



Scarborough Fire Department
Scarborough, Maine
Standard Operating Procedures



Book:	Organization
Chapter:	Forms, Records & Reports
Subject:	1577 - Station Duty Checklist - Day 6
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		
Inventory EMS supplies & request any needed supplies from the duty officer		
Oak Hill laundry to Dunstan (started by R1 crew)		
Paper products & cleaning supply inventory & request any needed supplies from the duty officer		

Training, Inspections & Special Assignments Completed

General Notes