

<b>BOONE COUNTY FIRE DISTRICT</b>		<b>STATION 15</b>
<b>BIWEEKLY STATION CLEANING ASSIGNMENTS</b>		
<b>Inspector Name:</b>	<b>ID No.:</b>	<b>Date:</b>

**First Floor – Office and Public (Kitchen) Restroom #1**

1. Office:
  - Clean/Dust all surfaces.
  - Clean all windows with glass cleaner.
  - Clean computer screen with glass cleaner.
  - Clean (dust) and arrange all shelves and cabinets.
  - Vacuum the floor and the wall and ceiling corners for cobwebs.
  
2. Public (Kitchen) Restroom #1 (closest to the office):
  - Thoroughly clean the toilet.
  - Thoroughly clean the sink.
  - Clean the mirror with glass cleaner.
  - Clean all fixtures.
  - Vacuum the floor and the wall and ceiling corners for cobwebs.
  - Vacuum fluorescent light covers (for bugs).
  - Wet mop the floor.
  - Re-supply toilet paper, paper towels, hand soap, etc. (if needed).

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**First Floor - Day Room and Hallways**

1. Day Room

- Clean/Dust all surfaces.
- Clean all windows with glass cleaner.
- Clean TV screen with glass cleaner.
- Vacuum all furniture.
- Vacuum all floor, wall and ceiling corners for cobwebs.
- Vacuum fluorescent light covers for bugs (if needed).
- Vacuum floor and then mop the floor (move all furniture).

2. Hallways

- Vacuum all floor, wall and ceiling corners for cobwebs.
- Vacuum fluorescent light covers for bugs (if needed).
- Vacuum floor and then mop the floor.

3. First Floor - Storm Shelter

- Vacuum the floor and the wall and ceiling corners for cobwebs.
- Vacuum fluorescent light covers (for bugs).
- Wet mop the floor.

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**First Floor - North Side Entry Door Vestibule, Sprinkler Room and Back Stairway to Resident's Quarters**

1. North Side Entry Door Vestibule
  - Clean/Dust all surfaces.
  - Clean and arrange cubbies.
  - Vacuum all floor, wall and ceiling corners for cobwebs.
  - Vacuum fluorescent light covers (for bugs).
  - Vacuum floor and then mop the floor.
  
2. Mechanical/Sprinkler Room (off North Entrance Vestibule)
  - Clean/Dust all surfaces.
  - Vacuum the floor, wall and ceiling corners for cobwebs.
  - Vacuum the floor then mop the floor.
  
3. Stairwell to Resident's Quarters
  - Dust all surfaces.
  - Clean all windows.
  - Vacuum the floor, steps and the wall and ceiling corners for cobwebs.
  - Vacuum fluorescent light covers for bugs (if needed).
  - Vacuum the floor and then mop the stairs.

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**First Floor – Kitchen and Public (Kitchen) Restroom #2**

1. Kitchen:
  - Thoroughly clean the counter, table, chairs and sink.
  - Clean all fixtures.
  - Dust all surfaces.
  - Vacuum the floor and the wall and ceiling corners for cobwebs.
  - Vacuum fluorescent light covers (for bugs).
  - Wet mop the floor.
  - Re-supply paper towels, hand soap, etc. (if needed).
  - Wipe down door to apparatus bay and door to the outside.
  
2. Public (Kitchen) Restroom #2 (close to the apparatus bay):
  - Thoroughly clean the toilet.
  - Thoroughly clean the sink.
  - Clean the mirror with glass cleaner.
  - Clean all fixtures.
  - Vacuum the floor and the wall and ceiling corners for cobwebs.
  - Vacuum fluorescent light covers (for bugs).
  - Wet mop the floor.
  - Re-supply toilet paper, paper towels, hand soap, etc. (if needed).

**First Floor – Kitchen (All Station Residents)**

1. Kitchen Cabinets: (All Station Residents)
  - Remove all items and clean shelves.
  - Return items to cabinets and organize.
  
