



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

To keep all equipment ready for emergency response.

POLICY

Each apparatus operator shall be responsible for completing the applicable documentation after each morning apparatus check.

The Company Officer shall be responsible for seeing that the equipment is checked and that the data is entered.

Daily Checks

At the beginning of the shift, each apparatus operator shall perform a thorough inventory and visualization check to see that all equipment is present and in working condition.

1. Equipment Operation – If it is equipment that is checked on a daily basis (saws), they should ensure they will operate properly
2. Fuel Levels – Fuel level is full
3. Oil Levels – Oil level is full

Note: Hearing protection shall be worn while operating equipment when doing daily and weekly checks.

Any damaged or missing equipment shall be immediately reported to the Company Officer.

Minor repairs to equipment should be made immediately. The department member in charge of small engine maintenance should be notified of any repairs.

Any major repairs (out of service), the Shift Commander and department member in charge of small engine maintenance should be notified immediately.

Weekly Checks

Performance of the Weekly Checks on all apparatus shall be done on Mondays.

The Weekly Check shall include all items of the Daily Check and shall also include:

Approved

Fire Chief

1 of 2



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1. Operation of all motorized equipment
2. All fluids checked
3. Equipment is cleaned
4. Maintenance as needed

Annual Checks

Small engine equipment will be serviced on an annual basis. Service for equipment will be determined by the member in charge of small engine maintenance.

Approved

Fire Chief

2 of 2