

Sanitation Officer

Suggested Manpower: 8-12

The primary function of the Sanitation Officer is to ensure the cleanliness and proper functioning of all facilities at Fort Shenandoah.

The Sanitation Officer will be responsible for scheduling and supervising the Sanitation Crew for the entire week of the National Skirmish.

The Sanitation Officer should contact the National Sanitation Officer prior to arriving to get a brief overview of the tasks at hand.

The Sanitation Officer must meet with the Property Manager for instructions before starting any duties. This is important because issues and procedures can change. The Property Manager will give instructions on materials to be used, how to use them, where they are located and what to do if materials run out.

- Note: It is a common mistake for Sanitation Crews to stock or use too much cleaning material. Stress to the crew that all these items are expensive and each skirmish is on a budget.

Staffing

It is very important to have enough staff on hand for the work weekend as all facilities must be opened and thoroughly cleaned, including pressure washing, insect / bee removal, any needed repairs, and stocking of materials.

The Sanitation Crew needs to have vans, trucks or pull-behind utility trailers that are capable of transporting all tools and supplies needed. Contact your staff prior to Nationals to ensure that the proper vehicles are available and brought to the Fort.

The personnel for this assignment must agree to arrive early to perform thorough cleanings, stay through the completion of the skirmish, and then perform one final cleaning late Sunday afternoon. If any staff does not agree to contribute his/her fair share of the work, it is suggested they be replaced. The people who perform this job must be commended for both their attitudes and for volunteering for this “crappy” assignment. DO NOT underestimate the importance of this job and the staff.

Schedule

The Sanitation Officer must schedule the staff to make rounds of all facilities on a continuous basis from 12:00 noon on Tuesday through the completion of the skirmish, on a 6:00AM to Midnight schedule. Each crew should contain 3/4 people, and 2 crews at a time should be making rounds. Split the property in half when doing rounds – a map of the property listing all toilet facilities, including porta-johns, is available from the National Sanitation Officer.

The Sanitation Officer must ensure that there is a minimum of 5 visits per day at the Sutler, Statistical and Artillery Row facilities, and a minimum of 4 visits per day to all other facilities. Emergency runs will be made as necessary. To head off possible problems, the Sanitation Officer should make periodic

inspections of all facilities and adjust the schedule / performance of the crew. Keep apprised of current weather conditions and the forecast as weather plays a big factor on the need to clean.

Duties

With the latrines closed, the crew should break up and perform different tasks which include the following:

- Sweep
- Empty garbage
- Clean toilets and urinals with low-acid toilet bowl cleaner (Snobowl works great)
- Wipe down toilet seats with cleaner
- Clean sinks
- Clean mirrors
- Replace urinal bricks, as needed - one per urinal is plenty
- Replace paper towel rolls only when empty - these are expensive
- Spray doors, urinals, back and underside of toilet tanks and stall walls with bleach water. Use ½ cup bleach to 1 gallon of water, garden pump-type sprayers work the best for this task
- Spray wall in front of urinals with same bleach water solution and sprayer
- Check toilet paper, as needed – changing the larger toilet paper dispensers requires having the proper key(s); check with the Property Manager
- Mop the floor
- After mopping, spray the floor under the urinals with bleach water solution.

The Sanitation Officer should ensure that some members of the staff can deal with minor maintenance issues. Contact the Property Manager for any parts / special tools needed and close the toilet / urinal until repaired.

Supplies

All cleaning supplies are supplied by the N-SSA and located in the barn under the control of the Property Manager. The Sanitation Officer must ensure that all materials are used properly and the storage location for these materials remains locked at all times when unattended. The Sanitation Officer must also ensure that the staff utilizes these materials as economically as possible while ensuring the facilities remain stocked.

Supplies to take on rounds:

- 1 good mop per crew; check the condition of the mops before starting rounds (6 total)
- 1 mop bucket and wringer per crew (6 total)
- 1 broom per crew (6 total)
- 1 toilet bowl brush per crew (at least 4 total)
- Plenty of rags; one box per crew per day is average (at least 4 boxes total)
- 2 bottles of Windex per crew (at least 8 total)
- At least 2 bottles of bowl cleaner (at least 36 total)
- A pump-up style sprayer filled with bleach water solution (½ cup bleach to 1 gallon of water) - this is what really kills germs and odors while saving time mopping.
- Small tools to repair porta-johns latches
- Make sure each crew has 2 folding signs for closing the facilities.

