TOLEDO FIRE & RESCUE DEPARTMENT

B-31 Maintenance Of Stations And Equipment

Non-Emergency Manual

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Policy/Procedure

1. A Maintenance Manual has been published and posted on Vector Solutions. Each company officer shall be thoroughly familiar with the contents of this Manual and shall comply with the procedures outlined therein. The Maintenance Manual outlines routine checks to be accomplished for fire vehicles, masks, ladders and other equipment. Daily checks are imperative for proper operation of the Department. Company officers must be constantly alert to see that these checks are carried out properly.

Comprehensive inspections or checks are scheduled on a weekly and monthly basis, and shall receive the same careful attention as the daily routine.

2. To establish uniformity in the maintenance assignments throughout all fire stations, the following work rules will apply:

1. Immediately after roll call personnel relieving from other stations will familiarize themselves with the apparatus to which they are assigned. All personnel, as assigned by the company officer, will then make the daily check of apparatus in accordance with the Maintenance Manual. Masks, inhalators, resuscitators, air bottles and air banks will also be checked at this time.

    1. Once monthly, on the assigned Tool Day, the company officer will be responsible for having drivers fill out the thorough 300-3 checklist for each apparatus assigned to the station. At least the previous month’s 300-3 shall be kept at the station to possibly note a trend in issues. The Maintenance Shop only needs them if something wrong or in need of repair is found.

2. Company officers shall assign a specific SCBA to each member. Each crewmember, including the company officer, shall be responsible for his or her SCBA and its proper use and function during his or her tour of duty. A notation shall be made in the Company Journal that all SCBA's have been

properly checked as per Maintenance Manual D33.

1. Dirty fire hose, wet or dry, will be cleaned and put in the dryer as needed. Clean, wet hoses will be placed in the dryer at any hour. Apparatus, vehicles and automobiles will be cleaned until 2300 hours. However, muddy apparatus will be cleaned at all hours to avoid having the mud harden.

3. All floors will be swept, hosed, mopped or vacuumed. Dust will be removed from any surface where it accumulates.

4. Daily (i.e. SCBA, station cleaning), weekly (i.e. grass, windows) and monthly (i.e. tool day) routines, as outlined in the Maintenance Manual, are to be equitably distributed allowing each shift its turn per the Station Commanders discretion.

3. To establish a sense of efficiency with getting repairs completed for vehicles, equipment or with the station, either emergency or routine, the submission shall go thru the Station Dashboards. On the Station Dashboard (TFRDWeb.com) there is a Maintenance Bureau section that has links to the appropriate forms you will need to report an issue. This streamlines the process and helps to ensure that these requests are found and addressed in a timely manner.

4. The on-duty officers shall be responsible for seeing that yards, parking lots, and other city property surrounding the fire stations are kept free of litter and debris. Other outside work (grass, leaves, etc.) will be scheduled by the Station Commander. The Station Commander is responsible for overall cleanliness and assignment of daily housekeeping duties.

5. During winter, snow will be removed from sidewalks, approaches, and parking lots as it accumulates until 2300 hours and after that time if a hazardous accumulation occurs. Arrangements for a vehicle with a plow to assist in the removal of heavy accumulations of snow may be made through the Shop via your Battalion Chief.

See Also:

Permanent link:
https://www.tfrdpolicies.com/dokuwiki/doku.php?id=b_manual:b31

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