

SUBJECT: EQUIPMENT OUT OF SERVICE**SECTION:** 202.02**REVISED:** NOVEMBER 1, 2007**PAGE(S):** 2

PURPOSE

To maintain an orderly system of placing equipment out of service.

POLICY

- A. Fire Department equipment may be placed out of service for replacement, repairs safety or routine service reasons.
- B. Unit Officers may, at their discretion, place equipment out of service as the immediate need may arise.
- C. When any piece of equipment, which is critical to emergency operations, is placed out of service, notification to the Chief shall be made by the Shift Supervisor, and by filling out a City of Reading Work Order Form.
- D. Shift members shall communicate and coordinate with their counterparts concerning out of service equipment and a notation made on the Day Log.
- E. Members shall notify their Shift Supervisor whenever they detect problems with equipment which may indicate the need to remove such equipment from service.

PROCEDURE

- A. Members shall notify their Shift Supervisor of conditions which may warrant equipment being removed from service.
- B. Shift Supervisor may take equipment out of service in accordance with Departmental policy
- C. Shift Supervisors shall make all appropriate notifications and shall coordinate with their counterparts concerning out of service equipment.
- D. The Shift Supervisor shall make notifications and coordinate with the Maintenance Officer.

- E. The Maintenance Officer shall coordinate and/or schedule the repair and/or replacement of out of service equipment.

RESPONSIBILITY

- A. The Maintenance Officer is responsible for the overall management of out of service equipment problems. He shall manage said problems in such a manner so as to facilitate the timely return of said equipment to service or provide replacement equipment.
- B. Shift Supervisors are responsible to place any equipment out of service which, in their opinion, may be unsafe. They shall also forward notification (according to Departmental policy) of any unsafe equipment or any equipment requiring extensive repairs, to the Maintenance Officer.
- C. Shift Supervisors are responsible to remove from service any equipment which, in their opinion, may be considered unsafe. They are also responsible to make proper notifications and to coordinate with their superiors and peers in accordance with Departmental policy.
- D. Members are responsible for notifying their Shift Supervisor prior to taking any piece of equipment out of service for routine maintenance.
- E. All members are responsible for notifying their immediate supervisors of safety conditions which may warrant placing equipment out of service.