



Scarborough Fire Department
Scarborough, Maine
Standard Operating Procedures



Book:	Organization
Chapter:	Forms, Records & Reports
Subject:	1573 - Station Duty Checklist - Day 3
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		
Sweep stairways & mezzanines		
Wash, clean & organize all offices, living areas, & common spaces		
Oil overhead door rollers & inspect condition of doors		

Training, Inspections & Special Assignments Completed

General Notes