**Headquarters (HQ) Daily Routine**

**Scheduled Weekly Tasks 📅**

* **Monday**:
  + Clean the kitchen, including the floors, two refrigerators, stove, and cabinets.
  + Scrub and clean all bathroom tiles and fixtures.
* **Tuesday**:
  + Mow the lawn and trim shrubs as needed.
  + Thoroughly clean fixtures and rugs on the second floor.
  + Vacuum, including the PT room.
  + The generator will run a one-hour test automatically from approximately 9:55 AM to 11:05 AM. Enter into Vector Check It
* **Wednesday**:
  + Perform weekly checks on Department Cars.
  + Put recyclables out by 7:30 AM.
  + On the 2nd Wednesday of the month, clean windows and lamps on the second floor.
* **Thursday**:
  + Perform weekly checks on the HQ Engine and Ladder 1.
  + On the 2nd Thursday of the month, clean windows and lamps on the apparatus floor and in the cellar.
* **Friday**:
  + Wash the apparatus floor and slate stairs.
  + Clean and mop the cellar rooms (boiler room, PT room, meeting room).
* **Saturday**:
  + Check all Scott packs, cylinders, resuscitators, hand lights, and gas-powered units.
  + Inventory and decontaminate all EMS bags.
* **Sunday**:
  + Perform routine dusting and cleaning.

**Important Notes 📝**

* **Garbage pickup** is on Tuesdays and Fridays.
* **Apparatus and cars** should be washed on the last day of a tour or as needed.
* **Tire pressure** on all vehicles is checked during the first week of every month.

**Station 2 Daily Routine**

**Scheduled Weekly Tasks 📅**

* **Monday**:
  + Clean fixtures and tiles in both bathrooms and the slop sink.
  + Clean the kitchen, including the refrigerator, stove, and fixtures, and mop the floor.
* **Tuesday**:
  + Mow the lawn and manage clippings.
  + Edge shrubbery, weed, and clean walks.
  + The generator will run a one-hour test automatically from approximately 9:55 AM to 11:05 AM. Check the generator's oil level and battery reading. Enter into Vector Check It
* **Wednesday**:
  + Perform weekly checks on Department Vehicles (Cars/Light Trucks), Squad 6, and the in-service Engine.
  + Put recyclables out by 7:30 AM.
* **Thursday**:
  + Perform weekly checks on the Station 2 Reserve Engine.
  + Clean the windows, basement, and light fixtures.
* **Friday**:
  + Wash the apparatus floor.
  + On the first Friday of the month, clean the apparatus room wall tiles.
* **Saturday**:
  + Check all Scott packs, cylinders, resuscitators, hand lights, and gas-powered units.
  + Inventory and decontaminate all EMS bags.
  + Run all power tools and portable generators.
* **Sunday**:
  + Perform routine dusting and cleaning.

**Important Notes 📝**

* **Garbage pickup** is on Mondays and Wednesdays.
* **Apparatus and cars** should be washed on the last day of a tour or as needed.
* **Tire pressure** on all vehicles is checked during the first week of every month.
* **Gas Tank** levels are to be checked on the 1st and 15th of each month.