


East Lake Tarpon Special Fire Control District

	<i>SOG 218 Station Duties</i>	
	Implementation Date: 11/2000	Revision Date(s): 03/26/2019
		Reviewed Date(s): 02/18/2019
	Forms or Attachments: None	

Purpose

To establish procedures/policy for the performance of routine station duties by department personnel. The Division Chiefs and Lieutenants will have primary responsibility for administration of this policy with respect to personnel within the scope of their job descriptions. All operational personnel shall assist in routine housekeeping chores to ensure cleanliness and general upkeep of each of the three East Lake Fire District stations. Station Lieutenants will oversee housekeeping details; utilize specific station duty checklists; and monitor compliance with duty assignments for shift personnel.

218.1 Procedures

- A. All Station Lieutenants will assign daily housekeeping duties to be performed by personnel at each station.
- B. Each Station Lieutenant shall utilize the station duty checklist schedule for housekeeping duties to be carried out by personnel assigned to his/her station during the shift.
- C. Station Lieutenants will have responsibility for monitoring personnel compliance with housekeeping duty requirements. Specific refusal to comply or repeated non-compliance by personnel or unsatisfactory execution of housekeeping duties by personnel shall be reported to the Division Chief for further action.
- D. Station Lieutenants will perform a daily housekeeping survey of the fire station grounds, apparatus bays, office space, and common areas of their assigned stations, noting any need for general cleanup, remediation of safety issues, or need for repairs. Fire District personnel should be assigned, as needed, to rectify any problems found during these surveys in a timely fashion. Any problems which station personnel cannot rectify shall be submitted to the Division Chief.
- E. Station Lieutenants shall develop and submit all cleaning/station supply orders for their assigned station including office supplies, cleaning supplies, kitchen/bathroom supplies, etc. These supply orders shall be submitted to the Division Chief.

F. The Station Lieutenant shall train any new personnel detailed to their assigned station in their housekeeping responsibilities; use of station equipment and facilities; general “house rules” for cleanliness and safety; and related station maintenance topics in a timely fashion.

District Form References:

Station Duties for Station 56 and 58

Station Duties for Station 57

Cleaning Supplies Inventory