
Daily Station Duties

509.1 PURPOSE AND SCOPE:

To establish procedures for the day-to-day functions of District personnel. The approximate time allotment for each function should aid personnel in understanding what is to be done in a given time frame. This Daily Station Duties Standard Operating Procedure (SOP) outlines what daily operations need to be done for the District to run smoothly. All personnel should use this procedure to accomplish daily tasks so that the facilities are kept in good order and all safety considerations are adhered to. This SOP supersedes any previous relatable General Order.

509.2 GENERAL:

Lieutenants (company officers) **are responsible** for ensuring that the tasks assigned to the daily work schedule are completed in a timely manner. All apparatus, personnel, and stations should be clean and capable of responding to any given emergency. It is understood that at times Battalion Chiefs may waive the tasks assigned when special circumstances warrant. Any activity not completed in such a situation shall be documented (Daily Lieutenant Checklist) and rescheduled for the next tour of duty and shall be completed as soon as practical.

509.3 DAILY STATION DUTIES:

- (a) The weekly work schedule is subject to change at any time by the Fire Chief. For purposes of this SOP, the following duties shall apply:
1. Enter all daily fuel logs in the appropriate application (currently Fleetio);
 2. Clean, vacuum, and wash all apparatus interior and exterior before 08:00 hours;
 3. Sweep and blow out all apparatus (bay) floors;
 4. Wash all apparatus (bay) floors when needed;
 5. Inspect and maintain all equipment, make necessary minor repairs and report issues in the appropriate application (currently Fleetio) and notify an on-duty Battalion Chief with issue(s) that need immediate attention;
 6. Complete Daily Vehicle Checklists for all "In-Service" and "Reserve" units in the appropriate application (currently Fleetio);
 7. Complete BLS/ALS Checklists for all "In-Service" and "Reserve" units in the appropriate application (currently Aladtec);
 8. Clean and replenish all equipment after each use including the Rescue's stretcher and patient compartment;
 9. Disinfect surface areas in stations and Rescue's as needed;
 10. Police exterior station grounds for trash and other debris and clean, as necessary;
 11. Lieutenants are to log company training conducted and training reports in the appropriate application (currently Vector Solutions);

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12. Makeup beds by 20:00 hours;
13. Check SCBA air compressors to ensure that all spare SCBA bottles are full and the compressors are at acceptable levels;
14. Clean stations before going to bed at night including:
 - (a) Kitchen – keep organized, clean all counters, empty trash, clean dishes, pots, pans, microwave, oven, stove top, and any other kitchen equipment used immediately after use, including the grill, vacuum rug(s), and sweep/mop floor.
 - (b) Restrooms - Keep organized, clean all counters, including sinks, commodes, urinals, showers, empty trash, vacuum rug(s), and sweep/mop floor.
 - (c) Laundry-room – keep organized, clean all counters, empty trash, vacuum rug(s), and sweep/mop floor.
 - (d) Watch-room – keep organized, clean all counters, empty trash, vacuum rug(s), and sweep/mop floor.
 - (e) Janitorial/storage rooms – Keep organized and clean, vacuum rug(s), and sweep/mop floor.
 - (f) Office(s) – keep organized, clean all counters, empty trash, vacuum rug(s), and sweep/mop floor.
 - (g) Bedroom(s) – keep organized, clean all counters, lockers, empty trash, vacuum rug(s), and sweep/mop the floor.
 - (h) Empty and clean all trash containers in station quarters, offices, and bays.
 - (i) Clean water fountains, sweep and mop the station's floors, including hallways and interior front entryways, vacuum carpeted areas including all floor mats, and keep clean at all times.
15. Complete Daily Lieutenant Checklist in the appropriate application (currently Aladtec);
16. Complete all "Daily Duties" prior to going to bed; and
17. Any other duties deemed necessary by the Fire Chief.

509.4 MONDAY SPECIFIC DUTIES:

- (a) Additional duties listed below will begin after shift change:
 1. Complete and submit requests for station supplies **ASAP** on the **first Monday** of the month on the appropriate supply request form (currently in Aladtec);
 2. Check and restock station EMS supply cabinet; complete and submit the station EMS supply request form **ASAP** in the appropriate application (currently Aladtec);

