

# Egg Harbor Fire Department and First Responders Standard Operating Guideline

**Subject: General Maintenance**

**SOG 007**

**Purpose:** To provide the Egg Harbor Fire Department with a systematic and orderly process in which to handle daily and emergency repairs that must be performed on apparatus and other equipment.

**Scope:** This procedure applies to all members of the Egg Harbor Fire Department.

## **Station / Vehicle Cleaning:**

**Stations:** Both stations shall be kept clean and orderly at ALL times. The stations shall be cleaned on a monthly basis or more frequently if required. It will be the responsibility of the Captains to maintain cleanliness. Cleaning shall include floors, walls, ceilings, windows, and the immediate area surrounding each station. **Twice each year, in spring and fall a major cleaning project at each station will be scheduled by the Captains!** While on "Stand-By", firefighters shall make sure the station is clean, including the apparatus floor.

**Vehicles:** Cleanliness is a habit and has a direct impact on morale and vehicle life expectancy as well as Department Pride. Generally, every time a vehicle is used it should be washed and cleaned. Chamois are NEVER to be used on painted surfaces unless the vehicle has been washed with soap and water. While on Stand-By, firefighters are to inspect vehicles in the station and wash them if they are dusty or dirty. **Each time a vehicle returns, all firefighters are to assist in washing the vehicle (unless directed otherwise by the officer).** It is the driver/operator's responsibility to inspect the vehicle, inventory, and all operational equipment.

**Wet Apparatus Floors:** The floors can be extremely slippery when wet. Floors should be squeegee IMMEDIATELY to prevent falls. If possible, wash the vehicles outside. Use extra caution on wet floors!! IMMEDIATELY Wipe clean ANY oil, grease, etc. from the floors.  
DO NOT activate the pump primer inside the bays on the apparatus floor! **CLEANLINESS OF ALL DEPARTMENT EQUIPMENT AND STATIONS IS A PRIORITY!!!**

SOG 007: Page 1 of 3

Original Issue Date: 6-10-10  
Last Review Date: 6-10-10  
Last Change Date: 6-10-10

### **Hose Storage:**

Hose shall be stored at each station in sufficient amount to partially reload the engines. All double-jacket fabric hose shall be washed after use and dried. After drying, all hose is to be stored at the stations on racks using the straight roll method. Hose that is damaged shall be recorded, red tagged and a Work Order forwarded to the officer in charge of hose maintenance.

### **Self-Contained Breathing Apparatus:**

Records shall be kept on every SCBA in the Department by the Officer in charge. All SCBAs shall be tested yearly. The Officer in charge of SCBAs shall maintain all SCBAs, and have all SCBAs inspected every month. Anytime a fire fighter uses a SCBA in any manner, the SCBA unit shall be returned to a "ready state" (straps extended, and a maximum of 300 psi below the full mark)

### **Apparatus Checks:**

The fire department vehicles shall be inspected on a monthly basis by two fire fighters assigned the task on a rotating schedule. The Officer in charge of apparatus is responsible for ensuring the inspections are performed properly. Inventories shall be thoroughly checked, all fluid levels inspected and all equipment operated. A checklist form shall be completed. Any deficiencies shall be noted on the worksheet and a work order form completed and forwarded to the Officer in charge. Firefighters conducting the inspection should make every effort to correct deficiencies immediately if they are qualified to do so. **Every firefighter shall participate in this program annually as it also provides training related to inventories, equipment use, etc.** It is a critical component of the firefighter job description and ensures that our apparatus is in a 'ready' state! It is the driver/operator's responsibility to check the vehicle after each incident or use of the vehicle. At least one of the two firefighters shall be qualified to operate the fire pump properly (unless supervised by an officer)!

## **Vehicle Maintenance:**

### **Nature of Work Performed:**

Personnel under the direction of the Officer in charge of the apparatus must have the ability to repair and maintain department equipment and apparatus on a regular basis. This work may include routine maintenance such as oil changes, chassis lubrication, fuel filter changes, etc. minor repairs to apparatus, installation of equipment, and repairs to other department equipment such as generators, lights, and other portable equipment. The Officer in charge of apparatus shall decide as to the extent of the repairs made to equipment and apparatus.

### **Safety and Guidelines:**

- A. All work shall be recorded on Department Work Orders. Major repairs shall also be logged into the Records Management System (Firehouse).
- B. Protective equipment shall be worn at all times if required to prevent injury.
- C. All work performed shall be performed with the proper tools and with sound repair principals and practices.
- D. When working in and around apparatus, the apparatus shall be secured from falling or other movement, which may result in possible injury.
- E. All purchasing of equipment or parts shall follow the purchasing policies of the Department and shall be made by the Chief or designated personnel.