2. Kitchen Refrigerators/Freezers: (All Station Residents)
  - Remove all items and clean shelves.
  - Return items to shelves and organize.

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**First Floor - Training Room and Front (East) Vestibule**

1. East Entrance Vestibule:

- Dust all surfaces.
- Clean all windows.
- Vacuum the floor and the wall and ceiling corners for cobwebs.
- Vacuum fluorescent light covers (for bugs).
- Mop the floor.

2. Training Room:

- Clean all tables.
- Dust all surfaces.
- Clean all windows.
- Vacuum the floor and the wall and ceiling corners for cobwebs.
- Vacuum fluorescent light covers (for bugs).
- Mop the floor.

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**Apparatus Bay - Southeast Area, Gear Rack Area, Stairs to Second Floor and East Storeroom**

1. East Apparatus Bay Storeroom (next to apparatus bay stairs to second floor):
  - Clean and arrange the room.
  - Organize shelves.
  - Vacuum the floor
  - Vacuum wall and ceiling corners for cobwebs.
  - Vacuum fluorescent light covers (for bugs).
  - Inventory supplies
  
2. Apparatus Bay Gear Rack:
  - Please make sure that all gear is pulled away and the area is vacuumed/dusted and only essential gear is returned to the rack.
  - The gear rack should look orderly and presentable.
  
3. Apparatus Bay Floor:
  - Clean with blower, dry mop or push broom (wet mop areas that need it).
  
4. Apparatus Bay Walls:
  - Clean walls.
  
5. Apparatus Bay Steps to Second Floor:
  - Sweep/Vacuum steps
  - Wet mop steps (as needed)

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**Apparatus Bay – Northwest Area and Public Restroom**

1. Apparatus Bay Floor:
  - Clean with blower, dry mop or push broom (wet mop areas that need it).
  
2. Apparatus Bay Walls:
  - Clean walls.
  
3. Apparatus Bay Restroom:
  - Thoroughly clean the toilet and sink.
  - Clean the mirror and all fixtures.
  - Vacuum the floor and the wall and ceiling corners for cobwebs.
  - Vacuum fluorescent light covers (for bugs).
  - Wet mop the floor.
  - Re-supply toilet paper, paper towels, hand soap, etc. (if needed).

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**Apparatus Bay - East Side and North Apparatus Bay Storeroom**

1. Apparatus Bay Floor:
  - Clean with blower, dry mop or push broom (wet mop areas that need it).
  
2. Apparatus Bay Walls:
  - Clean walls.
  
3. Apparatus Bay Storeroom #2 (against apparatus bay north wall)
  - Clean and arrange the room.
  - Organize shelves.
  - Vacuum the floor
  - Vacuum wall and ceiling corners for cobwebs.
  - Wet mop the floor.

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**Second Floor - Day Room, Second Floor Hallway and HVAC Room**

1. Day Room and Hallway
  - Clean/dust all surfaces.
  - Clean and arrange all shelves and cabinets.
  - Vacuum the floor, wall and ceiling corners for cobwebs.
  - Vacuum the floor.
  - Clean all windows.
  - Vacuum fluorescent light covers (for bugs).
  
2. HVAC Room:
  - Clean and arrange the room.
  - Vacuum/Clean/Dust all surfaces.
  - Vacuum the floor, wall and ceiling corners for cobwebs.
  - Vacuum and mop the floor.

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**Second Floor - North Bathroom**

- Thoroughly clean the toilet and sink.
- Thoroughly clean shower.
- Clean the mirror and all fixtures.
- Empty trash.
- Wet mop the floor.
- Re-supply toilet paper, paper towels, hand soap, etc. (if needed).

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**Second Floor - South Bathroom**

- Thoroughly clean the toilet and sink.
- Thoroughly clean shower.
- Clean the mirror and all fixtures.
- Empty trash.
- Wet mop the floor.
- Re-supply toilet paper, paper towels, hand soap, etc. (if needed).

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