



# STATION CHORES AND EQUIPMENT CHECKS SCHEDULE

## Letter and Intent of Chores and Checks

The recurring maintenance and cleaning of our facilities and equipment is a vital part of prolonging the life of our facilities and equipment as well as ensuring that we are mission-ready at all times.

These tasks are spread out into a recurring schedule to standardize when regular checks should occur. **However, if an item needs to be addressed before its scheduled day, the issue should be addressed when discovered** (i.e. no paper towels in the public restroom on a Monday, or the reserve engine is found dirty from use in inclement weather on a Friday).

Daily and Weekly equipment checks should be in accordance with Department Best Practices. Deficiencies that can be addressed within the abilities of the on duty crew or with available spare equipment should be corrected. Any remaining repairs or resupply needs should be posted.

---

### DAILY

- Daily Check of frontline Engine
- Daily Check of frontline Brush truck
- Daily Check of frontline Tender
- Sweep/mop day room and kitchen
- Take out trash from all cans in main building

---

### WEEKLY

#### MONDAY

- ENG501 Weekly Equipment Check
- BT501 Weekly Equipment Check
- Command 501 Weekly Equipment Check
- Detail front entry/lobby, public restrooms, classroom

#### TUESDAY

- TEN501 Weekly Equipment Check
- TEN511 Weekly Equipment Check
- Detail dorms, crew bathrooms, watch office

#### WEDNESDAY

- ENG511 Weekly Equipment Check
- BAT501 Weekly Equipment Check
- Detail Dayroom and Kitchen

#### THURSDAY

- Mow and trim front half of Station 501
- Check Station 505 for mowing needs
- Detail Administration Building
- Clean Septic Tank Filter

#### FRIDAY

- Mow and trim back half of Station 501
- Detail landscaping in front entry courtyard
- Detail apparatus bay and workout spaces

---

### MONTHLY – on 1<sup>st</sup> day of the month:

- Inventory station supplies and place order
- Check water softener salt and place order as needed
- Check 4 and 2-cycle fuel cans and place order as needed
- Check generator fuel level and report if below half