

Catawba County Emergency Medical Services

Base Duties

Catawba County EMS employees deserve and expect to work in a safe and clean environment. Because EMS bases are subject to unannounced visits by the public, other public safety personnel, and County officials, it is expected that our facilities be kept safe and well maintained. Base duties are the responsibility of **all** employees stationed at a particular base at any given time. Remember to work together to make each first and subsequent impression of Catawba County EMS and yourself a good one.

Each of the following items shall be addressed **every shift**.

- Each base is to be kept neat and clean at all times.
- Trash cans must be emptied when needed (i.e., prior to becoming full).
- Dishes and utensils should be washed immediately after use and put away as soon as they are dry.
- Floors shall be swept, vacuumed or mopped as needed (i.e., prior to becoming visually soiled).
- Furniture shall be polished as needed.
- Each unit shall be kept clean and presentable to the public. The unit shall be washed daily unless weather prevents doing so. The inside of the unit shall be kept clean and disinfected at all times.
- Bathroom facilities shall be kept clean at all times.
- Dirty laundry, such as towels and washcloths, shall be washed, dried and folded as needed.