

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Member Guidelines-General Station Procedures</i>	SOG #101-008
	Approved: Chief Christopher J. Reynolds	Initiated: May 2023 Revised: N/A

Description: Every member is expected to perform duties and tasks that maintain the general cleanliness and professional appearance of the station to which they are assigned. Duties and assigned tasks should be performed daily.

Purpose: The purpose of this SOG is to establish a procedure that outlines the general maintenance and clean-up responsibilities of each member.

Procedure: Members are accountable for the following station duties and tasks:

1. Apparatus Cleanliness – The assigned apparatus will be washed and cleaned at the start of each shift.
2. Fuel – Fuel levels below $\frac{3}{4}$ of a tank shall be topped off prior to the end of each shift.
3. Apparatus Bays – Entire apparatus bay(s) should be kept neat and clean free of dirt, grime, debris, and motor fluids. Apparatus bays should be swept and rinsed 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 to which they are assigned.
 - a. Removal of rubbish/waste & recyclables from the receptacles as needed.
 - b. The vacuuming of carpets when needed to maintain a professional appearance.
 - c. Mopping of floors as needed to maintain a professional appearance.
5. Restroom Cleanliness - Restrooms utilized by personnel and those accessible to the public should be maintained in a professional and hygienic manner. Soiled linen should not be left on the floor or towel hooks and personal hygiene items should be stored after each use.
6. Kitchen Cleanliness – Personnel are expected to clean up after each meal.
 - a. This includes the washing, drying and replacement of pots, utensils and dishes used.
 - b. Rubbish and waste is to be removed from trash receptacles whenever they are full.
 - c. Tabletops, countertops and appliances should be wiped down and/or disinfected after each use.
 - d. Kitchen floors should be cleaned and mopped as needed after each use.
 - e. Food placed in the refrigerator should be labeled with the members’ names and dated.
 - i. 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.
7. Bunk Rooms – Bunk Rooms shall always be kept neat and tidy.
 - a. Bed linens should be stripped and stored at the completion of each shift.

- b. Soiled linens should be laundered as needed and not stored in hampers or cubicles for extended periods of time.
 - c. Carpets should be vacuumed as needed to prevent dust and filth buildup.
 - d. Side tables and other flat surfaces should be wiped down or dusted as needed.
 - e. Food or beverages should not be stored in bunk spaces.
8. Lounge – Members should clean up after themselves after each use of the lounge.
9. Fitness Room- Members should use good work-out etiquette and clean up after themselves after each use of the fitness room and equipment.
- a. Soiled towels, garments, and water bottles shall be removed from the room after each usage and either cleaned or taken home with the members after their shift or work-out.
10. Offices – Workspaces should be maintained in a neat and orderly manner.
- a. Computer screens, keyboards, desktops, related equipment, and other flat surfaces should be dusted, disinfected, and wiped clean as needed.
 - b. Carpets or flooring should be vacuumed or mopped as needed.
 - c. Storage bins and or cabinets (including the top surface) should be inspected and cleaned routinely and as needed.
 - d. Rubbish and waste is to be removed from receptacles whenever they are full.

Assigned station duties shall be documented on the Daily Station Chore Sheet.

Exceptions

1. Members assigned to a station with high call volume on a specific day may not always have time to accomplish any or all assigned stations duties, this is understandable and should be documented on the Daily Station Chore Sheet.
2. Once members have completed and documented their assigned duties and tasks, they are not expected to continually maintain that level outside of what is deemed normal use.