**Section 100 – Management & Administration**

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| General Rules & Administration - 100 |
| S.O.P # 100.23 | **Station Living Area** | Page: 1 of 1 |
| EFFECTIVE: 10/14/2019 | Authorized: Board of Directors |
| REVISED: |  |

**100.23.01 Purpose**

To establish policies on the living area of the station.

**100.23.02 General**

Living quarters are maintained at the District for employees who are covering a shift or who are students with the District. Employees who utilize the living quarters shall maintain and clean the living quarters and the training area.

Alcoholic beverages are not allowed in the living quarters or other areas open to the public.

No unauthorized person shall remain in the crew or living quarters without a department employee being present. Visitors are not permitted to visit the station later than 10:00 pm.

Any employee using the crew or living quarters is responsible for keeping the rooms clean and equipment in good working order.

Employee’s sleeping areas are off limits to all other personnel and any individual not affiliated with the District.

**100.23.03 Sleeping Rooms**

There are four sleeping rooms. Two of them have two beds. If there are more than four people sleeping in these rooms, two people of the same sex will share a room, even if this means someone has to move from one room to another.