

Station Duties

(On duty Staff)

Daily: All Apparatus Checked, Bathrooms, Kitchen, Office, Floors [swept, mopped and/or vacuumed]

Weekly

<p>Outside Work: Tuesday</p>	<p>Truck Prevention Maintenance: Bumper to Bumper/Top to Bottom/Inside and Outside Station Bays: Clean floors, Clean equipment, Straighten work areas</p>
<p>Inside Work: Thursday</p>	<p>Kitchen(s): Microwaves, Stoves, Ovens, Refrigerators, Cabinets, Window Sills Bedrooms: Bed Covers, Fans, Lockers, End Tables, Window Sills Day Room: Electronics, Fans, Tables, Window Sills Station Rehab and Medical Resupply Station Windows: Inside and Outside Bathroom Showers</p>

A-Shift	B-Shift	C-Shift
<p>Mowing: 102 & 106</p>	<p>Mowing: 104</p>	<p>Mowing: 103 & 105</p>

Duties Include: Station Maintenance (Inside and Out), Apparatus Maintenance and Lawn Maintenance

Station 102	Station 103	Station 104
<p>Trash Day: Tuesday</p>	<p>Trash Day: Monday</p>	<p>Trash Day: Thursday</p>