

TITLE: 3.1 APPARATUS CHECKS	
	City of Oak Point Department of Public Safety Fire Department
TITLE: Apparatus Checks	SECTION/TOPIC: General Administration
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	REVISED BY
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Scope

This guideline applies to all officers and personnel responsible for the proper maintenance of OPDPS apparatus.

I. Guideline

The following steps are to be taken at the intervals specified.

A. DAILY OPERATIONAL CHECKS:

1. Start and run apparatus for a short period. Anytime the apparatus engine is started, it should run for at least 5 minutes before shutting down.
2. Check fuel level – maintain a minimum of ¾ full statuses.
3. Check for the proper setting of light switches, brake controls, etc.
4. Notify the Director of any major problem found.
5. List any problem found in an email to the Director prior to the end of shift.

B. BI-MONTHLY OPERATIONAL CHECKS:

1. Start engine and drive for a minimum of 15 minutes, checking brakes, turning, indicator lights, etc.
2. Operate pump in gear, check for discharge of water
3. Operate the pump transfer valve.

4. Operate the relief valve.
5. Check the function of all lights, emergency warning equipment, and radios (portable and mobile).
6. Operate and if necessary lube all valves related to pumping operations.
7. Check auxiliary engines for proper working condition.
8. Check all SCBA.
9. Check each compartment to ensure that all tools are present and operational (use inventory list).
10. List any problem found in an email to the Director prior to the end of shift.

C. MONTHLY OPERATIONAL CHECKS:

1. Inspect all pre-connected nozzles to ensure that they are carried in the closed position.
2. Check air pressure in tires – to be sure to fill to the tire manufacturer's specifications.
3. Inspect all tires, chassis, and undercarriage for signs of damage and/or breakage.
4. If any equipment is missing, notify the Fire Safety Officer (FSO).
5. If any problem is found, list in an email to the Director prior to the end of shift.

D. QUARTERLY OPERATIONAL CHECKS:

1. Change oil.
2. Lubricate all chassis grease fittings.
3. Clean engine of oil and grease accumulations.
4. Clean all oil and grease accumulations from under chassis or body.

E. SEMI-ANNUAL OPERATIONAL CHECKS:

1. Reload all hose to assure that the bend in the hose occurs at a different place.
2. Clean and paint (as necessary) all compartments.
3. Clean and maintain all equipment carried (smoke ejectors, ax handles, etc.)
4. Have preventive maintenance completed.
5. Have hose test completed as provided in SOG F-104.

F. ANNUAL OPERATIONAL CHECKS:

1. Have pump test performed.
2. Have hose test completed as provided in SOG F-014.

Approved: *M. Shackleford*

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