Resident Firefighter Daily Cleaning/Weekend Shift Cleaning

Resident Quarters Daily (Make sure all doors are locked and secured)

To be performed by 2200 hours

KITCHEN

- Wipe/clean off countertops, dayroom tables, sink and stove.
- Dishes washed and put away.
- Paper and trash picked up.
- Food stored appropriately.
- Paper towels and hand soap refilled if needed.
- Paper towels, hand sop, dishwasher detergent, garbage can liners and cleaning supplies restocked if needed.
- Empty garbage.
- Sweep/mop if needed.

BATHROOMS

- Wipe down/clean countertops, sinks, toilets and mirrors.
- Paper towels, hand soap, and toilet paper refilled if needed.
- Paper towels, hand soap, cleaning supplies, garbage can liners and toilet paper restocked if needed.
- Empty garbage.
- Sweep/mop if needed.

LAUNDRY ROOM

- Wipe down/clean countertop, sink, washer and dryer.
- Laundry detergent, dryer sheet, bleach restocked if needed.
- Empty garbage.
- Sweep/mop if needed.

DAY-ROOM (BOTH SIDES)

- Pick up area.
- Make sure television/lights are off if not in use.
- Vacuum if needed.

STATION GROUNDS

- Pick up yard garbage by 9:00 a.m. daily (paper, bottles, cans etc).
- Unsightly weeds removed.

Station Daily (Make sure all doors are locked and secure) by 9:30 p.m.

WORK ROOM

- Empty garbage if needed.
- Vacuum if needed.
- Wipe/clean countertops.

KITCHEN

- Wipe down/clean off countertop, stove and sink.
- Empty garbage daily.
- Sweep/mop if needed.

BATHROOMS (MAN/WOMEN AND SHOP)

- Wipe down/clean countertops, sinks, toilets, urinal and mirrors.
- Paper towels, hand soap, and toilet paper refilled if needed.
- Empty garbage if needed.
- Sweep/mop if needed.

DRINKING FOUNTAINS

- Clean with glass cleaner.
- Polish with pledge cleaner.

TRAINING ROOM

- Pick up area.
- Paper and trash picked up.
- Tables/chairs put back into normal position.
- Make sure television/lights are off if not in use.
- Vacuum if needed.

HALLWAYS

- Vacuum if needed.
- Wipe/clean walls and window if needed.

UPSTAIRS

- Sweep/mop if needed.
- Empty garbage if needed.

STATION GROUNDS

- Pick up yard garbage by 9:00 a.m. daily (paper, bottles, cans etc).
- Unsightly weeds removed.

Resident Firefighter Weekend Shift Cleaning
(Saturday & Sunday)

Resident Quarters Weekend (Saturday or Sunday in addition to daily cleaning)

- Vacuum (living quarters, hallways, and dayrooms (both).
- Sweep/Mop floors in Kitchen, Laundry room, Bathroom.
- Empty all garbage cans (Kitchen, bathroom, laundry room, and both cans outside resident living quarters doors in the apparatus bay) if needed.
- Clean oven (Self Cleaning) as needed.
- Clean microwave oven (wash microwave plate).
- Clean refrigerator/freezer (check for old food, outdated items).

Administration Side Weekend (Saturday or Sunday in addition to daily cleaning)

- Vacuum (Training room, hallways, and workroom).
- Sweep/mop floors in kitchen, bathrooms (men/woman/hop).
- Empty all garbage cans (workroom, kitchen, bathrooms (men/woman/ shop) de-con room, apparatus bay as needed.
- Cleaning of apparatus floors and windows as needed.

WEEKLY DUTIES

- Sweeping of apparatus bay floors as needed.
- Mowing of lawn done every Tuesday prior to 1800 hours (in addition to daily cleaning).
- Removal of noxious or unsightly weeds from station grounds and garbage.
- Cleaning of apparatus windows as needed.
- During winter months snow removal should be completed by 0900 daily.

NOTE: RESIDENTS MAY AT TIMES BE ASKED TO PERFORM OTHER DUTIES SUCH AS THE FOLLOWING, BUT NOT LIMITED TO:

- Apparatus Windows.
- Washing parking lot.
- Washing apparatus.
- Hose testing.
- Washing down the station.