

QUAKER SPRINGS FIRE DISTRICT JANITORIAL TASKS - STATION 1

	WEEKLY	MONTHLY (or more often as needed)	AS NEEDED
GENERAL			check/clean after rentals or use wash metal doors inventory supplies update outdoor message board wash all garbage cans
BATHROOMS	clean toilets clean sinks, chrome, mirror clean urinal sweep floors empty trash dust all surfaces mop floors	dust high for cobwebs	clean shower and curtain fill supplies
HALLWAYS	sweep or vacuum mop floor dust all surfaces	dust high for cobwebs	
KITCHEN	sweep floor dust all surfaces check refrigerators check freezer	mop floor dust high for cobwebs	empty trash
MEETING ROOM	dust all surfaces sweep floor vacuum floor mats empty dehumidifiers	mop floor dust high for cobwebs	wipe down chairs wipe down tables clean ledges/shelves/radiators/baseboards setup/breakdown tables/chairs for events empty trash
COMMISSIONER'S ROOM	vacuum rug	wipe down table wipe down chair legs dust all surfaces dust high for cobwebs	empty trash

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

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