



CUMRU TOWNSHIP FIRE DEPARTMENT STATION HOUSEKEEPING CHECKSHEET

LOCATION: _____		MONTH: _____		
LOC		COMPLETE	ID #	NOTES
ENGINEER ROOM	Sweep / clean floor			
	General clean-up (dust, clean windows, remove cobwebs)			
	Check station lighting/lightbulbs			
	Check exit doors for proper operation			
	Check first aid kit			
	Check Plymovent system			
	Empty all trash cans			
	Empty hose dryer			
	Organize gear racks			
LOC		COMPLETE	ID #	NOTES
OFFICE	Empty trash can			
	Vacuum Floor			
	General clean-up			
LOC		COMPLETE	ID #	NOTES
BATHROOM	Empty trash can			
	Clean toilet			
	Clean shower			
	Clean sink			
	General clean-up			
	Check supplies			
	Mop floor			
LOC		COMPLETE	ID #	NOTES
DAY ROOM/KITCHEN	Empty trash			
	Dust			
	General Clean-up			
	Clean tables & Countertops			
	Sweep Mop Floor/Vacuum Carpet			
	Sweep Stairwell			
	Test smoke and CO detector			
	Inspect fire extinguisher			
Officer Review Signature: _____				
2.6A Ver. 2 (2/1/2016)				
Ref. CTFD Policy 2.6				