

**EAST LAKE TARPON SPECIAL FIRE CONTROL DISTRICT
STATION DUTIES FOR STATION 56 & 58 (circle one)**

Date: _____

| <i>1st of Month</i> | <i>Initial/Emp #</i> | <i>Shift</i> |
|---|----------------------|--------------|
| DRUG CHECKS | | |
| EXTINGUISHER CHECKS | | |
| CLEAN ALL A/C FILTERS | | |
| | | |
| <i>MONDAY</i> | | |
| FLUID CHECKS GENERATOR (DIESEL 57) | | |
| NEWSPAPERS OUT | | |
| CLEAN AROUND DUMPSTER | | |
| *DAILY STATION DUTIES | | |
| | | |
| | | |
| <i>TUESDAY</i> | | |
| *DAILY STATION DUTIES | | |
| DAY/TV ROOM | | |
| SHELVES/FANS | | |
| TV AREA | | |
| WINDOW SILLS/BLINDS | | |
| CANDY MACHINE/PHONES | | |
| KITCHEN/DINING AREA | | |
| STOVE/OVEN | | |
| REFRIGERATOR-CLEANOUT/WASH | | |
| CABINETS/COUNTERS | | |
| MICROWAVE/BBQ GRILL | | |
| HALLS/WALLS/COBWEBS | | |
| SINKS/TOASTER/APPLIANCES | | |
| CLEAN TRASH CANS | | |
| SCREEN ROOM | | |
| FILL SOAP/PAPER DISPENSERS | | |
| | | |
| | | |
| <i>WEDNESDAY</i> | | |
| *DAILY STATION DUTIES | | |
| BATHROOMS | | |
| ALL SHOWERS | | |
| MIRRORS/SINKS/COUNTERTOPS | | |
| TOILETS | | |
| FILL SOAP/PAPER DISPENSERS | | |
| WET MOP FLOORS | | |
| WATER IN ALL DRAINS | | |

| <i>WEDNESDAY (CONTINUED)</i> | <i>Initial/Emp #</i> | <i>Shift</i> |
|--|----------------------|--------------|
| BUNKROOMS | | |
| VACUUM/DUST | | |
| WET MOP/DUST | | |
| COMFORTERS WASHED (LAST Wed) | | |
| | | |
| <i>THURSDAY</i> | | |
| *DAILY STATION DUTIES | | |
| DECON/BUNKER GEAR ROOMS | | |
| WIPE WALLS/CEILINGS | | |
| MOP FLOORS | | |
| EMS/TRAINING/DC 58 & LT. ROOM | | |
| DUST COUNTERS/TABLES/DESKS | | |
| | | |
| <i>FRIDAY</i> | | |
| *DAILY STATION DUTIES | | |
| APPARATUS BAY | | |
| CLEAN FLOORS/WALLS/LIGHTS | | |
| REMOVE COBWEBS/ FROM EQUIP. TOO | | |
| WASH DOORS/WINDOWS (LAST FRI) | | |

***Daily Station Duties:** shall be completed between 0530 and 0730 hours each day and includes...

Wipe down the following:

- > Bathrooms
- > Kitchen
- > Officers' Bedrooms and Bathrooms
- > TV/Dining Area
- > Water fountains
- > Wet mop all interior floors
- > blow out Bay
- > take out trash

