

ORANGE COUNTY EMERGENCY SERVICES

Daily Station Duties

To Be Completed Daily

Date		
Station		
Crew members		
Supervisor		
Duties		
Day Room		Completed By
Trash Emptied *		
Furniture Straightened and Dusted		
Floor Swept / Mopped		
Floor Vacuumed		
Kitchen		
Dishes Washed with Detergent		
Dishes Dried and Put Away		
Sink/Counter Tops/Table Cleaned		
Trash Emptied *		
Floor Swept/Mopped		
Recycle Can Emptied		
Laundry		
Soiled Laundry Washed/Dried		
Clean Laundry Put Away		
Washer/Dryer Inspected/Cleaned		
Bathrooms		
Trash Emptied *		
Toilet/Sink/Showers Cleaned		
Soap Dispenser filled		
Paper Towels Refilled		
Toilet Paper Refilled		
Bathroom Hardware Surfaces Cleaned		
Floors Swept/Mopped		
Sleeping Quarters		
Soiled Linen Removed		
Beds Cleaned/Straightened		
Furniture Dusted (If Applicable)		
Trash Emptied *		
Floors Swept/Mopped/Vacuumed		
Battery Operated Smoke detectors visually inspected		
Ambulance Bays		
Trash Emptied *		
Bays Swept		
Floor Free of Tripping Hazards		
Full Linen Bags Removed/Replaced		

** Trash is to be tied before placing in large cans. New bags replaced in cans.*