



# ANN ARBOR FIRE DEPARTMENT

## Standard Operating Procedures – 1.14 Station Duties



### STATION DUTIES

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Effective: July 21, 2023  
Scheduled Review: July 21, 2026  
Approved: Fire Chief Mike Kennedy

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#### I. PURPOSE

To establish maintenance, cleaning, and supply ordering procedures for fire stations and apparatus. Fire stations and apparatus shall be maintained in such a manner as to ensure that it is safe, sanitary, neat, clean and present a desirable appearance. Nothing in this SOP shall preclude additional maintenance, cleaning or work being assigned.

#### II. PROBATIONARY FIREFIGHTERS AND FIRE RECRUITS

Of the duties listed in this SOP, when probationary firefighters / fire recruits are available these employees may be charged with completion following proper training and availability. If probationary firefighters / fire recruits are unavailable, these duties shall be assigned to on-duty staff.

On non-holidays between 0800-1600 probationary firefighters / fire recruits are expected to remain active. The following activities are in addition to those outlined thorough this SOP

- Perform equipment checks, cleaning, and daily duties as assigned by the officer in charge.
- Daily training should occur even if it is not related to OJT objectives. This can be as simple as the probationary firefighter reviewing SOPs or practicing with their SCBA.
- Cleaning and detailing of all Station 1 apparatus to include reserve apparatus, mechanic vehicles, and command vehicles. Not all apparatus / vehicles need to be addressed daily.
- Clean apparatus cab: clean windows, wipe floors, seats, tools, etc.
- Take one apparatus compartment per day: pull out all tools and equipment. Clean everything and replace.
- Between 0800-1600 when not performing other duties, probationary firefighters should be in the old dispatch in Station 1 or on the bay floor. Online training counts as other duties.
- Working out or other physical fitness is encouraged.

#### III. DAILY

- A. Ensure US flag is at appropriate level per State of Michigan Governor's order.
- B. Wash apparatus if dirty or dusty, including specialty and reserve.
- C. Empty garbage and recycle cans.
- D. Restrooms, clean sinks, toilets and mirrors, sweep and mop floors, check hand towels, toilet tissue, and soap dispenser, fill as needed.
- E. Fill SCBA cylinders.
- F. Roll dry hose in hose tower.

When a female firefighter(s) is assigned to Station 1, the female firefighter(s) is responsible for the cleaning of the female restroom / shower facility located off the main locker room. A female firefighter can be assigned the BC office restroom / shower area; the administrative restrooms, and the apparatus floor bathroom.



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Male firefighters can be assigned all the previously identified areas of Station 1 except for the female restroom / shower facility located off the main locker room. Regardless whether a female(s) firefighter is on-duty, male firefighters are not to enter this designated area for female privacy.

Stations 3, 4 and 6, both male and female firefighters can be assigned cleaning duties for the respective restroom / shower facilities. As for Station 5, when a female firefighter(s) is on-duty, the front restroom shall be designated for female use only. The on-duty female firefighter(s) shall be responsible for the cleaning of this specific location. When a female firefighter(s) is not on-duty, a male firefighter shall be assigned to clean this area. Regarding Station 5's shower area, reasonable care and coordination by the on-duty crew comprised of male and female firefighters is necessary in order for a female firefighter to enter into the male restroom area to access the shower area for cleaning.

### IV. WEEKLY

#### A. Monday

- i. Check and replace light bulbs where needed.
- ii. (Station 1) Clean, vacuum, dust, take out trash / recycle:
  1. Second floor: administration offices, fire prevention area, restrooms (4), all carpeted hallways, lobby area, copy room.
  2. Mezzanine floor: captain office, battalion office, restrooms, hallway and area by fire pole.
  3. Stairwells: north, west, south
  4. Old dispatch.
  5. Wipe down counters and tables in training room and administrative kitchen area.

#### B. Tuesday

- i. Clean, vacuum, dust day room

#### C. Wednesday

- i. Clean, vacuum, dust day dormitory and locker areas

#### D. Thursday

- i. (Station 1) Clean, vacuum, dust, take out trash / recycle:
  1. Second floor: administration offices, fire prevention area, restrooms (4), all carpeted hallways, lobby area, copy room.
  2. Mezzanine floor: captain office, battalion office, restrooms, hallway and area by fire pole.
  3. Stairwells: north, west, south
  4. Old dispatch.
  5. Wipe down counters and tables in training room and administrative kitchen area.



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### E. Friday

- i. Kitchen: clean stovetop / oven, cabinets, countertops, ice maker, refrigerator: throw out all expired food and unlabeled food, clean and disinfect interior and exterior
- ii. Lawn care: cut grass and trim
- iii. Weed landscape beds
- iv. Pick-up trash on grounds
- v. Sweep sidewalks and entrances. During winter months, sweep salt away from metal apparatus and pedestrian door frames.

### F. Saturday

- i. Inservice, reserve, and specialty apparatus: ensure operation, functionality, inventory, and cleanliness of apparatus, tools, and equipment. This includes cleaning apparatus cab: wipe down all cab surfaces, clean all cab windows
- ii. Wash down or blow-out apparatus floor.

## V. MONTHLY

### A. First Monday

- i. Supply ordering: conduct an inventory of cleaning, janitorial, and office supplies.
  1. Orders for each station shall be sent to the office manager. Each officer assigned to a station shall be included in the order email.
  2. A copy of the order email shall be printed and posted in the supply area. Once supplies are received, the email shall be recycled.
  3. Expired supplies shall be disposed of.

### B. Second Monday

- i. Launder bed covers and shower liners.
- ii. Clean showers.
- iii. Dust and clean all gym equipment and organize loose equipment.

### C. Third Monday

- i. Windows and glass: clean all interior windows and glass. This includes apparatus bay and dorm room windows. If outside temperature is above 20°F, exterior windows shall also be cleaned.

#### Station 1 – window cleaning

1. First floor: interior and exterior - apparatus bay doors, training office, old dispatch, north lobby
2. Mezzanine level: interior captain office and apparatus bay side
3. Second floor: interior - south lobby, training room, administrative offices, gym, lobby outside north stair, day room, logistics office.
4. This does not include exterior windows above first floor at Station 1.



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- D. Fourth Monday
  - i. Launder bed covers and shower liners.
  - ii. Clean showers.
  - iii. Dust and clean all gym equipment and organize loose equipment.