Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.3.03

2. SUBJECT: ***Daily Routine***

3. POLICY: Routine district duties will be in accordance with the following schedule. Shift Officers or Senior most firefighters shall prepare a written daily plan on the form prescribed for the daily plan. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.

   B. All personnel are responsible for complying with this Policy and Procedure.

   C. The District Fire Chief or designee is responsible for assigning the daily routine to staff.

6. PROCEDURE:

   A. **DAY ONE OF SHIFT ROTATION:**

0700-0720	Prepare to respond. Personal gear check, fuel, water, tires, SCBA on first out vehicles.
0800	Shift meeting with Chief Officer(s). (M-F)
0830-1700	Daily activities per daily plan. Daily plans will include time for station cleaning, apparatus checks, equipment checks, restocking, breaks and mealtimes. These items will be included on the daily plan in addition to any other items such as training, special details, etc. Daily plans will be published no later than 0800 on Day one of shift rotation. Detailed apparatus checks and equipment checks will be accomplished in the morning and will be of higher priority than any other detail except emergency response.

   B. **DAY TWO OF SHIFT ROTATION**

0800-1700	Daily activities per daily plan

C. **TASKS TO COMPLETE BEFORE EACH SHIFT TRADE OFF:**

Kitchens

- Wipe down/clean countertops, stove, and sink (both kitchens)
- Wash dishes/load dishwasher if needed
- Restock paper towels, hand soap, dishwasher detergent as needed
- Empty trash can
- Sweep/mop minimum 2nd night before shift change

Bathrooms

- Wipe/clean countertops, sinks, toilets, urinals, and mirrors (all bathrooms)
- Empty all trash cans
- Refill paper towels, hand soap, toilet paper as needed
- Sweep/mop minimum 2nd night before shift change

Work Room:

- Empty trash can
- Wipe down counters as needed

Training Room:

- Pick up area
- Empty trash cans
- Tables/chairs put back into normal position
- Make sure TV and lights are off

Living Quarters

- Pick up area
- Sweep/mop minimum 2nd night before shift change

D. **SPECIFIC DETAILS TO BE INCLUDED ON DAILY PLAN:**

Monday: Full equipment checks- Station 30/31*
St. 30/31: Engine detailing. Side quest. South End drill participation/instruction.

Tuesday: Full equipment checks- Station 32*
St. 30/31: Small equipment /tools maintenance and cleaning (all apparatus). Operate saws and fans, fuel after use. Brush truck and tender detailing. North End/All Station drill participation/instruction. Side quest.

Wednesday: Full equipment checks- Station 33*
St. 30/31: Wash/clean first out. Detail and inspection/maintenance on both aerials. Lawn and grounds (weeds, mow and edge by 1800). Side quest.

Thursday: Full equipment checks- Station 35*
St. 30/31: Rescue and tactical support inventory and detailing. SCBA operational checks (bottles full, straps extended, pass device operation). Side quest.

Friday: Full equipment checks- Station 34*
St. 30/31: Outlying station cleaning and maintenance. Staff vehicle cleaning. Side quest.

Saturday: Full equipment checks- Station 36*
St. 30/31: Apparatus bay wash and clean including stairwells, gear racks (and under racks), shelves, wash floors, decon room, radio desk. Sweep upstairs and empty trash cans. Pre incident planning/building familiarization. Side quest.
Every 4th Saturday: Wash down station and parking lot (if needed). Shampoo carpets on both sides of the station as needed.

Sunday: Full equipment checks- Station 37*
St. 30/31: Clean administration and sleeping quarters (as listed below).

- Vacuum (hallways, training room, work room, meeting room, living quarters)
- Sweep and Mop (both kitchens, all bathrooms, lobby, laundry room)
- Empty all trash cans (workroom, kitchens, bathrooms, training/meeting rooms)
- Clean all microwaves (wash microwave plates)
- Clean all refrigerators/freezers (check for expired/old food)
- Clean and polish drinking fountains and sinks
- Wipe/clean/dust walls, windows/sills, blinds
- Clean showers
- Clean toilets (use pumice stone on porcelain if hard water present)
- Clean laundry room (clear counter, restock, clean sink). Side quest.

Groundskeeping and mowing (summer).
Every 4th Sunday: Clean ovens (self-clean), clean dryer vents as needed

*Equipment checks are to be completed bi-weekly.

E. **Daily Tasks:**

- Station 360
  - Check that all exterior doors are locked by 2200
  - Vehicles stored
  - Lights off, except night lights (bays and admin side)
- Clean apparatus as needed (Wash, clean windows, clean floors)
- Removal of snow during winter months (to be done by 0800)

SHIFT DAILY PLAN

Date: _____

Shift: _____ Senior FF: _____ Duty Officer: _____

DAY l PLAN:

Special Assignments:

Training:

Safety:

DAY 2 PLAN:

Special Assignments:

Training:

Safety: