

SUBJECT: APPARATUS MAINTENANCE**SECTION:** 201.01**REVISED:** OCTOBER 1, 2007**PAGE(S):** 3

PURPOSE

These guidelines will establish a maintenance program to ensure the service and repair of department vehicles and apparatus for safe operating conditions and readiness for response at any time.

POLICY

Fire Department personnel may complete minor repairs and service on Fire Department vehicles.

Fire Department members shall perform the daily and weekly checks of apparatus and equipment as specified on the Apparatus Daily Check Sheet.

Fire Department members shall perform the cleaning and routine maintenance of all emergency vehicles.

SERVICE TIME INTERVALS

Maintenance procedures, according to the manufacturer, to service and provide preventive maintenance shall be provided at least annually on all vehicles and apparatus. Such procedures will be provided more frequently pursuant to manufacturer's recommendations, or as usage and generally recognized service practices dictate. The service time intervals will be maintained in Firehouse Software by the maintenance officer.

APPARATUS AND EQUIPMENT INSPECTIONS

Apparatus and equipment inspections shall consist of three levels as follows:

- Level 1 – minimum level of checking and should be performed only if truck has not moved in the preceding day and a level 2 check has been done in the previous 2 days.
- Level 2 – this check incorporates the preventive maintenance prescribed after ten hours of use by the manufacturer.

- Level 3 – complete inspection as prescribed by the manufacturer including pumps, aerial ladders, valves, generators. Normally done on Sunday's.

Daily and weekly inspections shall be done promptly at shift change. Daily and weekly inspections shall follow and be recorded on the apparatus check sheet.

All deficiencies shall be corrected when found. The shift supervisor must be notified when deficiencies cannot be corrected during the shift. The shift supervisor shall use the Work Order form to advise the maintenance officer of a deficiency that is beyond the shift's ability to repair.

Apparatus shall be checked and all necessary maintenance performed after each use.

When necessary to remove apparatus and/or vehicles for service for repairs or maintenance, follow those procedures listed in Vehicle Repair and Service Procedures.

All apparatus shall be maintained in good operating condition and kept cleaned at all times.

All services, description of work performed, cost, material, labor and parts shall be logged into Firehouse by the on duty shift supervisor.

SAFETY INSPECTION

Designated fire apparatus shall have annual safety inspections by a reputable contractor.

APPARATUS ASSIGNMENTS

Unit One – E83, Newest squad, E84, and SU83.
Unit Two – E283, Oldest squad, Trailer, and 8301.
Unit Three – T84, ALS83, Ahrens Fox, and 8302.

APPARATUS CLEANING

Daily washing and detailing (interior/exterior) for all apparatus shall be the responsibility of each unit to maintain, day-to-day as needed. Officers should make every effort to see that vehicles are cleaned and returned to service after runs, when appropriate.

The apparatus assignments are for "special care" needs of the apparatus: waxing, painting, compartments, tools and auxiliary equipment on a semi-annual basis.

Special care also included lubrication of pump intake and discharge valves (minimum twice/year).

Units shall pay attention to the special needs of their assigned apparatus throughout the year with special attention in September and April of each year.

Vehicles shall be waxed as needed. Generally, all vehicles will be waxed in September, with the three EMS vehicles, E83, 8301, and 8302 being waxed in April.

Enter special vehicle care in Firehouse under the maintenance section for the vehicle as job 405 "Special Care."

RESPONSIBILITY

The overall responsibility for vehicle and apparatus maintenance rests with the Maintenance Officer.

Shift supervisors are responsible for proper maintenance of the apparatus and vehicles which are utilized by Fire Department Operations.

Shift supervisors are responsible for supervising apparatus maintenance activities and insuring that these activities are carried out properly when done by their Unit.

Operators are directly responsible for the care and maintenance of the apparatus and vehicles under their charge.

All members are responsible to properly carry out any apparatus maintenance assignment which they may receive and to properly care for all Fire Department apparatus and vehicles which they may utilize.