



# Scarborough Fire Department

## Scarborough, Maine



### Standard Operating Procedures

<b>Book:</b>	<b>Organization</b>
<b>Chapter:</b>	<b>Rules &amp; Regulations</b>
<b>Subject:</b>	<b>1410 – Personal Vehicle Washing</b>
<b>Revision Date:</b>	<b>4/10/2007</b>
<b>Approved by:</b>	<i>B. Michael Thurlow</i>

#### PURPOSE

To establish guidelines for safe and appropriate use of the fire stations to wash member's personal vehicles.

#### POLICY

The Scarborough Fire Department has had a long standing policy of allowing members to occasionally wash their private vehicles in the fire stations as long as it is done in a safe manner and does not interrupt departmental operations. This privilege remains in effect under the following procedures:

#### PROCEDURE

- A. This privilege pertains to vehicle washing and very minor repairs such as installation of headlamps, wiper blades, and windshield washing fluid. No oil changes, painting, mechanical, or hazardous work is permitted at any time.
- B. Vehicles are not permitted to be on jacks or lifts of any kind for any reason.
- C. The owner of any vehicle using Town facilities assumes all risk and liability for any damage that may occur while in or on Town property.
- D. The owner / operator of any private vehicle being washed in a Town facility will be present in the bay at all times during which the vehicle is in the station.
- E. When a personal or service vehicle is located in a station bay the owner / operator shall place a two traffic cones in front of the bay doors to indicate to returning apparatus that the bay is in use.
- F. Any personnel using a station bay shall immediately greet any arriving apparatus to alert the driver that the bay is in use.
- G. When apparatus drivers return to quarters they shall use a spotter when backing into the stations as outlined in SOP 2130. If no spotter is available the apparatus operator shall open the bay door and visually assure that the bay is clear of obstructions, vehicles, or personnel prior to backing the apparatus into the bay.
- H. No Town apparatus shall be placed outside during inclement weather for the purpose of washing personal vehicles.
- I. Overnight or extended parking of private vehicles in any fire station is prohibited.
- J. Members using the stations shall make sure the stations are clean and left as they found them when finished.