

SUBLIMITY FIRE DISTRICT

SUBJECT: Projects and repairs	O.G. NUMBER:
PURPOSE: To describe the limits of personal use of the stations and tools	Original Date: Revision Date:

Private Projects and Repairs

1. Any Fire District member using the fire station, station grounds, or equipment for other than fire district business must obtain permission from the Fire Chief or the Duty Officer.
 - a) Such permission will be granted if no conflicts exist to fire district operations.
 - b) All repairs and projects shall be made outside of the normal working day with the exception of vehicle cleaning.
2. In no case may members perform work of a personal political nature or for profit using District facilities or equipment.
3. No equipment or tools may leave the station to be used at another location without the permission of the chief or Duty Officer.
4. Projects and work shall be of short duration with all items removed and the facility cleaned after work is completed. No long duration projects or work involving storage of parts or materials on fire district grounds is permissible.
5. Any equipment lost or damaged will be replaced or repaired at the expense of the individual using them.
 - *It is essential that this be reported to the Chief as soon as possible.*
6. Non-members (including friends or relatives) are not allowed to use any District equipment.
7. Members working on private projects are not on duty and not entitled to any benefits received while on duty.