

<b>TITLE</b> O P E R A T I O N S   M A N U A L	<b>STANDARD</b> <b>INSTRUCTION</b> 06		<b>DEPARTMENT</b> F I R E - R E S C U E
<b>SUBJECT:</b> STATION MANAGEMENT BED AND BEDDING	<b>SECTION</b> 09	<b>PAGE</b> 1 of 1	<b>EFFECTIVE DATE</b> 28 June 2020

**I.     PURPOSE**

The purpose of this policy is to provide procedures on beds and bedding in fire stations.

**II.    SCOPE**

This policy applies to all sworn San Diego Fire-Rescue (SDFD) fire department personnel except lifeguards.

**III.   AUTHORITY**

The fire chief authorizes the information in this policy.

**IV.    POLICY**

A.   Bedding Purchase

1. San Diego Fire-Rescue Department (SDFD) members shall purchase and maintain their own linens, to include pillow, pillowcase, sheets and blankets.
2. SDFD will provide bedspreads and bed bug bags for all beds.
3. Bedspreads shall be washed weekly on Sunday.
4. No personnel shall sleep on an uncovered mattress.
5. Mattresses shall be turned/flipped weekly and aired on Sundays by removing the bed spread.
6. Personnel shall ensure each mattress is fitted with an undamaged bed bug bag.

B.   Off-Going Shift

The off-going shift shall leave the beds presentable, with a bedspread covering the mattress.

C.   On-Duty Shift

The on-duty shift may make up their beds between 17:30 and 20:30 hours.