

LOS PINOS FIRE PROTECTION DISTRICT STANDARD OPERATING PROCEDURE



TITLE	NUMBER	EFFECTIVE DATE	REVISION DATE
DAILY STATION ACTIVITIES	106	February 24 th , 2004	

PURPOSE

To establish guidelines for shift personnel as it relates to routine fire station activities.

GENERAL

The district recognizes normal working hours between 0700 until 1700 hours Monday thru Friday. Shift personnel will maintain these same hours as normal working hours (district recognized Holidays will be exempt from this time frame). During this period firefighters will engage in training, cleaning, maintenance, pre-planning and other duties as required. An adequate time frame shall be given for meals and/or other breaks. Shift personnel are expected to extend the normal working hours in the event that a project or maintenance issue requires completion, or evening training is taking place.

On duty personnel are to arise at 0630 hours to guarantee that the station is neat and presentable for the oncoming shift.

All on coming personnel will be in the duty uniform of the day and meet with the shift going off duty no later than 0700 hours.

After a shift briefing, personnel will perform the daily apparatus/equipment checklist in accordance with Los Pinos Fire Protection District's SOP 107 (Vehicle Checks).

Personnel may engage in physical training (PT) to their personal interest (i.e. weightlifting, running on treadmills, etc.).

Nothing in this policy shall preclude any chief officer from requiring additional cleaning or maintenance or making work schedule adjustments as the need arises. Projects, requests, and emergency incidents will have an impact on your ability to follow this schedule. All activities may be subject to change due to the nature of our business.

Station clean-up and activities shall consist of, but are not limited to, the following:

MORNING

- Detailing Both Kitchens
 - Wiping off counters and tables.

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- Wiping down microwave and stove/oven.
- Emptying dishwasher if necessary and put away dishes in drain.
- Replacing paper towels.
- Detailing all Restrooms.
 - Wiping off counters.
 - Cleaning of toilets and urinals.
 - Replacing tissue and towels.
- Empty all station trashcans (including all administration offices).
- Initiate laundry.
- Clean both apparatus floors.
- Grounds Maintenance
 - Daily
 - Check for and pick up trash/debris.
 - Clean walkways and entrances.
 - Weekly
 - Lawn mowing and trimming (seasonal).
 - As Needed Basis
 - Snow removal.
 - Shrubbery trimming.
 - Leaf raking.

AFTERNOONS

- Pre-Plans and Minor Inspections (Includes initial and follow-up visits, as well as other fire prevention and public education activities.)

Pre-Plans and Minor Inspections are suspended on Sundays due to businesses being closed.

- Daily Training (Includes structural, vehicle, and wild land firefighting, hazardous materials incident mitigation, EMS, technical rescue, apparatus familiarization, operation and driving, as well as other assigned topics.)

Daily Training, as well as Pre-Plans & Minor Inspections are suspended on Wednesdays to allow for Apparatus and Equipment Checks and other minor vehicle maintenance (including washing and cleaning) to occur at Station #1, as well as the outlying stations.

EVENINGS (Prior to lights out)

- Detail Kitchen
 - Wiping off counters and tables.

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- Wiping down microwave and stove/oven.
- Turn on dishwasher if necessary.
- Replacing paper towels.
- Sweep and mop floors (includes all station areas).
- Vacuum Carpets.
- Complete laundry.

The station is to be left neat and presentable for the oncoming shift. The morning and evening duties listed above will be performed each shift, everyday and district recognized Holidays without fail.

Larry Behrens

Larry Behrens, Fire Chief

February 24th, 2004

Date