



Lexington County Fire Service

Standard Operating Guidelines
Daily Duties OPS-009

EFFECTIVE: December 1, 2007 **ISSUED BY:** Russell R. Rawl, Fire Service Coordinator

RECINDS: No Previous Policy

SCOPE: All Lexington County Fire Service Personnel

PURPOSE: Insure and maintain consistent duties at fire stations to include daily, weekly, monthly, and annually duties

POLICY:

I. Daily Duties

The following duties, tasks and procedures should be undertaken every morning unless otherwise stated. These guidelines may need to be modified on a day-to-day basis because of a large number of emergency calls, in-service training and other similar situations and circumstances.

Day and Shift Employees

Report for duty at your assigned time in the uniform of the day. Bring in and place all necessary gear (i.e. turnout gear, portable radios, etc.) in appropriate work area.

Receive any information, messages or memorandums that may be passed on by the previous shift and review the status of your station and equipment with the same when applicable.

Raise the American Flag, SC State Flag, and any station flag or special message flag (i.e. SC Forestry Commission's Red Flag) that has been approved by the Fire Service's administrative staff, when appropriate.

Blow or wash off the front pad and remove any debris that may have accumulated overnight on the front, side and rear lawns as well as the road frontage of your station's property.

Begin your equipment check procedures. Complete each vehicle individually, replace or report all site serviceable items (i.e. small light bulbs, etc.) and add fuel and fluids as needed. Record all problems and concerns on applicable forms and phone in all requests for equipment maintenance after completing request forms. All requests for repairs should be called in at one time if at all possible.

Clean all bay floors, work room floors, sidewalks and other applicable surfaces that may accumulate dirt, water, oil or other fluids and debris overnight. Use a degreaser to remove any lubricants that have accumulated on floors and squeegee dry all areas that have been cleaned with water spray as soon as possible.

As soon as the bay area has been cleaned and dried, replace all apparatus in the bay to protect them from damage by the sun's rays and the weather.

Clean all floors, counters, appliances, furniture and facilities inside the building.

Priority should be given to areas that are viewed by the public and all areas may require dusting, vacuuming, sweeping, mopping and various other methods of general cleaning and straightening.

Particular attention should be paid to the restrooms. All toilets and urinals should be wiped down daily and the bowls cleaned as necessary. Showers should be checked for cleanliness and should be left in a sanitary condition.

Restock all paper towel dispensers, toilet tissue and empty all trash receptacles and ash trays or cans.

Clean leftover or discarded food from the refrigerator. Wash, dry and put away any dishes or utensils that may have accumulated. Clean all tables and food preparation surfaces in the kitchen area. Particular attention should be given when cleaning all areas where food is prepared or consumed.

Check the sleeping area and straighten all the beds. Bag any soiled linen from the beds and label it as such. Straighten, dust and clean any personal items that you may have in the sleeping area.

Repair or replace any site serviceable items in the station (i.e. replace light bulbs, tighten loose screws, etc.) and call to report the need for repairs of any other problems that may have been found with the station.

Compile any paperwork that may have been generated as a result of morning duties.

Complete the morning section of any applicable daily logs and review the morning's activities.

Lunch

Retrieve the mail and distribute it by addressee to any box, desk, or other work space that they may have.

Strip check, wash and clean the vehicle or vehicles assigned for this day. Complete any paperwork that may accompany this check and replace or make note of any missing or broken items that cannot be repaired or replaced immediately.

Complete all necessary run reports and gather and add information that may be needed to complete reports from a previous shift. Complete all applicable paperwork and work on pre-incident fire plans.

Work on any other special tasks or duties that may have been assigned by your supervisor. Review and complete any applicable daily log and prepare to secure the station for the night if you are a day shift employee.

Day shift employees should lock all doors and windows, take down flags, check bay heaters and the building's heat and air conditioning units for proper settings and leave the station and equipment secured and ready for any emergency or non-emergency

Shift Employees:

The previously listed tasks and duties should be completed with the following additions:

Continue work on any other special tasks or duties that may have been assigned by your supervisor.

