

# Washington Township Fire Department Standard Operating Procedure

**Division 500:** Maintenance  
**Section 505:** Buildings & Grounds  
**Subject 505.02:** Use of Fire Stations  
**Supersedes:** Directive 505.02 dated 1/31/05



## Approved By:

Date: December 1, 2005

Page: 1 of 1

---

## PURPOSE:

To establish guidelines for when and how members may use fire stations to work upon personal vehicles.

## RESPONSIBILITY:

It is the responsibility of each member to be familiar with and adhere to the guidelines of this policy.

## PROCEDURES:

The installation, repair, or removal of emergency equipment, such as lights, sirens, or radios, may be completed on personal vehicles in the fire station when convenient to the member. Any other work on personal vehicles, in the fire stations, may be performed at times and days when convenient to the member except while on duty or being paid by the Township. Personal vehicles owned by acquaintances, friends, or relatives living outside the members' household are not permitted in fire stations.

Work is to be performed at the fire station where the member is normally or usually assigned. If for any reason work is to be performed at another fire station, then the appropriate Company Commander shall be notified and their permission requested and granted before the work is performed. Members shall make an appropriate entry in the Company Journal indicating their arrival and departure times for when the work was performed.

Any department vehicle moved outdoors during inclement weather shall be washed and dried after being put away. Apparatus carrying water, or medic vehicles, shall not be left outside in freezing temperatures (below 32 degrees).

Permission to use any department tools shall be obtained, prior to work performance, from the appropriate Company Commander or supervisor. Department tools and equipment used during the work shall be cleaned and returned to their proper place. The bay area shall be swept of any work debris, or washed down as necessary, to restore building conditions to a clean state.

Ignition keys shall remain in the vehicle while in the fire station. No work shall be undertaken which would require a vehicle to be disabled in the fire station. Should such a condition arise, the member shall immediately contact the appropriate Company Commander to obtain their permission to disable the vehicle and an estimate of how long (minutes or hours) the work will require.

Best work and industry safety practices shall be followed when performing mechanical work. If such practices recommend the use of at least a second person, then such practice shall be followed.