

**Travis County Emergency Services District No. 9**  
**Westlake Fire Department**  
**Standard Operating Guideline**

**Subject:** Station Work Schedule

**Effective Date:** May 20, 2004

**Authorized By:** Chief Paul Barker

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## **Background**

In an effort to ensure an equal amount of work is being done by each shift and to structure the daily routine, representatives from each shift were asked to participate in a workshop designed to improve the consistency of station life from day to day by creating a Station Work Schedule that will be followed by each shift. This Schedule is the result from those meetings.

## **I. PURPOSE**

To live in harmony with each other and make sure we all help equally to make all Westlake Fire Department stations safe and clean.

## **II. POLICY**

1. Daily Vehicle Checks will start no later than 07:30 a.m. Personnel checking vehicles must sign all logs and records after the required checks.
2. Every effort will be made to complete the Weekly Vehicle Check by 12:00. This is to identify any maintenance problems early enough to possibly arrange for service on the same day, if necessary. Exceptions to completing the Weekly Checks might be training, incident response or weather conditions all subject to approval by the Shift Commander.
3. Cleaning of the stations will be completed before the ongoing shift arrives for duty.

## **III. PROCEDURE**

1. Daily Cleaning of the Stations. The following list of station cleaning will be addressed by personnel before the on-coming shift is on duty:
  - A. Sweep and mop the inside of the station including but not limited to common areas, bathrooms, kitchens and hallways.

- B. All dishes will be cleaned and put away.
  - C. Counter tops and tables will be wiped clean with disinfectant and cleared of clutter.
  
  - D. All trash cans in the station will be emptied and replaced.
  
  - E. Sinks, counter tops, toilets and mirrors will be wiped clean with disinfectant.
  
  - F. Beds will be made, bedrolls and / or sleeping bags put away or stored.
  
  - G. Towels used during the shift will be taken to the wash area and the on-coming shift will wash, fold and store the towels / laundry for the off-going shift.**  
This will allow the off-going shift to shower in the morning and not be responsible for washing their towels. The same courtesy will be provided to the next shifts.
4. All bunker gear from the previous shift including, but not limited to, medical packs, used gloves and personal items must be removed by the off-going shift by **07:00 a.m.** to make room for the on-coming shift.
  
  5. The off-going shift will make sure all trash; clutter, gloves and other leftover items from incidents on the previous shift are removed from the cab of the apparatus.
  
  6. Every Sunday, the Weekly Station Cleanup will be preformed at each station. The Station Officer will use the attached Weekly Station Cleanup Checksheet (attached) to verify the work has been completed. The Checksheet will be turned in to the on-duty Shift Commander.
  
  7. If the Training Room is used at Station 2, the instructor will be responsible for making sure it is cleaned after the class.

## ***Weekly Station Cleanup Checksheet***

1. Outside of the Stations.
  - A. Walk around the stations and pickup any loose trash that has accumulated.
  - B. Store any equipment that was used on apparatus or outside the stations including but not limited to garden hoses, tools, electrical extension cords, shop vacuums, etc.
  
2. Inside the Stations
  - A. Bays
    1. Bio hazard trash disposed of properly
    2. Decon area cleaned, organized and supplied
    3. PPE stored properly and organized in Ready Racks
    4. Floors clean and clear of debris
    5. Secured areas locked and organized
    6. Station supplies organized
    7. Tool areas / rooms organized
    8. Utility area clean
  
  - B. Bathrooms
    1. Counter tops cleaned
    2. All floors cleaned (mopped)
    3. Mirror clean
    4. Restock paper towels
    5. Sinks clean
    6. Toilet area clean
    7. Restock toilet paper
    8. Bath towel stored
    9. Shower area cleaned with disinfectant
    10. Trash cans cleaned with disinfectant
  
  - C. Bunkrooms
    1. Bedside tables organized
    2. Beds cleaned and made
    3. Ceiling fans and blades wiped clean
    4. Remove items from tops of lockers and store
    5. Organized closets
    6. Trash cans cleaned with disinfectant
  
  - D. Common areas
    1. Clean door mats
    2. All floors cleaned (vacuumed or mopped)
    3. Stairways clean and free of debris
    4. Clean windows and blinds
    5. Trash cans cleaned with disinfectant

- E. Dayroom
  - 1. Ceiling fans and blades wiped clean
  - 2. All floors cleaned (vacuumed or mopped)
  - 3. Reading materials stored properly
  - 4. Remove unnecessary items from area and store
  - 5. Trash cans cleaned with disinfectant
  
- F. Kitchen
  - 1. All floors cleaned (vacuumed or mopped)
  - 2. Ceiling fans and blades wiped clean
  - 3. Counter tops free of debris and wiped w/ disinfectant
  - 4. Dishes cleaned and put away
  - 5. Microwave cleaned inside and outside
  - 6. Stove top cleaned and free of food particles
  - 7. Tables wiped clean with disinfectant
  - 8. Oven cleaned as per manufacturers recommendations
  - 9. Trash cans cleaned with disinfectant
  
- G. Office areas
  - 1. All floors cleaned (vacuumed or mopped)
  - 2. Ceiling fans and blades wiped clean
  - 3. Desk area cleared and wiped with appropriate cleaner
  - 4. Trash cans cleaned with disinfectant
  
- H. Training Areas
  - 1. All floors cleaned (vacuumed or mopped)
  - 2. Ceiling fans and blades wiped clean
  - 3. Wipe down fitness equipment with disinfectant
  - 4. Wipe down training tables with appropriate cleaner
  - 5. Store any items that are not in use.