

QUAKER SPRINGS FIRE DISTRICT JANITORIAL TASKS - STATION 2

	WEEKLY	MONTHLY (or more often as needed)	AS NEEDED
GENERAL			wash metal doors wash windows (excluding engine room) wash all garbage cans
BATHROOM	clean toilet clean sink, chrome, mirror clean urinal sweep floor dust all surfaces mop floor	dust high for cobwebs	clean shower and curtain fill supplies empty trash
KITCHEN	sweep floor dust all surfaces wipe down countertops wipe down appliances vacuum floor mats wipe down chairs wipe down tables check refrigerator	dust high for cobwebs mop floor	empty trash
RADIO ROOM	wipe down counters wipe down chairs dust all surfaces sweep floor	dust high for cobwebs mop floor	empty trash

*** any problems to be reported to any commissioner - immediately

*** all supplies to be approved and purchased by QSFD