

DCEMS Station 1 Daily Clean-up/Task/Maintenance

Date	Person to do Clean-up	Shift	Initial only when completed
<i>Trash-Empty all containers &amp; replace liners</i>			
<i>Upstairs Floors-sweep &amp; mop all floors</i>			
<i>Downstairs-Floors-sweep &amp; mop all floors</i>			
<i>Living Room-Dust &amp; clean, Vacuum</i>			
<i>Bathrooms-clean upstairs &amp; downstairs bathrooms (check &amp; replace soap &amp; paper supplies as needed).</i>			
<i>Kitchen-clean, wipe off tables, wash dry &amp; put away dishes &amp; clean microwave.</i>			
<i>Towels &amp; Stairs-wash dry &amp; fold towels, Vacuum Stairs</i>			
<i>Garage/Bays-clean &amp; straighten garage: spray down floors</i>			
<i>Wednesday; Mow yard &amp; pick up trash (seasonal)</i>			

**TASKS:**

<i>Mondays: Download Monitors</i>	<b>Medic 12</b>	<b>Medic 13</b>	<b>Medic 14</b>	<b>Medic 15</b>	<b>Squad 51</b>
<i>Thursdays Download Monitors</i>	<b>Medic 12</b>	<b>Medic 13</b>	<b>Medic 14</b>	<b>Medic 15</b>	<b>Squad 51</b>

**Reporting of new damage to station or items that need replaced and maintenance:**

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**Supervisors/OIC signature to verify cleanup:** \_\_\_\_\_

**Date:** \_\_\_\_\_