

CITY OF



WASHINGTON

301 C Street, P.O. Box 296, Washington, KS 66968

Emergency Services Building Use Policy

Adopted 3/7/05

1. This building is a no smoking facility, smoking will be allowed outside only, all tobacco products must be put in their proper receptacles.
2. No additions or alterations to this building shall be done without the expressed written permission of the Washington City Council and/or the City Administrator. All request for any additions, alterations must be done through the Washington City Fire Chief or the Washington Ambulance Director.
3. All scheduling of the meeting room will be done through City Hall; a schedule will be posted on the wall outside the meeting room. (Please advise City Hall of your regular meeting days and time as these will have preference above anything else). Building shall be used for city and emergency services use only.
4. This building is a City owned facility, NO personal use of this building or equipment will be allowed.
5. The Washington City Council and/or the Washington City Administrator must approve all furnishings.
6. Each and every person using this building will be responsible for keeping it clean:
 - After using the facility, those using it will sweep, mop, and vacuum as necessary.
 - All fireman shall be responsible for keeping the fire bays clean.
 - All ambulance attendants shall be responsible for keeping the ambulance bays clean.
 - All showers shall be wiped down after use.
 - All cleaning supplies shall be furnished by the City, if you see them running low or our please let City Hall know.
7. Phone calls shall be limited to local calls only unless service related.
8. Office thermostats are programmed to automatically turn down or up the temperature setting. If an adjustment is desired, use only the up/down arrows on the front. Bay thermostats shall be kept at the lowest temperature required.
9. Access to the emergency services building shall only be given to Fire, Ambulance and city personnel, all other persons shall be escorted.