



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures

1.14 Station Duties



STATION DUTIES

Effective: October 31, 2025
Scheduled Review: October 31, 2028
Approved: Fire Chief Mike Kennedy

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.



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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.

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 designed 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

Monday

- Inservice, reserve, and specialty apparatus: ensure operation, functionality, inventory, and cleanliness of apparatus, tools, and equipment.
 - Clean apparatus cab: wipe down all cab surfaces, clean all cab windows inside and outside
 - Take off and clean ladders.
 - Inspect and wash nozzles if dirty
- Wash all apparatus, including reserve, hazardous materials team, and technical rescue team.
- Wash down or blow-out apparatus floor.

Tuesday

- PSTRax, EMS Supply Inventory

Wednesday

- (Station 1) Clean, vacuum, dust, wipe tables / counters, take out trash / recycle in the following areas:
 - Second floor: administration offices, fire prevention area, restrooms (4), all carpeted hallways, lobby area, copy room.
 - Mezzanine floor: captain office, battalion office, restrooms, hallway and area by fire pole.
 - Stairwells: north, west, south
 - Old dispatch.



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- Wipe down counters and tables in training room and administrative kitchen area.

Thursday

- Kitchen: clean stovetop / oven, cabinets, countertops, ice maker, refrigerator: throw out all expired food and unlabeled food, clean and disinfect interior and exterior.

Saturday

- Lawn care: cut grass and trim
- Weed landscape beds
- Pick-up trash on grounds
- Sweep sidewalks and entrances. During winter months, sweep salt away from metal apparatus and pedestrian door frames.
- Station 3: weed and maintain FF Schnearle memorial
- Station 1: clean / dust memorial by flagpole and memorial by Huron St. Clean all landscape beds on the west side of 5th Ave from Ann St to Huron St including all trash, leaves, and dead foliage.
- Station 1: clean, vacuum, dust, wipe tables / counters, take out trash / recycle:
 - Second floor: administration offices, fire prevention area, restrooms (4), all carpeted hallways, lobby area, copy room.
 - Mezzanine floor: captain office, battalion office, restrooms, hallway and area by fire pole.
 - Stairwells: north, west, south
 - Old dispatch.
 - Wipe down counters and tables in training room and administrative kitchen area.

V. MONTHLY

First Friday

Supply ordering: conduct an inventory of cleaning, janitorial, and office supplies.

- Orders for each station shall be sent to the office manager. Each officer assigned to a station shall be included in the order email.
- A copy of the order email shall be printed and posted in the supply area. Once supplies are received, the email shall be recycled.
- Expired supplies shall be disposed of.

Second Friday

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



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Third Friday

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