



Public Service-3

PUBLIC SERVICE POLICY

In effect:

Authorized by:

Public Service-3: Daily and Weekly Duties

I. Purpose

The Sam Bass Fire Department provides for the safety of its community while presenting itself in a professional and orderly way. Not only does the care and maintenance of our buildings and equipment ensure that the proper emergency response services are intact at all times but it shows the community that we practice good stewardship with the resources they provide us.

Operating under a schedule for the maintenance and care of departmental resources will help to ensure a high level of readiness. As a result, the public will receive better service from responding firefighters of Sam Bass Fire Department (SBFD).

II. Policy

A. Station officers are responsible for ensuring that the daily and weekly duties are carried out as described in this policy. These activities will be recorded every shift in the "Staff Activities" section of Firehouse with any unusual findings included in the entry in the notes section

B. Daily duties will be conducted first thing in the morning by all shifts 7 days a week.

Daily Duties

- Empty all trash cans.
- Clean all bathrooms.
- Sweep and mop station. (Do Not Sweep Dirt onto Carpet)
- Vacuum all carpeted areas.
- Check Primary Response Apparatus. (Drivers Responsibility)
- Check all airpacks on Primary Response Apparatus
- Check fluids in all other apparatus in your station. (Drivers Responsibility)
- Wash Primary Apparatus.



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C. Weekly Duties will be conducted after dailies by noon each day.

Weekly Duties

Monday

- Tilt Cabs on all apparatus in your station. (Conduct a complete maintenance check)
- Run All Apparatus for at least 15 Minutes Minimum. (Drive them around the block if possible)
- Run Brush Truck Pump's
- Clean Showers.
- Clean Microwave and Oven.

Tuesday

- Clean Station and Truck Windows.
- Check Air Trailer.

Wednesday

- Wash out Bays
- Wash all other apparatus

Thursday

- Complete Check and Run of All Small Equipment on All Apparatus. (Rescue Tools, Saws, Fans, Generators)
- Log All Apparatus Air Packs.
- Check Fluids in Station Generator.

Friday

- Yard Day
- Check Tire Pressure on All Apparatus.