

EL DORADO COUNTY FIRE PROTECTION DISTRICT

STANDARD OPERATING GUIDELINE

ARTICLE 4: ROUTINE PROCEDURES**EFFECTIVE DATE:**

SECTION 1: DAILY DUTIES**REVISED: 07-01-2020**

4.1.1 **PURPOSE:** It is the purpose of this policy to assist personnel in completing station cleaning and maintenance for all District stations. It is the responsibility of the duty Station Captain to ensure that every effort has been made to complete the list of duties. If it is not possible to complete the list, the Station Captain shall advise the oncoming Station Captain what items were not completed. The following lists are only a guide, and duty personnel are responsible to maintain the stations in a clean and neat order at all times.

4.1.2 DAILY STATION MAINTENANCE GUIDE FOR ALL STATIONS:

1. Complete Apparatus checks
2. Sweep, vacuum, and mop all floors as needed
3. Clean and dust all desks, file cabinets, and counters
4. Clean bathrooms
5. Clean kitchen (including dishes, microwave, and appliances)
6. Check paper dispensers and fill when needed
7. Empty all trash containers
8. Check and replace lights
9. Check grounds and pick up trash
10. Water lawn if necessary
11. Wash apparatus if necessary
12. Raise and lower flags
13. Make up bunks
14. Secure personal gear

4.1.3 SATURDAY STATION MAINTENANCE GUIDE:

All Stations:

1. Complete Apparatus checks
2. Detail lawns and grounds as necessary
3. Clean windows
4. Clean woodwork in station
5. Wash or blow off sidewalks, ramp, and parking lot
6. Clean waste containers
7. Check household supplies
8. General clean-up of station and grounds

4.1.4 SUNDAY STATION MAINTENANCE GUIDE:

All Stations:

1. Complete Apparatus checks
2. Clean, mop, and vacuum all floors
3. Clean and detail apparatus in station
4. Wax floors, strip if necessary

4.1.5 MONDAY STATION MAINTENANCE GUIDE:

All Stations:

1. Complete Apparatus checks
2. Clean oven and stove
3. Ambulance billing

4.1.6 TUESDAY STATION MAINTENANCE GUIDE:

All Stations:

1. Complete Apparatus checks

4.1.7 WEDNESDAY STATION MAINTENANCE GUIDE:

All Stations:

1. Complete Apparatus checks
2. Confirm generator has auto run, perform monthly
3. Clean station gutters.

4.1.8 THURSDAY STATION MAINTENANCE GUIDE:

All Stations:

1. Complete Apparatus Checks
2. Clean engine bay and shop area
3. Ambulance billing
4. Clean station beds.

4.1.9 FRIDAY STATION MAINTENANCE GUIDE:

All Stations:

1. Complete Apparatus checks
2. Complete weekly apparatus inventory