

**SUBJECT:** HAND TOOL MAINTENANCE**SECTION:** 202.12**REVISED:** NOVEMBER 1, 2007**PAGE(S):** 2

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## **PURPOSE**

To facilitate the proper inspection and maintenance of Fire Department hand tools, so as to insure their readiness for emergency.

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## **PROCEDURE**

- A. Hand tools used for cutting such as saws, axes, etc., shall be kept clean and free of defects, dirt and rust. Such tools shall be kept in a sharpened condition in accordance with the type of tool. Cutting edges and other bare metal areas of the tool shall be coated with light oil to prevent rust and facilitate cleaning.
- B. Hand tools with wooden handles shall be kept clean and free of dirt and rust. Wooden handles shall be kept smooth and free of defects.
- C. Hand tools of all metal construction shall be kept clean and free of defects, dirt and rust. Such tools shall be lubricated and painted, according to the type of tool.
- D. Mechanical type hand tools such as bolt cutters, should be lubricated and painted according to the type of tool. They should be free of defects, dirt, and rust. The mechanical mechanism must operate correctly in accordance with the type of tool.
- E. All tools shall be cleaned and inspected following each use.
- F. All tools shall be inspected regularly, at least once a week.

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## **RESPONSIBILITY**

- A. The Maintenance Officer shall have overall responsibility for the maintenance and serviceability of Fire Department hand tools.
- B. Shift Supervisors are responsible for supervising the maintenance and inspection of Fire Department hand tools.
- C. All members are responsible for the proper cleaning, inspection and maintenance of the hand tools.

- D. All members are responsible for reporting damage or defective equipment to their direct supervisor.
- E. Special care of tools should be done 2 times per year on unit's assigned apparatus.