Pressure Washer(s) – as needed:

- A pressure washer can be used in foul weather, if there has been an overflow, or to clean porta-johns
- Make sure there are at least two 50 foot hoses for use with the pressure washer(s).

Suggestions for Sanitation Crew

- Start each shift with a bleach water solution under the urinals.
- Purchase a case of inexpensive liquid-type soap and place a bottle in each restroom; replace as necessary.
- It is suggested to have a female on each crew but is not necessary. Having a female can help clearing the female side of the facility faster and a female touch on the female side can be helpful. All hand can clean both sides.
- Keep an eye on materials and deal with shortages before they happen.

Water Pressure

Water pressure is a big problem at Fort Shenandoah. Signs should be posted at all water hookups prohibiting camper hookups from 7:00-9:00AM and 4:00-7:00PM as the combinations of campers hooking up, individuals not holding down the flush knob until finished flushing, and too many toilets being flushed at one time will be the biggest reason for stoppage problems. If a stoppage occurs, it can be corrected by flushing the toilet and holding down the flush knob until finished; plungers may be needed. Remember to not flush all toilets at one time while cleaning.

The Sanitation Officer must ensure that the crew understands the following:

- The work weekend is of major importance. This will require the most amount of work performed for the week. While cleaning top to bottom, repairs will have to be made. Many seats will be loose and some toilets may be loose from the floor. Make sure a pressure washer is used; members who can bring additional pressure washers are a help. There should be plenty of rubber gloves, paper towels, and toilet paper for the week.
- The facilities must be cleaned at least 4 times per day Wednesday through Sunday – a crew of 3/4 people can make a rounds of half the property in about 2 ½ hours.
- Designate someone on staff to make emergency runs when needed. The Sanitation Officer will be notified of any emergency and the response must be prompt.
- The latrines must be cleared of people and closed while cleaning. This alone may take several minutes to accomplish. Do not start cleaning until the facility is closed due to safety issues - the low acid toilet bowl cleaner and bleach water can react with skin to cause damage.

Radios must be checked out by the Adjutant and batteries must be charged at the radio storage location.

The Sanitation Officer's report should include a list of workers and shift assignments, problems encountered, and any resolutions. It should also include suggestions for future Sanitation Officers.

Sanitation Officer's Schedule

Prior to Nationals

- Contact the National Sanitation Officer and Property Manager to review duties and supplies
- Contact Sanitation Staff to coordinate vehicles and/or additional pressure washers to be brought to the Fort, as well as to confirm willingness to perform sanitation duties as assigned.

Saturday – Sunday

- Get keys from the Adjutant – including plastic keys for large toilet paper dispensers
- Meet with the Property Manager for instructions
- Organize / inventory material
- Organize / inventory equipment
- Set up material / equipment for 4 crews (2 working at a time)
- Perform initial top-to-bottom cleaning of all latrines / porta-johns
- Stock all latrines / porta-johns
- Supervise all Sanitation operations

Monday – Tuesday

- Get radio from the Adjutant and review the Communications Manual
- Meet with the Skirmish Director to ensure everything is ready
- Meet with the Property Manager for instruction, if needed
- Perform one run on Monday to check all facilities
- Start normal operations on Tuesday at 12:00pm (noon)
- Supervise all Sanitation operations

Wednesday – Saturday

- Supervise all Sanitation operations
- Coordinate with the Property Manager on major issues
- Coordinate with the Property Manager on material shortages
- Keep the Adjutant informed on the state of operations
- Conduct any meetings required with staff to deal with issues
- Perform checks to verify the status of the facilities

Sunday

- Supervise all Sanitation operations
- Perform normal operations until 2:00PM
- At 2:00PM start the final cleaning round
- Wait to do the range facilities last, after phase 2 musket is over
- Check with the Adjutant to obtain additional staff for the final cleaning round - all the help that can be obtained will be appreciated
- Return all items to the storage location in the barn and lock the door
- Return the keys to the Adjutant
- Return the radio to the Adjutant