

EAST LAKE TARPON SPECIAL FIRE CONTROL DISTRICT

STATION 57 CLEANING SCHEDULE

FOR THE WEEK OF: _____

Note: This Cleaning Schedule is NOT to replace the need for daily cleaning. Prior to departure at 0730, all off-going crews are still responsible for individual bunkrooms, individual bathrooms, all individual and station trash, cleaning kitchen, emptying dishwasher, cleaning TV room and dining room.

<i>MONDAY</i>	NAME/EMPLOYEE #	SHIFT
EMERGENCY GENERATOR		
NEWSPAPERS TO RECYCLE BIN		
STAFF VEHICLES		

TUESDAY

TV ROOM:

DUST/VACUUM/WIPE DOWN	NAME/EMPLOYEE #	SHIFT
CEILING FANS		
ELECTRONICS		
CHAIRS		
CARPET		

KITCHEN:

CLEAN/WIPE DOWN/SWEEP/MOP	NAME/EMPLOYEE #	SHIFT
CEILING FANS		
REFRIGERATOR		
TRASH CAN		
MICROWAVE		
COUNTERTOPS		
SINK		
STOVE TOP		
RANGE HOOD		
DISHWASHER		
FLOOR		
GREASE TRAPS (AS NEEDED)		
OVER (AS NEEDED)		
CABINETS (AS NEEDED)		

TUESDAY (continued)

DINING ROOM:

CLEAN/DUST/WIPE DOWN	NAME/EMPLOYEE #	SHIFT
TABLE AND CHAIRS		
TV AND TV STAND		
DESK		
CLEAN WINDOWS		
FLOOR		

WEDNESDAY

BATHROOMS (x5):

CLEAN/WIPE DOWN/SCRUB	NAME/EMPLOYEE #	SHIFT
SHOWERS		
MIRRORS, SINKS, COUNTERS		
TOILETS		
FILL PAPER TOWEL DISPENSERS		
WET MOP FLOORS		

BUNKROOMS

CLEAN/VACUUM/DUST	NAME/EMPLOYEE #	SHIFT
TOPS OF LOCKERS		
DESKS		
FLOORS		
CEILING FANS		

HALLWAYS:

SWEEP/WIPE DOWN/MOP	NAME/EMPLOYEE #	SHIFT
FLOORS		
SHELVES		
COUNTERTOPS		
WATER FOUNTAIN		

PATIO:

CLEAN/WIPE DOWN	NAME/EMPLOYEE #	SHIFT
PICNIC TABLE		
OVERHEAD & WALLS (COBWEBS)		
GAS GRILL		

THURSDAY

ELECTRICAL ROOM:

SWEEP/MOP	NAME/EMPLOYEE #	SHIFT
FLOORS		

THURSDAY (CONTINUED)

STORAGE ROOM:

SWEEP/MOP/DUST	NAME/EMPLOYEE #	SHIFT
SHELVES		
FLOOR		

WATCH ROOM:

DUST/ WIPE DOWN/SWEEP/MOP	NAME/EMPLOYEE #	SHIFT
BLINDS		
SHELVES		
MONITORS		
WORK SURFACES		
FLOORS		
WINDOWS		

LAUNDRY ROOM:

SWEEP/WIPE DOWN/MOP	NAME/EMPLOYEE #	SHIFT
DEEP SINK		
WASHER & DRYER		
FLOOR		

JANITOR CLOSET:

WIPE DOWN/SWEEP/MOP	NAME/EMPLOYEE #	SHIFT
HOT WATER HEATER		
FLOOR SINK		
MOP RACK		
FLOOR		

FRIDAY

DECON ROOM:

WIPE DOWN/SWEEP/MOP	NAME/EMPLOYEE #	SHIFT
GEAR WASHERS		
DEEP SINK		
WALLS		
FLOOR		

BUNKER GEAR ROOM:

SWEEP/MOP	NAME/EMPLOYEE #	SHIFT
FLOOR		

BUNKER GEAR DRYING ROOM:

WIPE DOWN/SWEEP/MOP	NAME/EMPLOYEE #	SHIFT
GEAR DRYER		
FLOOR		

FRIDAY (CONTINUED)

EMS SUPPLY ROOM:

WIPE DOWN/SWEEP/MOP

NAME/EMPLOYEE #

SHIFT

COUNTERTOP		
FLOOR		

APPARATUS BAY & SIDEWALKS:

CLEAN/BLOW OUT/WIPE DOWN/MOP

NAME/EMPLOYEE #

SHIFT

CEILING & WALLS (COBWEBS)		
LIGHT FIXTURES		
GEAR TABLE		
TRASH		
BAY FLOOR (OIL SPOTS & STAINS)		

END