

Daily Station Tasks

Assigned Task	Action to be Taken	Week of:				
		Monday	Tuesday	Wednesday	Thursday	Friday
Check All Vehicle Fluid Levels	Correct as Required					
Check Supplies Inventory in All Vehicles	Restock Supplies as Required					
Inspect Interior of Vehicles for Cleanliness	Clean As Required					
Inspect Building for Cleanliness	Clean As Required					
Inspect Facility Grounds	Clean As Required					
Other						

Weekly Tasks

Inspection of Belts, Wires, Hoses & Tires	Adjust, repair, notify as applicable					
Inspection of Electrical Powered Equipment	Check for Operation					
Inspection of Gasoline Powered Equipment	Check for Operation					
Inspect Exterior of All Vehicles	Clean as Required					
Inspect Trash Receptacles	Dispose of Trash as Required					
Other						

Requested Tasks

Assistance with PPCR recording/reports						
Inspect, Test Fire Hose						
Mow Grass, Detail Landscaping						
Building Maintenance						
Development of Training Exercises						
Other						

Other Tasks
