

Station 1

Sunday Shift Duty List

Inside Duties

Shift: A B C

Date: _____

Check Off X

Apparatus Bays:	Clean Floor Surfaces	Sweep, Hose-Out & Squeegee (mop if needed) (remove all apparatus) Mop & Wax on 1 st Sunday of each Month	
	Clean Workbench	Vacuum & Wipe Down	
	Clean Apparatus Bay Windows	Wash & Squeegee	
	Garbage	Empty	
	P/U as Needed		
Front Foyer:	Clean Floor	Dust Floor Area & Vacuum	
	Clean Glass	Wash All Glass on Doors, Windows & Display Cases	
	Clean Rugs	Vacuum	
Communications Rm:	Clean Floor	Sweep, Vacuum & Mop	
	Windows	Dust & Vacuum Ledges & Wash Glass	
	Counters	Dust & Wipe Down	
	Books & Materials	Organize	
	Garbage	Empty	
Hall & Staff Office:	Clean Floor	Dust & Vacuum	
	Public Counter	Dust & Wipe Down	
	Windows	Dust & Vacuum Ledges & Wash Glass	
	Clean Rugs	Vacuum	
	Garbage	Empty	
Chief Office:	Clean Floor	Dust & Vacuum	
	Windows	Dust & Vacuum Ledges & Wash Glass	
	Garbage	Empty	
Asst. Chief Office:	Clean Floor	Dust & Vacuum	
	Windows	Dust & Vacuum Ledges & Wash Glass	
	Garbage	Empty	

Meeting Room:	Clean Floor	Dust & Vacuum	
	Windows	Dust & Vacuum Ledges & Wash Glass	
	Clean Marker Board	Wipe Down (if no notation to SAVE)	
	Clean Board Table	Wipe Down & Polish	
	Clean TV & Stand	Dust, Wipe Down & Organize as Needed	
	Garbage	Empty	
Training Office:	Clean Floor	Dust & Vacuum	
	Windows	Dust & Vacuum Ledges & Wash Glass	
	Garbage	Empty	
Admin Office:	Clean Floor	Dust & Vacuum	
	Windows	Dust & Vacuum Ledges & Wash Glass	
	Garbage	Empty	
Men's Restroom:	Clean Floor	Sweep & Mop Mop & Wax on 1 st Sunday of Each Month	
	Urinals	Wash & Wipe Down (install Deodorizer as Needed)	
	Toilets	Wash & Wipe Down (install Deodorizer as Needed) Add toilet paper to Stalls (3)	
	Wash Sinks	Wash & Wipe Down	
	Towel Dispenser	Fill	
	Mirrors	Wash & Wipe Down (Window Cleaner)	
	Shower Stalls	Mop Out & Run Water (approx. 3-5 Min)	
	Garbage	Empty	
Women's Restroom:	Clean Floor	Sweep & Mop Mop & Wax on 1 st Sunday of Each Month	
	Toilet	Wash & Wipe Down (install Deodorizer as Needed) Add toilet paper to Cabinet (Fill)	
	Wash Sink	Wash & Wipe Down	
	Towel Dispenser	Fill	
	Mirrors	Wash & Wipe Down (Window Cleaner)	
	Shower Stall	Mop Out & Run Water (approx. 3-5 Min)	
	Garbage	Empty	

Kitchen & Dining Room:	Clean Floors	Sweep & Mop Mop & Wax on 1 st Sunday of Each Month	
	Windows	Dust & Vacuum Ledges & Wash Glass	
	Entry Door	Dust & Wipe Down & Wash Glass	
	Garbage Closet	Sweep & Wipe Down Walls	
	Kitchen Counters	Wipe Down & Polish	
	Coffee Machine	Wipe Down & Polish (Move & Clean Under on Counter)	
	Coffee Pots	Clean (Ice & Sugar, Dishwasher)	
	Kitchen Sinks	Clean & Polish (Abrasive Cleaner i.e. Comet)	
	Dishes	Put All Clean Dishes in Cupboards Wash All Dishes (turn on Dishwasher Before Leaving)	
	Clean Rugs	Vacuum	
	Garbage	Empty	
Outside Duties:	Ash Receptacles	Clean	
	Parking Lot	Pick Up Trash	
	Rear Entries	Wash Down Concrete	
	Front Entry	Wash Down Concrete	