



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Daily Check Sheet
Reference Number:	ADM 05-004
Effective Date:	30-Jul-04
Last Revision Date:	22-Feb-19
Signature of Approval	Curtis Sheets, Chief

Purpose:

The purpose of this policy is to create a uniform procedure on how the daily check sheet should be completed.

Policy:

All personnel shall use the following guidelines when filling out the daily check sheet.

At a minimum, the following information must be completed; date, shift, apparatus, station number, levels on all oxygen tanks & self-contained breathing apparatus, drug box/RSI pack numbers and expiration date, and names of the personnel checking the unit. A tablet is provided at each station to complete the required checks.

These daily checks will begin at 08:30 or no later than 09:00.