

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: SUPPORT SERVICES/FIRE SERVICES	Reference Number: IVN09-0001	Revises Previous Effective Date:
Subject: MAINTENANCE/APPARATUS AND MOTORIZED VEHICLES		NEW
Authority: WETHERINGTON/HODGE	Effective Date: 4/01/02	Page 1 of 6

I. POLICY:

This standard establishes a schedule for the inspection and maintenance of all apparatus and motorized vehicles owned or operated by the Department. It was promulgated to:

- A. Ensure that emergency response vehicles are maintained in a constant state of readiness.
- B. Implement a preventative maintenance schedule for all motorized vehicles.
- C. Establish procedures for the daily inspection of apparatus, equipment, and support vehicles.

II. APPLICABILITY:

All Department of Corrections State and County Fire Departments

III. RELATED DIRECTIVES:

NFPA 1451, 1911, 1901 and 1500

IV. DEFINITIONS:

NONE

V. ATTACHMENTS:

- ATTACHMENT 1 Driver's Daily Apparatus Checklist
- ATTACHMENT 2 Small Vehicle Weekly Checklist
- ATTACHMENT 3 Equipment Service Request Form
- ATTACHMENT 4 Preventive Maintenance Worksheet

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VI. PROCEDURE: (General)

A. Apparatus and support vehicles shall be:

1. Kept clean at all times.
2. Maintained in a constant state of readiness.
3. Refueled whenever the fuel level drops below $\frac{3}{4}$ of a tank. Oil and ancillary fluid reservoirs shall also be kept full at all times.

B. All engine-powered equipment shall be kept clean and their fuel tanks and oil and fluid reservoirs shall be refilled whenever the level drops below $\frac{3}{4}$ of a tank

C. (Daily Inspections)

1. Every vehicle garaged in a fire station shall be inspected by station personnel at the beginning of each day. The Firefighter performing the inspection shall record his findings on the Driver's Daily Apparatus Checklist (See Attachment 1).
2. The Firefighter performing the inspection shall correct the defects that are found provided that the Inspector has the expertise, tools and supplies to do so. The items that are corrected shall be noted in the comments section of the checklist.
3. Defects that cannot immediately be corrected shall denoted on an Equipment Service Request Form
4. Whenever a defect requires that a vehicle be placed out of service, the Station Chief shall place the vehicle out of service.
5. The complete checklists and service request shall be forwarded to the Station chief for review and disposition. The Station Chief shall review the work that was performed to ensure that the repairs have been satisfactorily made and shall review each checklist to ensure that it is complete and accurate.

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6. The completed and signed checklists and service requests shall be forwarded to the maintenance officer on a daily basis.

D. (Weekly Maintenance)

The following items shall be performed at least once each week. The officers shall note in their Daily Log the performance of all weekly maintenance activity.

1. Staff Vehicles: Automobiles, pickups, and utility vehicles shall be checked and serviced at least once each week. The member assigned to perform the service shall complete a Small-Vehicle Weekly Checklist (see Attachment 2) on each vehicle serviced and shall forward the completed form to the maintenance and logistics officer. In addition to inspecting the items on the checklist, each staff vehicle shall:
 - a. A visual inspection of all systems and components.
 - b. The aerial shall be set up and operated to check the function of the outriggers, turntable, and aerial device.
 - c. All defects shall be noted on the Equipment Service Request Form (see Attachment 3)

3. Fire Pumps:

Weekly, after any major repair, and after each major use, the driver shall:

 - a. Open all pump drains and flush out the sediment.
 - b. Check and clean the intake strainers.
 - c. Check the gearbox oil level.

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- d. Operate the pump primer with all valves closed.
- e. Operate the transfer valve while pumping from the booster tank.
- f. Check the pump seals for leaks.
- g. Operate all valves.
- h. Operate the relief valve.
- i. Check all gauges and flow meters for proper operation.

The driver shall fill out an Equipment Service Request Form and list any items that do not function properly.

E. (Quarterly Maintenance)

- 1. In addition to routine daily maintenance, apparatus and motor vehicles shall undergo the quarterly maintenance listed on the Preventive Maintenance Worksheet (See Attachment 4).
- 2. Quarterly maintenance shall be completed on the first working day of January, April, July, and October and shall include:
 - a. A complete degreasing. This includes a hot-water wash of the undercarriage, frame, axles, motor, pumps, spring shackles, tie rod ends, and turntable assemblies.
 - b. The motor oil shall be changed and the vehicle shall be lubricated.
 - c. All work performed during the quarterly maintenance cycle shall be noted on the checklist along with the amount of parts and supplies used. The completed form shall be reviewed and signed by the Station Chief and then forwarded to the Fire Services Office.
 - d. Any items in need of repair shall be recorded on the Equipment Service Request Form.

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3. Station Chiefs shall record the performance of any quarterly maintenance activity in their Daily Log.

F. (Semiannual Maintenance)

The following items shall be performed during the first week of March and September:

1. All apparatus and support vehicles shall be washed, compounded, and waxed.
2. The motor oil and filter on the drive engine shall be changed. The fluid levels of the transmission, pump transmission, differential, power steering, primer reservoir, battery, radiator, hydraulic systems and brake fluid shall be checked and replenished as needed.
3. The fuel and air filters shall be changed.
4. The apparatus chassis and functional equipment shall be lubricated as per the manufacturer's specifications.
5. All moving rods and linkages shall be lubricated as required.
6. Nuts and bolts, including the lug nuts on wheels, shall be checked and tightened as needed.
7. Auxiliary generators shall be serviced.

G. (Annual Maintenance)

The following items shall be performed on an annual basis:

1. Aerial devices shall undergo an annual service test in accordance with NFPA 1914, *Testing Fire Department Aerial Devices*. The test shall be performed by a qualified, independent testing firm.
 - a. The annual test shall include a visual inspection prior to an operational or load testing to note any visible defects, damage, or improperly secured parts.

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- b. An inspection of all the visible welds shall be made, as well as an inspection of all the bolts, cables, rollers, pins, slides, and washers. Bolts shall be torqued to the manufacturer's specifications.
- c. A nondestructive test of the aerial device shall also be performed.
- d. The test shall be scheduled and supervised by the Station Chief.

2. Fire pumps:

- a. A service test shall be conducted on all Class A fire pumps at least once a year or whenever a pump has undergone extensive repair.
- b. Service tests shall include a dry vacuum test, a priming test, a capacity test, a tachometer and engine rpm check, a relief valve test, an overload test, a 200-psi test, a 250-psi test, and a tank-to-pump flow test.
- c. These tests will be scheduled and conducted by the maintenance and logistics officer. The results of the tests shall be recorded on the Annual Fire Pump Service Test Form.

3. Apparatus and motor vehicles:

- a. The annual service shall be conducted on all apparatus and motor vehicles in accordance with the Preventive Maintenance Worksheet.

H. (Responsibilities)

- 1. Station Chiefs are responsible for the care and maintenance of all motorized vehicles assigned to their command and shall adhere to all established maintenance schedules.
- 2. Drivers are responsible for the readiness of their assigned vehicles and shall perform all daily,

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weekly, monthly, quarterly, semiannual, and annual maintenance tasks as indicated on the maintenance and daily work schedules. Drivers are also responsible for the performance of scheduled maintenance on all reserve vehicles garaged at their station.

3. The District Chief is responsible for reviewing all checklists and repair requests to monitor the status of the fleet.