

## Weekly Duties:

**Sunday-** Clean out the refrigerator, take trash to curb (station 2 and 4)

**Monday-** Station day (remove clutter, dust, clean under furniture, ceiling fans, check/change air filters, clean baseboards, clean/organize cabinets, disinfect)

**Tuesday-** Detail main truck (this includes EMS1)- disinfect, trash, floor, vacuum cab, organize, clean inside compartments, clean outside compartments and equipment

**Wednesday-** Detail back up truck and squad disinfect, trash, floor, vacuum cab, organize, clean inside compartments, clean outside compartments and equipment

**Thursday-** Clean bays/Outside clean up (blow out bays, sweep, trash, remove clutter)

\*All weekly duties to be completed before 7PM\*

## Daily Duties:

- Submit supply request
- Check ACEMS website for updates

## End Of Shift Duties:

- Get fuel for truck and generator (**minimum**  $\frac{3}{4}$  tank)
- Ensure all monitor and lucas batteries are fully charged
- Ensure all O2 cylinders are above their required minimal level
- Place supplies on unit
- Wash/dry truck before shift change
- Clean bathroom (toilet, shower, trash, counter, sink, floor)
- Clean bedroom (remove clutter, trash, general cleanup)
- Clean kitchen (remove clutter, trash, counters, table, dishes, general cleanup)
- Sweep (*station and ambulance*)
- Mop (*station and ambulance*)
- Take out the trash (*station and ambulance*)
- Vacuum
- Laundry

\*All end of shift duties to be completed before the end of YOUR shift\*

*"Always be the hardest worker in the room."*