

## WEEKLY & MONTHLY LIST

1<sup>ST</sup> OF THE MONTH- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial.

15<sup>th</sup> OF THE MONTH- Run all small engines on hydraulic pumps, saws, trench trailer generator, boat motor, and Booster 43 water pump for 15 minutes

January, April, July, October- change batteries in TPASS and SCBA

Daily- Truck checks, station cleaning, supply check, training, pre-plans, study. This includes taking out the trash from every trash can or dumping it into a big bag so we don't waste small trash bags, refilling toilet paper in cabinets and on the rolls. Each station has a master inventory list of supplies and if any supplies are needed contact D40 early in your shift to ensure they can bring while doing their rounds. Make sure all spare SCBA bottles are full.

Monday-(Truck day) Detailed cleaning of all apparatus including pulling out all equipment and wiping down trays, compartment flooring & walls, clean all the equipment as its being put back in.

Tuesday-(Station day) Detailed cleaning of the stations including wiping down the walls, changing burned out light bulbs, organizing all the rooms, dusting including the tops of cabinets, door frames, picture frames, etc. This is the best day to wash out the bays or mop with very hot water to get the previous weeks worth of pine-sol or other chemicals off of the floor. Drive Engines 41, 42, 43, & Rehab 42 to Tomball.

Wednesday- (Outside) Walk around and pick up trash on the properties, organize the inside and outsides of the sheds in preparation for the landscaping crew on Thursday.

Thursday- (Training) Training over the monthly or weekly objective set by the Training Officer. This is also a good day to do independent study AFTER company level training is complete.

Friday- (SCBA) Do a detailed cleaning of SCBA's and masks and check PASS battery levels. Drive Engines 41, 42, 43, & Rehab 42 to Tomball.

Saturday- (Pre-plans) In addition to the daily pre-plans you should do an additional 3-5 pre-plans.

Sunday- (Radios) Do a detailed check of all radios including swapping batteries on radios that are not on a reconditioning charger, clean and maintenance flashlights.

**TRUCK CHECKS ARE A VITAL PART OF OUR OPERATION TO ENSURE WE ARE FULLY AND ADEQUATELY ABLE TO PROVIDE THE BEST FOR OURSELVES, OUR FELLOW COWORKERS, AND OUR COMMUNITY UNDER EXTREMELY STRESSFUL AND DANGEROUS SITUATIONS. IF WE FAIL TO PREPARE OURSELVES TO 110% EVERY DAY THEN WE ARE SETTING OURSELVES UP FOR FAILURE AND OUR ACTIONS OR FAILURE THERE OF COULD COST US OUR OWN LIFE OR SOMEONE ELSE'S. IF SOMETHING NEEDS ATTENTION AND WE DON'T KNOW ABOUT IT BECAUSE TRUCK CHECKS WERE NOT DONE PROPERLY THEN WE CAN'T DO OUR JOBS EITHER AND IT IS A SNOW BALL EFFECT. REMEMBER THAT WHEN YOU SUBMIT THESE FORMS THEY ARE A PERMANENT RECORD AND WE COULD HAVE A SUBPEONA SERVED TO US FOR THESE RECORDS AND YOU AS THE PERSON WHO MADE THAT RECORD COULD BE HELD ACCOUNTABLE!!!**

## 1<sup>st</sup> of the month

January 1<sup>st</sup>- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial. Change batteries in TPASS and SCBA.

February 1<sup>st</sup>- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial.

March 1<sup>st</sup>- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial.

April 1<sup>st</sup>- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial. Change batteries in TPASS and SCBA.

May 1<sup>st</sup>- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial.

June 1<sup>st</sup>- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial.

July 1<sup>st</sup>- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial. Change batteries in TPASS and SCBA.

August 1<sup>st</sup>- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial.

September 1<sup>st</sup>- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial.

October 1<sup>st</sup>- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial. Change batteries in TPASS and SCBA.

November 1<sup>st</sup>- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial.

December 1<sup>st</sup>- Replace air filters at every station, check and top off diesel tank on generator at 42, bleed the moisture chamber on air compressor @42, check expiration dates on medical supplies, do detailed check of medical bags including Cyano-Kits, check gear on the first shift at the first of every month, lubricate TW40 aerial.