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- (a) Check EMS supply expiration dates every Monday and replace the expired supplies on the **first Monday** of the month.
 3. Disinfect/VOX all apparatus and stations;
 4. Clean, sweep, and mop the EMS supply room;
 5. Clean, sweep, and mop the Battalion Chief's office; and
 6. Clean and test station generator, and log inspection of the appropriate application (currently Vector Solutions). If issues are found, report issues in the appropriate application (currently Fleetio).
- (b) In-Service Rescues:
1. Raise the hood, check, and fill all fluids (if needed), examine and clean batteries, and check belts;
 2. Detail, wash, vacuum, and clean interior and exterior, including the front cab;
 3. Remove and clean all equipment and compartments on the interior and exterior; and
 4. Clean and polish diamond plate areas and wax the entire Rescue on the **second Monday** of the month.
- (c) Staff Vehicles:
1. "Staff vehicles" include vehicles assigned to the Fire Chief, Deputy Fire Chief, Assistant Chiefs, Division Chiefs, Battalion Chiefs, Captains, and spare staff vehicles;
 2. Raise the hood, check and fill all fluids (if needed), examine and clean batteries, and check belts;
 3. Inflate all tires to proper pressures and check for unusual wear;
 4. Wash and vacuum "staff vehicles" interior and exterior; and
 5. Wax the "staff vehicles" on the **last Monday** of the month.

509.5 TUESDAY SPECIFIC DUTIES:

- (a) Additional duties listed below will begin after shift change:
1. Check EMS supplies expiration dates and replace the expired supplies on the first Tuesday of the month;
 2. Scrub and clean all bathroom showers, walls, and floors with appropriate cleaners;
 3. Take all District Rescues that contain Diesel Exhaust Fluid (DEF) to the Logistics Division **every Tuesday** to have the fluid checked and filled; and
 4. Replenish/replace empty Oxygen bottles.
- (b) Brush Trucks:

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1. Raise the hood, check, and fill all fluids (if needed), examine and clean batteries, and check belts;
 2. Detail, wash, vacuum, and clean interior and exterior;
 3. Wash pump area and undercarriage; remove debris;
 4. Remove and clean all equipment and compartments; and
 5. Clean and polish diamond plate and chrome areas and wax the entire brush truck(s) on the **second Tuesday** of each month.
- (c) Reserve Engines:
1. Raise the hood, check, and fill all fluids (if needed), examine and clean batteries, and check belts;
 2. Detail, wash, vacuum, and clean interior and exterior;
 3. Inspect ground ladders (clean and wax if needed) on the apparatus and log inspection in the appropriate application (currently Vector Solutions) on the **first Tuesday** of each month;
 4. Remove and clean all equipment and compartments on the apparatus; and
 5. Clean and polish diamond plate and chrome areas and wax the entire apparatus on the **last Tuesday** of each month.
- (ci) Reserve Truck:
1. Raise the hood, check, and fill all fluids (if needed), examine and clean batteries, and check belts;
 2. Detail, wash, vacuum, and clean, interior, and exterior;
 3. Inspect ground ladders (clean and wax if needed) and log inspection in the appropriate application (currently Vector Solutions) on the **first Tuesday** of each month;
 4. Remove and clean all equipment and compartments;
 5. Clean and polish diamond plate and chrome areas and wax the aerial apparatus on the **second Tuesday** of each month; and
 6. Clean and wax/polish the "Ladder" of the aerial apparatus on the **last Tuesday** of each month.

509.6 WEDNESDAY SPECIFIC DUTIES:

- (a) Additional duties listed below will begin after shift change:
1. Wash and clean all walls in the living area with appropriate cleaners (removing marks and dirt);
 2. Sweep, vacuum, mop, and clean all administration areas, and janitorial/storage rooms;
 3. Return medical supply bin to EMS supply;

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4. Clean spider webs from inside and outside of the building;
 5. Take all District Engines, Tenders, and Trucks that use Diesel Exhaust Fluid (DEF) to the Logistics Division **every Wednesday** to have the fluids checked and filled.
 6. Check fuel and propane tank levels and enter in the appropriate application (currently Fleetio):
 7. Fuel at stations 102, 104, and 105;
 8. Fuel for generators at all stations; and
 9. Propane tanks at all stations.
 10. Sweep and clean fire pump building and run the pump at Station 104; report any issues in the appropriate (currently Fleetio).
- (b) In-Service Engines:
1. Raise the hood, check and fill all fluids (if needed), examine and clean batteries, and check belts;
 2. Detail, wash, vacuum, and clean interior and exterior;
 3. Clean all power equipment and mechanical tools and check for proper operation;
 4. Inspect ground ladders (clean and wax if needed) and log inspection in the appropriate application (currently Vector Solutions) on the **first Wednesday** of each month;
 5. Remove and clean all equipment and compartments of the apparatus; and
 6. Clean and polish diamond plate and chrome areas and wax the entire apparatus on the **second Wednesday** of each month.
- (c) In-Service Truck:
1. Raise the hood, check, and fill all fluids (if needed), examine and clean batteries, and check belts;
 2. Detail, wash, vacuum, and clean interior and exterior;
 3. Inspect ground ladders (clean and wax if needed) and log inspection in the appropriate application (currently Vector Solutions) on the **first Wednesday** of each month;
 4. Remove and clean all equipment and compartments;
 5. Clean and polish diamond plate and chrome areas and wax the aerial apparatus on the **second Wednesday** of each month; and
 6. Clean and wax/polish the "Ladder" of the aerial apparatus on the **last Wednesday** of each month.

