

Title: Daily Operations

**Date Issued: December 6, 2005
Date Last Revised: NEW
Revision Number: NEW
Total Pages: 3**

Purpose: To establish procedures for the day to day functions of the fire-rescue personnel, the approximate time allotment for each function, and should aid personnel in understanding what is to be done and in what time frame.

Scope: This policy is designed to outline what daily operations need to be handled for the smooth running of the Department. All personnel should use this outline to accomplish daily tasks so that the facilities are kept in good order, so that safety considerations are adhered to and that all personnel are kept at the highest state of readiness.

General: Shift change will occur at 0700 hours each day. At this time, all personnel should be on site and ready to begin work. Also, all bunker gear from the off-going shift will be removed at this time, and the bunker gear from the on-coming shift will be placed on the apparatus.

100.03.01. Daily Operations – Fire Rescue:

0700 to 0900 Hours Every Day

Vehicle Maintenance Check:

- All apparatus and equipment should be checked completely. Note all discrepancies on the daily check sheet. Verbally notify the Station Officer of any problems.
- Wash and Dry apparatus if dirty. Officer's discretion.
- All drug boxes and drug cabinets will be checked and inventoried.

Read personal email for any new memos and other pertinent information.

Daily Station Cleaning:

- All bathrooms, sinks, toilets, showers, urinals and floors will be thoroughly cleaned. Trash will be removed in the morning and evening as needed. Vacuum all floors daily and as needed. Apparatus floors cleaned and mopped as needed during day. Tile floors will be wet mopped as needed.

0900 to 1700 Hours Every Monday

Weekly Vehicle Checks:

- A complete check of all department vehicles.
- Check and up-date all repair sheets for each vehicle.
- Check, up-date and report all missing equipment, those needing repair or replacement on appropriate sheet.

Company-level training or tasks as assigned.

0900 to 1700 Hours Tuesday, Wednesday and Thursday

- Departmental training as assigned via the Training Calendar or as coordinated by the Company Officer.
- Pre-Fire Planning or Company Fire Inspections as assigned.
- Monthly hydrant testing as assigned.
- Any other duties or tasks assigned by the Battalion Chief.

0900 to 1700 Hours Friday

Extended Vehicle Maintenance detailing, waxing etc.:

- A complete and thorough cleaning of all applicable department vehicles, both inside and out, will include the following points:
- Wheels and wheel wells to include tire dressing
- All exterior surfaces
- All ladders - remove from vehicle and clean
- Hose covers - remove and clean
- Floors - vacuum, sweep, and wash
- Clean all windows, inside and out
- Wipe down exterior surfaces and seats
- Wax vehicle designated on the wax schedule or as needed.

Technical Rescue Team (TRT) Training

- As assigned by Program Coordinator or as scheduled on the Training Calendar

09:00 to 17:00 Saturday

Complete station Cleaning:

- All items in the daily station clean up.
- Sweep and mop all floors including the Administration area
- Dust and clean woodwork.
- Clean windows
- Kitchen – Stove, oven and refrigerator cleaned.
- Air out mattresses.
- Clean all water fountains.
- Remove spider webs in stations.

Any other duties or tasks assigned by the Battalion Chief.

09:00 to 17:00 Sunday

Battalion Chief's discretion - all assignments must be completed.

100.03.02. Physical Fitness Activities:

Physical fitness activities and training may take place at any time during the shift and based on the Company Officer's discretion. All crews shall ensure that events scheduled for the shift are not missed or delayed due to physical fitness activities and training.

100.03.03. Vehicle Refueling:

Fueling of all units will take place on an as needed (3/4 tank or less) basis. Fuel levels in all other vehicles will be checked on a daily basis during morning equipment check.

It is the responsibility of the Station Officer to see that this schedule is adhered to. Any deviation from this schedule will be at the authority of the Battalion Chief.