
	<b>STANDARD OPERATING GUIDELINE</b>				
	ADMINISTRATION				
	DAILY STATION ACTIVITIES				
	Effective: 15/Feb/99	Revised: 26/Oct/2020	S.O.G. #: A-105	Page: 1 of 2	

**1.0 Objective**

1.1 The purpose of this guideline is to establish procedures for the daily station activities that are required to keep each facility clean and presentable.

**2.0 Responsibility**

2.1 It is the responsibility of all Department personnel to understand the procedures documented in this Standard Operating Guideline.

**3.0 General Responsibilities**

3.1 The following activities apply to all Fire Stations. The daily activities may be changed or modified by the Company Officer or Acting Company Officer based on unexpected situations that may come up.

3.2 General Daily Activities:

- 3.2.1 Roll Call - 08:00 - 08:20: Follow the guidelines established in A-104, Section 4.1.
- 3.2.2 Vehicle Checks: Follow the guidelines established in A-104, Section 6.0.
- 3.2.3 The station, apparatus, and equipment should be maintained in a clean and orderly manner at all times.
- 3.2.4 On-duty personnel will wake up at 06:30 to complete the morning clean up. The morning clean-up will consist of, but not be limited to:
  - 3.2.4.1 Washing and drying of the apparatus.
  - 3.2.4.2 Cleaning of the apparatus floor.
  - 3.2.4.3 Cleaning of the kitchen, day room, hallways and bathroom(s); vacuuming and mopping as necessary.
  - 3.2.4.4 Emptying of all garbage cans.
  - 3.2.4.5 Clearing sidewalks, parking lots, and drives during inclement weather.

3.3 Individual station assignments are outlined on the following page.

**4.0 Reference**

4.1 Highland Park Fire Department

Approved:  Fire Chief



# STANDARD OPERATING GUIDELINE

## ADMINISTRATION

### DAILY STATION ACTIVITIES

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	STATION #32	STATION #33	STATION #34
<b>M O N D A Y</b>	All apparatus, equipment, and tools will be inspected and inventoried. Intake and discharge ports will be exercised and lubricated. Pumps, governors and/or relief valves are to be tested. "First Monday" apparatus checks - booster tanks drained and re-filled, along with testing/flow foam (completed the beginning of each month). All SCBA and PASS devices will be inspected, tested, and cleaned if necessary. Extrication equipment will be checked and operated, aerial ladder operated. Power saws started, run, cleaned and topped off. All operating equipment tested. Emergency generators checked for oil and battery condition. Station supplies will be picked up at Station #33. Drug replacement inventories completed.		
<b>T U E S D A Y</b>	The upstairs dormitory, bathroom, Officer's quarters, hallway, stairwell, and related windows shall be cleaned. Lockers will be cleaned, aired, and arranged in an orderly manner. Re-stock paper towels, toilet paper, and hand soap in dispensers as needed. Airway bag inventory completed.	The dormitory, Officer's office, bathroom, locker room, hallway, utility room, and related windows shall be cleaned. Lockers will be cleaned, aired, and arranged in an orderly manner. Re-stock paper towels, toilet paper, and hand soap in dispensers as needed. Airway bag inventory completed.	The dormitory, bathroom, hallway, furnace room, and related windows shall be cleaned. Lockers will be cleaned, aired, and arranged in an orderly manner. Re-stock paper towels, toilet paper, and hand soap in dispensers as needed. Airway bag inventory completed.
<b>W E D N E S D A Y</b>	All apparatus will be cleaned. Floors will be cleaned. All compartments will be emptied, straightened, and wiped clean. All equipment will be cleaned, lubricated, and painted as necessary. The interior of the apparatus will be cleaned and organized as needed. The back of the Ambulance will be cleaned. First Wednesday of each month the apparatus will be waxed, as needed.	All apparatus will be cleaned. Floors will be cleaned. All compartments will be emptied, straightened, and wiped clean. All equipment will be cleaned, lubricated, and painted as necessary. The interior of the apparatus will be cleaned and organized as needed. The back of the Reserve Ambulance will be cleaned. First Wednesday of each month the apparatus will be waxed, as needed.	All apparatus will be cleaned. Floors will be cleaned. All compartments will be emptied, straightened, and wiped clean. All equipment will be cleaned, lubricated, and painted as necessary. The interior of the apparatus will be cleaned and organized as needed. The back of the Ambulance will be cleaned. First Wednesday of each month the apparatus will be waxed, as needed.
<b>T H U R S D A Y</b>	The basement and stairwell will be cleaned and vacuumed. All apparatus room windows will be cleaned. All light bulbs in the station will be checked and burned out bulbs replaced.	All apparatus room windows will be cleaned. All light bulbs in the station will be checked and burned out bulbs replaced.	Workroom and rear bathroom will be cleaned and organized. All apparatus room windows will be cleaned. All light bulbs in the station will be checked and burned out bulbs replaced.
<b>F R I D A Y</b>	The kitchen, day room, and downstairs bathroom will be cleaned and organized. All related windows will be cleaned.  First Friday of the month, Highland Park Hospital EMS System Ambulance Inventory List For A32	The kitchen and day room will be cleaned and organized. All related windows will be cleaned.  First Friday of the month, Highland Park Hospital EMS System Ambulance Inventory List for A33	The kitchen, day room, Officer's office, and the hallway to the apparatus floor will be cleaned and organized. All related windows will be cleaned.  First Friday of the month, Highland Park Hospital EMS System Ambulance Inventory List for A34
<b>S A T U R D A Y</b>	All apparatus will be cleaned. The apparatus floor will be cleaned appropriately. The rear of the Ambulance will be disinfected (if needed). The storage locker and work bench will be cleaned and straightened as necessary. Ramps will be cleaned and hosed down as necessary.	All apparatus will be cleaned. The apparatus floor will be cleaned appropriately. The rear of the Ambulance will be disinfected (if needed). All related rooms off the apparatus floor and mezzanines will be cleaned and straightened as necessary. Ramps will be cleaned and hosed down as necessary.	All apparatus will be cleaned. The apparatus floor will be cleaned appropriately. The rear of the Ambulance will be disinfected (if needed). The storage locker and work bench will be cleaned and straightened as necessary. Ramps will be cleaned and hosed down as necessary.
<b>S U N D A Y</b>	Outside policing of grounds will be performed. This day will be used to make up any un-completed activities from the previous days.		