

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.10.07 APPARATUS, EQUIPMENT AND FACILITY MAINTENANCE



Adopted:	12/20/16
Reviewed:	12/15/23
Revised:	12/15/23
Approved:	Lonnie J. Rash

Purpose: To outline the proper steps to follow when reporting the need for maintenance on Fire District apparatus, equipment and facilities.

References: WAC 296-305-04507, WAC 296-305-06501

Procedure:

1. Apparatus and equipment maintenance.
 - a) It shall be the responsibility of individuals operating District apparatus and equipment to ensure that it is properly maintained.
 - b) Problems or deficiencies with apparatus and equipment shall be reported to the Division Chief of Support Services.
 - c) Major deficiencies with apparatus or equipment that disrupt normal operations shall be reported to the 820 officer immediately.
 - d) The 820 officer shall be responsible for ensuring that corrective action is taken.
 - e) Apparatus shall be placed “Out of Service” with dispatch by the 820 officer if it is unable to be used for response. The 820 officer shall contact dispatch to confirm that the replacement apparatus is available at the correct station, has the correct coding (EC, ALS, etc.), has a “10-10” if required
 - f) Equipment that is not operational or deficient shall be tagged “Out of Service.”
 - g) Personnel shall try to fix minor items prior to submitting an apparatus maintenance ticket.
 - i. Example: taillight bulb, fuel full and right kind of fuel, etc.
2. Apparatus and equipment maintenance reporting.
 - a) A Maintenance request shall be completed using the District maintenance software program.
3. Apparatus maintenance records.
 - a) Apparatus maintenance records shall be kept on file and maintained in a data collection system as approved by the Fire Chief or designee.
 - b) It shall be the responsibility of the Division Chief of Support Services to ensure all records are filed and entered into a data collection system as approved by the Fire Chief or designee
4. Apparatus maintenance vendors.
 - a) The Division Chief of Support Services shall maintain a vendor list that shall be used to obtain necessary maintenance.

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- b) The vendor list shall be distributed to 820 officers.
- 5. Facilities maintenance, minor.
 - a) It shall be the responsibility of the duty station crews and/or the Division Chief of Support Services to maintain the cleanliness of the stations.
 - b) The duty crew shall ensure their assigned station is clean and presentable to the public at all times.
 - c) Duty crews shall be responsible for the minor daily maintenance of the facility.
 - d) A list of assigned responsibilities will be issued by the Division Chief of Support Services or designated supervisor.
- 6. Facilities maintenance, major.
 - a) It is the responsibility of all District personnel to report the need for major station maintenance to the 820 officer and/or the Division Chief of Support Services.
 - b) Necessary maintenance shall be reported in a timely manner using the following as an urgency guideline.
 - i. HIGH PRIORITY – Disrupts normal operations – Major facility equipment failure.
 - 1. Bay door failure.
 - 2. Broken water pipe.
 - 3. Major electrical problem.
 - 4. Contact the 820 officer immediately, complete a maintenance ticket.
 - 5. Judgment of the station officer
 - ii. MED PRIORITY – Operations can continue, needs attention.
 - 1. Clogged drain.
 - 2. Minor electrical/outlet.
 - 3. Washer/dryer problem.
 - 4. Complete maintenance ticket.
 - iii. LOW PRIORITY – Does not affect daily operations.
 - 1. Showerhead.
 - 2. Slow drains.
 - 3. Hole in wall.
 - 4. Complete maintenance ticket.
 - c) If unsure of the urgency of the situation, contact the 820 officer.
- 7. Facilities maintenance reporting.

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