Stoney Point Fire Department

MAINTENANCE RECORDS SOG

SCOPE

This guideline shall apply to all members of the Stoney Point Fire Department (SPFD) and shall be adhered to by all members.

PURPOSE

The purpose of this SOG is establishing a guideline by which maintenance can be conducted on apparatus and equipment, and be tracked using a Firehouse for data input.

GUIDELINES

Policy Number

6A.010

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Work orders will be dated and filled out with enough detail to accurately describe the problem or deficiency.

When it is applicable inventory numbers should be included on all work orders.

Station members will place completed work orders inside the new work order box located in the radio room.

The day time supervisor holds processing and tasking responsibility for each work order, monitoring repair disposition and insuring timely and thorough completion.

The day time supervisor will process assigned work orders and sort them into the proper location for the shift leaders and maintenance officer.

The member who completes the work order is responsible for filling out the following areas prior to turning it in for completion. Start time and date, end time and date, mileage, engine hours, staff hours, and down hours must be completed.

The member completing the repairs should list the vendor, parts cost, and labor on the maintenance form and prior to turning it in.

Once work orders are completed, they are to be placed in the completed work order box located in the computer room.

Programs   Standard Operating Guidelines (SOG)

Data from the work order will be processed in firehouse and the hard copy filed in the proper maintenance book.

The day time supervisor will be responsible for giving a monthly maintenance report to the fire chief.

Report should include out of service apparatus, equipment, shortages, and projected department needs.

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