

WEEKLY & MONTHLY LIST

1ST OF THE MONTH- 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 CyanoKits, check gear on the first shift at the first of every month, run water down all shower and floor drains.

15th OF THE MONTH- Run all small engines on trench trailer generator and spare generators in maintenance shed @ 44. Run water down all shower and floor drains.

Daily- Truck checks, station cleaning, supply check, training, territory familiarization, and study. This includes taking out the trash from every trash can, dumping it into the big station trash cans and or dumpster. Refilling toilet paper and hand soap in all restrooms. Each station has a master inventory list of supplies. If any supplies are needed, fill out supply request so District 44 can fulfill those first thing in the mornings. Check the stations supply of water (5GAL) and make arrangements to pick up/drop off water jugs at station 44 as needed. 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. Open dumpster enclosure at Station 44 in the evening.

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. Wash out the bays. Station 44 dumpster pick up, make sure the gate and enclosure is open. Spray showers with cleaner and use floor scrubber. Change doorbell battery.

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- (PPE) Clean, inspect, and organize your PPE

Friday- (SCBA) Do a detailed cleaning of SCBA packs and masks. This includes all personal masks and masks bags as needed. Station 43 dumpster pick up, make sure the gate is open.

Saturday- (Clean Cab) Special attention and deep cleaning of everything in the cabs of the trucks (behind all seats, all cabinets, washing/sweeping the floorboards, cleaning TICs and air monitor, ETC.)

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.

**TRAIN EVERY TOUR, TRAIN ON THE BASICS, TRAIN ON NEW STUFF, LEARN YOUR TERRITORY, LEARN THE BUILDINGS,
LEARN TARGET HAZARDS, KNOW YOUR APPARATUS, BE READY FOR THE ULTIMATE FIGHT!!!**

1st of the month

January 1st- 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.

February 1st- 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.

March 1st- 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.

April 1st- 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.

May 1st- 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.

June 1st- 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.

July 1st- 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.

August 1st- 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.

September 1st- 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.

October 1st- 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.

November 1st- 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.

December 1st- 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.