in the building unattended.
 - a. Personnel granted use of the facility is solely responsible for the facility.
 - b. Under no circumstances shall the facility be made available for use by individuals other than CCFD employees or volunteers.

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- c. Children or spouses are prohibited from working in the facility without the presence of the approved user of the facility.
- d. Under no circumstances will person(s) be allowed to horseplay or run around while in any CCFD facility (adult or juvenile).
- L. The facility will not be used for financial gain.
- M. Failure to follow these rules will result in loss of privileges to use this facility.

Key # _____ Date Key Given: _____

Date Key Returned: _____

Signed _____ Date: _____
 Acknowledgement of Maintenance Facility Use Procedure

Signed _____ Date: _____
 Reviewed Procedure with applicant