



**Scarborough Fire Department**  
**Scarborough, Maine**  
**Standard Operating Procedures**



<b>Book:</b>	<b>Organization</b>
<b>Chapter:</b>	<b>Forms, Records &amp; Reports</b>
<b>Subject:</b>	<b>1574 - Station Duty Checklist - Day 4</b>
<b>Revision Date:</b>	<b>01/13/2009</b>
<b>Approved by:</b>	<i>B. Michael Thurtow</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		
Yard work (mow, rake, weed lawns, sweep)		
Wash station windows & glass doors		
Switch over circulator pumps @ E3, 4, & 5		

Training, Inspections & Special Assignments Completed

General Notes