

MONTGOMERY COUNTY EMERGENCY SERVICES DISTRICT NO. 9

Caney Creek Volunteer Fire Department



P.O. Box 8476 • 16723 FM 2090
Grangerland, Texas 77302
936-231-3527 • Fax 936-231-2019
Email: mcesd9@caneycreekvfd.org



SUBJECT: DAILY ROUTINE

1.00 PURPOSE

To establish a guideline for general housekeeping and responsibilities

2.00 SCOPE

This shall apply to all Montgomery County ESD# 9 Fire Department members while on duty. The Duty Officer shall be responsible for confirming that the daily duties have been completed.

3.00 DAILY ROUTINE SUMMARY

Each workday will begin with the daily routine. It shall be completed 7 days a week, including holidays. ***While the shift starts at 0700 hours, the daily routine shall start no later than 0800 hours.*** Employees may break for lunch between 1130 – 1300hours. The employees may take this time to eat or rest as long as they remain available for responses. Employees may eat at any establishment in district (respective of station assignment) as long as that establishment's primary business is food service and not the sale of alcohol. Employees are not to go home to eat lunch. Common sense must be used when parking apparatus so as not to delay responses or restrict parking for customers. Daily duties should be completed by 1700 hours, unless specifically instructed otherwise by a chief officer, and providing all equipment is in service and ready for an emergency response.

Outside

- Air pack check
- Check out trucks at assigned station
- Blow out bays
- Take out trash in large cans in the bay
- Blow or wash apron around the station as needed
- Wash or roll any hose from previous shift
- Check grounds around station for trash
- Wash and detail trucks as needed
- Change out water in water cans

Admin side

- Clean restrooms
- Take out trash and empty shredders
- Sweep and mop all tiled surfaces
- Vacuum all carpeted surfaces
- Straighten meeting room dust as needed

Fire side AM

- Clean restrooms and showers
- Lysol beds and couches
- Pledge all wood surfaces
- Clean kitchen
- Wipe down cabinets and desk in the watch office
- Empty dishwasher

Fire side PM

- Sweep and mop all tiled floors
- Take trash out
- Vacuum all carpet

PM

- Secure station
 - o All exterior doors locked
 - o All overhead doors closed
 - o All interior doors accessing sleeping areas should be locked
- Turn off unnecessary lights
- Make sure trucks are plugged in