



City of Winter Park Fire-Rescue

Standard Operating Guideline

100.03

Title: Daily Operations

Date Issued: December 6, 2005
Date Last Revised: October 5th, 2010
Revision Number: I
Total Pages: 4

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 City property, in appropriate uniform and ready to begin work. Also, all turnout gear from the off-going shift will be removed from apparatus at this time, and the turnout gear from the on-coming shift will be placed on the apparatus prepared to respond.

100.03.01. Daily Operations – Fire Rescue:

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.
- All drug boxes and rescue medical equipment 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.

Monday's

Extended Weekly Vehicle Checks:

- A complete check of all front line and reserve department vehicles.
- Perform complete inventory of all apparatus and assigned equipment
- 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.
- Ensure all equipment is in constant state of readiness and repair.
- Company-level training or tasks as assigned.

Tuesday's, Wednesday's and Thursday's

- Departmental training as assigned or as coordinated by the Company Officer.
- Pre-Fire Planning as assigned.
- Any other duties or tasks assigned by the Battalion Chief.

Friday's

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 Training Officer.

Saturday's

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 Company Officer or Battalion Chief.

Sunday

Battalion Chief's or Company Officers' 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, 75% or less) basis. Fuel levels in all other vehicles will be checked on a daily basis during daily-morning equipment check.

It should be noted that Friday's are not exclusively reserved for the fueling of apparatus. Regardless of the day, all vehicles are to maintain no less than 75% or $\frac{3}{4}$ of fuel capacity.

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



A handwritten signature in black ink, appearing to read 'James E. White', is positioned above the printed name.

James E. White
Chief of Department