



Scarborough Fire Department
Scarborough, Maine
Standard Operating Procedures



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| Book: | Organization |
| Chapter: | Forms, Records & Reports |
| Subject: | 1572 - Station Duty Checklist - Day 2 |
| Revision Date: | 01/13/2009 |
| Approved by: | <i>B. Michael Thurlow</i> |

Day: _____ Date: _____ Officer/Station Leader: _____

| Tasks | ✓ | Comments |
|---|---|----------|
| Apparatus checks completed & vehicles washed | | |
| Clean all restrooms | | |
| Clean dishes / kitchen Area | | |
| Sweep and mop floors/vacuum carpets | | |
| Clean and organize work stations | | |
| Bag all trash & recyclables (put out on pick-up day) | | |
| Sweep and wash bay floors | | |
| Employees using bunkrooms must clean up & remove/store all their belongings by end of their shift | | |
| Shovel or sweep walkways in front of bays as needed | | |
| Check & clean bay floor drains & traps | | |
| Clean refrigerator, discard unmarked & expired items | | |
| Polish brass poles @ E3, 4, 5 | | |
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| Training, Inspections & Special Assignments Completed |
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| General Notes |
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