

**Purpose:** To establish procedures/policy for the performance of routine station duties by department personnel.

**Administration:** The Fire Chief, Assistant Fire Chief and Station Captains will have primary responsibility for administration of this policy with respect to volunteer personnel within the scope of their job descriptions. The Fire Chief will have responsibility for administering this policy with respect to career staff and coordinating career staff station duties with volunteer personnel station duties.

**Policy:** All CTFD personnel shall assist in routine weekly and monthly chores to ensure cleanliness and general upkeep of each of the three CTFD stations. Minimum participation in station chores will be required of all volunteer personnel. Station Captains will oversee housekeeping details, develop and post monthly duty schedules, and monitor compliance with duty assignments for volunteer staff. Career staff will carry out monthly housekeeping duties under the direction of the Fire Chief, but will not be assigned weekly duties.

**Definitions:**

**Assigned Station:** station to which personnel are assigned for primary emergency response and other duties by the Deputy Chief of Operations.

**Weekly Housekeeping Duties:** cleaning of station bathrooms, collection and placement of trash out for collection, and collection and placement of recycling out for collection (biweekly).

**Monthly Housekeeping Duties:** cleaning and general organization of station dayrooms, training rooms, office areas, apparatus bays, mechanical and tool rooms, and other common areas. (See Appendix: Station Housekeeping Check Sheet)

**Station Captain:** Those CTFD Captains that are assign station responsibilities.  
Station 1: Rescue Captain  
Station 2: Engine Captain  
Station 3: Truck Captain

**Procedures**

- The first Monday of each month will be set aside for monthly housekeeping duties to be performed by volunteer personnel at each station. Personnel shall report to their assigned station to participate in these details under the direction of the Station Captain.
- Each Station Captain shall develop and post a monthly schedule for weekly housekeeping duties to be carried out by personnel assigned to his/her station during that month.
- Station Captains will have responsibility for monitoring personnel compliance with weekly and monthly housekeeping duty requirements. Specific refusal to comply or repeated non-compliance by volunteer personnel or unsatisfactory execution of housekeeping duties by career staff should be reported to the Fire Chief and/or Assistant Fire Chief for further action.
- Volunteer personnel shall complete all weekly housekeeping duty assignments and participate in a minimum of one-half of monthly housekeeping duty details annually.
- Station Captains will perform a weekly housekeeping survey of the apparatus bays, office space and common areas of their assigned stations, noting any need for general cleanup, remediation of safety problems, or need for repairs which present themselves during the periods between routine housekeeping details. CTFD personnel should be assigned, as needed, to rectify any problems found during these surveys in a timely fashion. Any problems which station personnel cannot rectify shall be submitted as directed by the Fire Chief.
- Station Captains shall develop and submit all general supply orders for their assigned station including, but not limited to, office supplies, cleaning supplies, kitchen/bathroom supplies, etc. These supply orders will be submitted as directed by the Fire Chief.

- The Station Captain shall train any new personnel detailed to their assigned station in their housekeeping responsibilities, use of station equipment and facilities, general “house rules” for cleanliness and safety, and related topics in a timely fashion.
- In the event any Station Captain is unable to carry out assigned monthly or weekly duties outlined in this policy due to vacation, illness, or similar short-term conflict or difficulty, the Station Captain shall arrange with the Captain (Rural/Water) for coverage or coordinate with Assistant Fire Chief to assign an individual to complete those duties at that Station.

**References:**

2.6A Station Housekeeping Check Sheet