

Guideline Name: EMS Station: Waterstone Station Duties Revision 01.00		Department: Orange County Emergency Services
Revision Date: July 10, 2025	Issued: September 8, 2023	Approval(s): Kim Woodward, EMS Division Chief 

Scope

This Guideline applies to all Orange County EMS staff and staff operating in the OCES System.

Purpose

This policy is intended to describe how the Orange County Emergency Services EMS Division will maintain a clean and safe environment for all of their staff and visitors. Our stations are owned by the public and shall be maintained in a state of readiness at all times.

Definitions

Daily Station Duties: Station Duties that must be completed daily by every shift that are assigned to the station.

Weekly/Monthly Station Duties: These are station duties that must be completed in addition to the daily duties as scheduled in the policy.

Daily Station Duties:

- Sweep/Vacuum and mop all floors (hallway, sleep rooms, living room, bathrooms, and office) * See moping instructions under General Guidelines.
- Clean all countertops, stove, microwave, and exterior fridge.
- Clean all bathrooms, including lobby (toilets, sink and showers)
- Clean and put away all dishes/cookware.
- Inspect and if needed, wipe out all window sills
- Make sure all trash is taken out at beginning and/or end of each shift.
- Make there is no trash around exterior of station and parking lot.
- Complete ambulance check off in OP IQ
- Check washer and dryer
 - fold and store towels.
- Wash and Decon Ambulance
 - It is important to note that the Town of Hillsborough prohibits front apron vehicle washing as this is a stormwater violation and allows runoff to enter the creek.
 - Vehicles may be washed inside the bay or behind the station because runoff goes into the bio retention system. Either of these options are approved by the stormwater plan.

Weekly Duties/Monthly Duties:

Sunday: Weekly Duties

Deep Clean Kitchen

- Clean out refrigerator (remove all items that are not labeled or out of date)
- Wipe down all kitchen cabinets.
- Clean under the microwave and other moveable appliances.

Saturday: Weekly Duties

Deep Clean Ambulance Bay

- Sweep ambulance bay floor.
- Wash down ambulance bay floor with mild detergent and water.
- Squeegee excess water into drains due to oil trap in center of bay.

Wash all bed covers.

Sunday: Monthly Duties

- 1st Sunday: Wash accessible windows on EMS Ambulance Bay doors. Use of ladders to access windows is not permitted.
- 2nd Sunday: Wipe down all exterior of the lockers and chair rail down hallway.
- 3rd Sunday: Clean out Laundry/Decon room and mop floor.
- 4th Sunday: Clean all interior window seals.

General Guidelines:

- No personal foot lockers or storage containers. All personal items are to be placed into lockers.
- Only nonperishable food that is sealed or in a lock tight container are permitted in lockers.
- No personal appliances or donated items are to be brought to the station without approval of administration. Any non-approved items are subject to be removed without notification.
- No stickers or adhesive items are to be placed on lockers. Magnets or other non-adhesive require EMS supervisor approval.
- Nothing is to be mounted or hung on walls without the approval of administration and asset management services.
- Floor Care and Mopping Instructions:

a) Important Tips

- i. Use only tribase multipurpose cleaner(#17) on the LVP Flooring.
- ii. LVP should be damp mopped utilizing microfiber pads
- iii. ***Do not use*** abrasive pads and cleaners including nylon scouring pads, steel wool, Comet TM, Soft Scrub, Fabuloso, etc., which will damage the finish.
- iv. Footprints and dirt easily wipe away with a moist cloth. Just wring cloth well before use.

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- v. It is recommended to remove any wet spills immediately to avoid liquid penetration into the joints.
- vi. Use felt protectors, tennis balls, or approved nylon pads under furniture and replace all hard plastic or metal rollers on furniture with soft rubber rollers.
- vii. Use caution when moving large appliances such as refrigerators, ranges, etc.
- viii. Use protective mats at exterior entrances and in heavy traffic areas.
- ix. Don't use "mop and shine" products. They will leave a dull film. The floors shall not be waxed or polished.

b) Maintenance

- x. Laminate Flooring is extremely hygienic, and the easy care makes the floor virtually maintenance-free compared to another flooring.
 - xi. Routine cleaning only requires vacuuming, dust mopping or damp mopping. Utilized only the supplied floor cleaners provided by the logistics team. Larger marks and difficult stains can be easily removed with Acetone TM (nail polish remover) or other solvents containing alcohol.
- Floor Care and Mopping Instructions: Bathrooms
 - Bathroom floors are tile so you may use the Spartan Clean N Go Products located in the decon/laundry room.

Documentation

Station Duties as listed in this document shall be documented in the inventory software under the "questionnaire" section. The assignment will not be considered complete unless it is documented. Crews are responsible for completion of assignment including documentation by end of shift.