

REPAIRS

STANDARD OPERATING GUIDELINE

DATE APPROVED: DECEMBER 2010

I. Scope

This standard establishes a procedure to identify items in need of repair and to request that repairs be performed.

- A. Ensure the readiness of apparatus, small tools, and equipment by creating a process for identifying mechanical and electrical defects.
- B. Establish a procedure for placing defective items out of service.
- C. Establish a procedure for requesting that repairs be performed.
- D. Assign individual responsibilities for the repair of defective items.

II. Repair Procedure

- A. Apparatus, small tools, and equipment shall be periodically inspected to ascertain whether they are functioning properly or are in need of maintenance or repair.
- B. Whenever a defect or malfunction is discovered, the member who discovers it shall attempt to repair the defect provided that they have the appropriate tools, supplies, and expertise to do so.
- C. If the member is unable to repair the item, an Apparatus / Equipment Discrepancy Form shall be completed.
- D. The completed Form shall then be forwarded to the maintenance officer (Kris Whitesell).
- E. The Maintenance Officer shall schedule the repairs with the appropriate individuals to perform the repairs.
- F. If it is necessary to take an apparatus out of service, the fire chief must be notified.
- G. If it is necessary to take a small tool or a piece of equipment out of service, the item shall be tagged Out-of-Service. The member shall record a description of the defect on the tag, the date the item was tagged, and the name of the member completing the tag.
- H. Whenever possible, the item being taken out of service shall be replaced by a reserve item.
- I. The maintenance officer shall be notified of the tagged item as soon as possible.