

Daily Tasks

- Daily checks entered in eSchedule on all ambulances, including 3rd out
- Wash 1st and 2nd out ambulances
- Day of the week chores
- Remove trash from living area and put in bins in the bay, as needed
- 1 hour of EMS training/street drills
- Other duties as assigned
- Keep fuel and DEF (in trucks that require DEF) at or above 3/4 of a tank in all apparatus
- Restock all supplies used after each call
- Clean out all trash from ambulance and keep interior clean after each call
- Station laundry, as needed
- Wipe down kitchen and dining table before bed
- Wash and put away all dishes used before end of shift

First Shift of Each Month

- Monthly detailed check on all apparatus entered in Aladtec
 - A-shift - First out ambulance
 - B-shift - Second out ambulance
 - C-shift - Third out ambulance
- Wipe down cab of truck your shift does monthly check on

January 1st, April 1st, July 1st and October 1st

- Replace both HVAC air filters

October and April

- Wax ambulances
 - A-shift - First out ambulance
 - B-shift - Second out ambulance
 - C-shift - Third out ambulance

Water Cooler

- Replace filters when filter change indicator light is on

Monday

Charge suction units
Rotate autopulse batteries
Clean bathrooms
Sweep and mop all floors

Tuesday

Deep clean kitchen to include cleaning ice maker
Clean off your shelf in the refrigerator
Haul off trash

Wednesday

Clean bathrooms
Wipe down bunks
Sweep and mop all floors

Thursday

Clean workout room
Straighten up training equipment
Clean day room
Clean off your shelf in the refrigerator
Haul off trash

Friday

Clean bathrooms and wash bathroom rugs
Sweep and mop all floors

Saturday

Clean and blow out bays
Clean out dryer lint trap
Clean out dryer vent bucket near gear extractor and add water
Clean off your shelf in the refrigerator
Haul off trash

Sunday

Ensure station cleanliness