

Grand Forks Fire Department

Standard Operating Procedures

SOP# 500.01	Section Maintenance	Title Repair Requests
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I. Scope

This standard establishes a procedure to identify items in need of repair and to request that repairs be performed. It was promulgated to:

- A. Ensure the readiness of apparatus, small tools, and equipment by creating a process for identifying mechanical and electrical defects.
- B. Establish a procedure for placing defective items out of service.
- C. Establish a procedure for requesting those repairs be performed.
- D. Assign individual responsibilities for the repair of defective items.

II. Repair Procedure

- A. Apparatus, small tools, and equipment shall be periodically inspected to ascertain whether they are functioning properly or are in need of maintenance or repair. All inspections shall be conducted in accordance with the daily work schedule and applicable SOPS.
- B. Whenever a defect or malfunction is discovered, the member who discovers it shall attempt to repair the defect provided that he/she has the appropriate tools, supplies, and expertise to do so.
- C. If the member is unable to repair the item, an Equipment Repair Order shall be completed for large pieces of equipment or a vehicle.

- D. The completed Equipment Repair Order shall then be forwarded to the Battalion Chief. The officer shall note the problem in the Daily Log, sign the Equipment Repair Order, and forward the form to the Deputy Chief.
- E. The Deputy Chief shall schedule the repairs and shall notify the shift mechanics when the repairs are expected to be completed.
- F. If it is necessary to take an apparatus out of service, follow the guidelines in SOP 501.03, Declaring a Vehicle Unsafe to Operate.
- G. If it is necessary to take a small tool or a piece of equipment out of service, the item shall be tagged with a Red Tag Out-of-Service Card. The member shall record a description of the defect on the tag, the date the item was tagged, and the name of the member completing the tag.
- H. Whenever possible, the item being taken out of service shall be replaced by a reserve item.
- I. The red-tagged item shall be taken to the maintenance shop as soon as possible.