

**GLASGOW FIRE DEPARTMENT**  
**Standard Operating Guideline**

<b>GUIDELINE: DAILY LOG</b>			<b>SECTION: 103</b>
WRITTEN 08/13/1990	REVIEWED	REVISED 08/25/2021	Page 14

**PURPOSE**

1. To provide a record of the activities of the on-duty shift

**PROCEDURES**

1. Complete in detail all activities.
  - a. Equipment – check all equipment including all hoses, nozzles, appliances, tools and breathing apparatus.
  - b. Building – cleaning of floors, dusting, etc.
  - c. Exception Reports – this section will be utilized for fire emergency and rescue.

**RESPONSIBILITY**

1. Do not use SOG for explanations of activities on the daily log list of activities.
2. The Shift and stations officer shall be responsible for the completion of the daily log at the end of each duty shift.
3. Daily log shall be kept in a neat and legible order with all spelling correct.
4. When the logbook is full, the shift officers shall return the daily logbook to the Administrative Officer for filing and receive a new log book.