Take down flags before dark. Flags may be left up if the station's flag pole has artificial lighting directed on it at night.

Supper

Review the activities of the day and complete any unfinished paperwork.

The remainder of the evening can be used for relaxation, recreation, training or study.

Walk around the station and grounds, secure all doors and windows, set bay heaters when applicable.

Check the kitchen area to insure that no food stuff has been left out and there are no dirty dishes or utensils left in the kitchen area overnight.

Sleep time begin for shift personnel at 22:30 hours.

Rise at the designated time, straighten the station with particular attention to the entry areas. Check the kitchen area, clean and put away any dishes generated during the morning and remove or discard any prepared food left in the kitchen or refrigerator.

Complete any paperwork that may have been generated as a result of calls throughout the night and complete any applicable log book.

Review any information regarding your shift with oncoming personnel. Review the status of all equipment and pass on any information, messages or memorandums that you may have received during your shift.

Update your time card.

Shift change.

II. **WEEKLY DUTIES**

In addition to normal daily duties, the following should be done on the appropriate day of the week.

Monday

Strip check the first run engine and drain its air tanks.

Run the station's emergency generator and check all associated electrical systems.

Tuesday

Strip check the rescue or service vehicle.

Clean inside of the refrigerator, microwave, stove and oven (check oven for crumbs, place clean foil in the bottom as needed) and wipe down the outside of the same.

Wednesday

Strip check the second run engine if applicable. Drain its air tanks if applicable.

Inventory all supplies (day employees only).

Thursday

Strip check the station's tanker(s). Drain the air tanks if applicable.

Gather, bag and label all dirty linen for return to Lexington.

Clean station's windows inside and out (day employees only).

Friday

Strip check all other utility vehicles, brush trucks, cars, etc.

Mow the grass and complete all other yard work (day stations only).

Clean inside of the refrigerator, microwave, stove and oven (check oven for crumbs, place clean foil in the bottom as needed) and wipe down the outside of the same.

Saturday

Clean station's windows inside and out (shift employees only).

Clean shower areas (larger stations only) – may need twice a week.

Clean fuel pumps and fueling pads where applicable.

Mow the grass and complete all other yard work (shift stations only).

Sunday

Inventory supplies (shift employees only).

III. MONTHLY DUTIES

The following duties or tasks will be completed on the first Saturday of each month for shift employees, and should be worked into the Tuesday afternoon schedule for all day employees.

Check the air conditioning filter and replace if needed.

Clean the refrigerator inside and out. Remove all shelves and wash them. Empty the water pan if applicable and pull out the refrigerator and vacuum the floor and coil behind it.

Clean all light fixtures and remove insects and other debris from inside of the same.

Wash down and clean the parking lot.

Clean out the station's storage area.

Perform monthly maintenance procedures on any specialized equipment that may require it (i.e. hose test machines, air compressors, etc.).

Complete the monthly fire reports and any other monthly reports that applies to your station and forward to the appropriate supervisor. In addition to these duties, you should attend in-service training as assigned.

IV. **QUARTERLY DUTIES**

These tasks should be completed every three months and can alternate between shift personnel:

Strip and wax all inside floors

Clean bay doors inside and out

Wax all equipment.

Change filters in the ice machine if applicable and perform quarterly maintenance procedures on any specialized equipment that may require it (i.e. hose test machines, air compressors, etc.)

Clean the inside of the oven with an oven cleaner. Clean all drip pans on the stove and pull out the stove and vacuum any accumulated dust and debris from behind it.

Attend quarterly career meetings as scheduled by your station's officers.

V. **ANNUALLY**

These tasks and duties will be completed annually:

Pump test all applicable equipment.

Test all fire hose.

Complete firefighter physical, if applicable

Perform annual maintenance procedures on any specialized equipment that may require it. (i.e. hose test machines, air compressors, etc.)