

# Washington Township Fire Department Standard Operating Procedure

**Division 500:** Maintenance  
**Section 501:** Vehicles & Fire Apparatus  
**Subject 501.04:** Guidelines for Apparatus Maintenance  
**Supersedes:**



## Approved By:

Date: January 31, 2005

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## PURPOSE:

This guideline establishes that there are numerous written policies within this numbering sub-set to provide for the operation of the apparatus maintenance program.

## RESPONSIBILITY:

All members shall become familiar with and use the provisions of these guidelines, and refresh themselves as necessary to maintain their effectiveness.

## PROCEDURE:

Apparatus, vehicle and equipment maintenance is absolutely essential to the operation of the fire department and its readiness to provide service. To that end, all maintenance work performed and completed will always be of the highest quality for effective and efficient operations. Industry standard quality assurance procedures are employed to gain the highest caliber of service and repair.

Policies that are developed serve as a guide for how members will complete similar requirements, work, and tasks in nearly the same, or identical, manner. Communications, work quality, work quantity, timeliness of review and repair, and overall service to the community will be heightened through use of the applicable policies.

The Maintenance Department is responsible to review and maintain records related to maintenance. Hence, all related reports and records shall be forwarded to that department. Records may include, but are not limited to, Pump Test Record (Form#43), Vehicle Service Sheet (Form #64), Vehicle Check Sheet (Form #65), Vehicle Mileage Sheet (Form #67), Weekly Vehicle Check Sheets (Form #68), Post Run Check Sheets (Forms #68A and #68A-U3), Daily Vehicle Check Sheets (Form #68B and #68C), Apparatus Inspection Form (Form #69A), Vehicle Information Sheet (Form #74), and Ladder Test Form (Form #75). Records in either electronic or hard copy format shall be maintained in a current state to accurately reflect work pending and work completed.

The Maintenance Department will record all costs for service work and repairs, including estimated labor and parts (on Form #64-Vehicle Service Sheet).

## References