**Section 100 – Management & Administration**

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| General Rules & Administration - 100 | | | |
| S.O.P # 100.08 | **Station Duty Assignments** | | Page: 1 of 3 |
| EFFECTIVE: 10/14/2019 | | Authorized: Board of Directors | |
| REVISED: | |  | |

**100.08.01 Purpose**

The purpose of this SOP is to establish a policy that outlines the general maintenance and clean-up responsibilities of each employee assigned to the Station.

**100.08.02 General**

Each employee is expected to perform duties and tasks that maintain the general cleanliness and professional appearance of the station. Duties and assigned tasks should be performed daily and completed prior to 1700 hours when able. It is the responsibility of the Duty Officer to inspect and insure compliance of this policy for the personnel under their command.

**100.08.03 Policy**

Personnel are accountable for the following station duties and tasks:

1. **Ambulance Cleanliness** – The assigned ambulances will be washed and cleaned at the start of each shift.
2. **Fuel** – Fuel levels will be maintained at ¾ of a tank.
3. **Ambulance Bays & Stairs** – (Day Crew) Ambulance bays are to be kept neat and clean free of dirt, grime, debris and motor fluids. Ambulance bays should be swept and mopped as needed to maintain compliance with this policy.
4. **General Station Appearance and Cleanliness** – Personnel will be responsible for the general appearance and hygienic cleanliness of the station.
   1. Removal of rubbish and waste from the trash receptacles as needed.
   2. The sweeping and mopping of floors where the public has access as needed to maintain a professional appearance.
5. **Restroom Cleanliness** – Restrooms utilized by personnel and those accessible to the general public should be maintained in a professional and hygienic manner. Toilet paper, paper towels and soap should be maintained. The following bathrooms are assigned to:
   1. Ambulance Bay Bathroom – **Ambulance Crews**
   2. Sleepers Quarters Bathroom – **Ambulance Crews**
   3. Office Bathroom – **Office Staff**
6. **Kitchen Cleanliness** – Personnel are expected to clean up after themselves after each meal.
   1. This includes the washing, drying and replacement of pots, utensils and dishes used.
   2. Rubbish and waste are to be removed from trash receptacles whenever they are full.
   3. Tabletops, countertops and appliances should be wiped down and/or disinfected after each use.
   4. Kitchen floors should be cleaned and mopped as needed after each use.
   5. Food placed in the refrigerator should be labeled with the employee’s name and dated. Food should not be left in the refrigerator past its expiration date. Prepared food should not be left in the refrigerator past seven (7) days of preparation.
   6. Food pantries should be inspected and cleaned as needed.
7. **Bunking Quarters** – Berthing quarters shall be kept neat and tidy at all times.
   1. Staff will bring their own linen and take their linen home with them at the end of their shift or store it in their locker.
   2. Side tables and other flat surfaces should be wiped down or dusted as needed.
   3. Food or beverages should not be stored in bunk spaces.
8. **Lockers** – Lockers should be kept neat and tidy at all times.
   1. The external surface of the locker should not contain stickers or unauthorized markings.
   2. Soiled garments and linen should not be stored in locker spaces for extended periods of time.
   3. Malodorous items should be removed and washed accordingly.
   4. Food or beverage items should not be stored in lockers.
9. **Living Area** – Personnel should clean up after themselves after each use of the lounge. Food and beverages items should be removed after each use.
10. **Mezzanine** – Mezzanine should be kept neat and tidy at all times. Floor should be swept and mopped as needed.
11. **Offices** – Work Spaces should be maintained in a neat and orderly manner.
    1. Computer Screens, keyboards, desk tops, related equipment and other flat surfaces should be dusted, disinfected and wiped clean as needed.
    2. Floors should be swept and mopped as needed.
    3. Storage bins and cabinets should (to include the top surface) should be inspected and cleaned routinely as needed.
    4. Rubbish and waste is to be removed from receptacles whenever they are full.
12. **Decontamination Room** – The Decontamination room should be kept clean at all times. Any equipment that is dirty should be decontaminated per protocol and then put back in service when it is appropriately maintained.
13. **Supply Room** – The Supply Room should be kept clean at all times. Supplies that arrive should be put away and the packing slip signed, dated and put in the Logistic Officer’s box.
14. **Training Room** – The Training Room should be kept clean and presentable at all times.
    1. The floor should be swept and mopped as needed.
    2. The tables and chairs should be wiped down as needed.
    3. Rubbish and waste should be removed.
    4. The room should be set up for the needs of the day.
15. **Linen Cabinet** – The Linen Cabinet should be checked daily. Dirty laundry should be taken to SCMC-Madras and restocked as needed.
16. **Grounds and Building** – The station building and grounds should be maintained to provide a positive appearance to the public.
    1. Rubbish and waste should be removed.
    2. Weeds should be pulled as needed.
    3. Back lawn should be watered daily in the warmer months and mowed as needed.
    4. Flower and garden beds should be watered daily in the warmer months and weeds pulled as needed.