509.7 THURSDAY SPECIFIC DUTIES:

- (a) Additional duties listed below will begin after shift change:

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1. Clean kitchen stove, oven, cooktop, hood system, and grease filters (hood);
 2. Clean out the refrigerator and wipe down interior and exterior; throw out any items not covered and dated; and
 3. Clean kitchen walls, cabinets interior and exterior and organize all contents.
- (b) Tenders:
1. Raise the hood, check and fill all fluids (if needed), examine and clean batteries, and check belts;
 2. Detail, wash, vacuum, and clean interior and exterior;
 3. Inspect ground ladders (clean and wax if needed) and log inspection in the appropriate application (currently Vector Solutions) on the **first Thursday** of each month (where applicable);
 4. Remove, clean, and inspect the portable tank for damage on the **second Thursday** of each month;
 5. Remove and clean all equipment and compartments; and
 6. Clean and polish diamond plate and chrome areas and wax the entire Tender on the **last Thursday** of each month.
- (c) Air Compressor Room/Scott Air Trailer:
1. Check and fill all fluids and batteries;
 2. Run the Scott Air Trailer to exercise the engine and electric motor to charge the battery; and
 3. Wash and clean the interior/exterior of the compressor room and Scott Air Trailer.

509.8 FRIDAY SPECIFIC DUTIES:

- (a) Additional duties listed below will begin after shift change:
1. Wash and clean all station windows inside and outside;
 2. Clean ceiling fans, light fixtures, filters, ducts, and vent covers;
 3. Clean, vacuum, sweep, and mop training and weights rooms; and
 4. Sweep, vacuum, mop, clean all dormitories and launder all bed covers.
- (b) Squads:
1. Raise the hood, check and fill all fluids (if needed), examine and clean batteries, and check belts;
 2. Inflate all tires on squad vehicle(s) to proper pressures and check for unusual wear;
 3. Detail, wash, vacuum, and clean interior and exterior; and
 4. Wax the "squad vehicle(s)" on the **last Friday** of the month.

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(c) Crash Trucks:

1. Raise the hood, check and fill all fluids (if needed), examine and clean batteries, and check belts;
2. Detail, wash, vacuum, and clean interior and exterior; and
3. Remove and clean all equipment and compartments; and
4. Clean and polish diamond plate and chrome areas and wax the entire Crash Truck on the **last Friday** of each month.

(ci) Reserve Rescue:

1. Raise the hood, check and fill all fluids (if needed), examine and clean batteries, and check belts;
2. Detail, wash, vacuum, and clean interior and exterior, including front cab;
3. Remove and clean all equipment and compartments, interior and exterior; and
4. Clean and polish diamond plate and chrome areas and wax the entire rescue on the **first Friday** of each month.

509.9 SATURDAY SPECIFIC DUTIES:

(a) Additional duties listed below will begin after shift change:

1. Check all fluid levels on all Emergency district vehicles, excluding Staff vehicles that do not respond daily;
2. Inspect, test, and clean SCBA Air packs and replace batteries, and log inspection in the appropriate application (currently Aladtec, "Weekly SCBA Inspection Form");
3. Clean outside station (front door entryways, porches, and glass areas);
4. Sweep and wash turnout gear areas **every Saturday** of each month;
5. Complete station safety survey by inspecting station buildings and grounds for safety concerns/defects and log inspection in the appropriate application (currently Fleetio) on the **first Saturday** of each month; report any issues in the appropriate application (currently Fleetio); and
6. Clean spider webs from apparatus bay walls and ceiling on the **last Saturday** of each month.

509.10 SUNDAY SPECIFIC DUTIES:

(a) Additional duties listed below will begin after shift change:

1. Complete all "Daily Duties" prior to going to bed.