


# SCOTTS VALLEY FIRE PROTECTION DISTRICT



<b>STANDARD OPERATING PROCEDURES</b>	<b>ARTICLE: II</b>	<b>SOP: 2202</b>
	<b>SECTION: 2200</b>	<b>APPARATUS &amp; EQUIPMENT</b>
	<b>SUBJECT: APPARATUS CHECKS / MAINTENANCE</b>	
<b>DATE APPROVED:</b>	11/07/2007	
<b>APPROVED:</b>		

**Purpose:** A program of preventative maintenance and repair will assist in providing this district with a safe, efficient, and dependable fleet of mobile equipment.

**Scope:** All personnel shall adhere to this procedure. The company officer shall be held responsible for taking the proper action to assure that apparatus is properly checked out and maintained according to this procedure. *No officer shall knowingly allow a piece of apparatus to be operated if it is determined to be in a condition that may endanger personnel.*

**Procedure:**

1. Apparatus Maintenance Categories

Diligent maintenance procedures will ultimately reduce repair costs and lengthy downtimes of apparatus and equipment. Three separate maintenance categories have been established due to diversity of equipment and operating conditions. They are:

- **Group A:** Lead engines
- **Group B:** Reserve engines, water tenders, aerials, and utility vehicles
- **Group C:** Command units, sedans

2. Apparatus and Equipment Inspections

Apparatus and equipment inspections shall consist of four levels of maintenance as follows:

A. Daily and Weekly Inspections

- 1) Shall be performed as outlined in the CDG for FF II.
- 2) Shall be done promptly at shift change.
- 3) Mondays shall be the normally designated day for weekly checks.
- 4) Shall follow and be recorded on *Form 2202-1 and Form 2202-2.*

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- 5) All deficiencies shall be corrected when found.
- 6) The company officer must be notified when deficiencies cannot be corrected in a duty period. The company officer shall use *Form 2202-3* to advise the apparatus officer of a deficiency that is beyond the shift's ability to repair.
- 7) All apparatus and equipment shall be maintained in good operating condition and kept clean at all times. Painted surfaces shall be free of rust and corrosion and protected where applicable.

## B. Apparatus and Equipment Schedule

- 1) Monday:
  - Apparatus -- all engines and support apparatus  
Work to be performed, but not limited to: inspecting, cleaning, running/operating, lubricating, and repairing, as needed, all pumps, pump components hoses, nozzles, inventory, etc.  
*First Monday of each month – Run Foam pump.*
  - Equipment -- hand tools, SCBA's, APU's, ladders, rescue equipment  
Work to be performed, but not limited to: inspecting, cleaning, running/operating, servicing, lubricating, and repairing, as needed.  
*First Monday of each month – Clean and wax all ground ladders*
- 2) Wednesday:
  - Sedans and utility vehicles  
Work to be performed, but not limited to: fueling, cleaning, and repairing, as needed.

## 3. Vehicle Services

### A. Vehicle services shall be done at the following intervals:

- **Group A vehicles:** Every 6,000 miles or six (6) months
- **Group B vehicles:** Every 6,000 miles or twelve (12) months
- **Group C vehicles:** Every 3,000 miles or six (6) months

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Vehicle services shall be recorded on *Form 2202-6*.

Vehicle services shall consist of, but not be limited to, the following:

- Oil change
- Oil filter change
- Fuel filter change
- Coolant filter change
- Chassis lubrication
- Slack adjuster inspections
- Air Filter

**B. Scheduled Services**

Scheduled service to all fire apparatus, support units, sedans, and utility vehicles to be performed on its scheduled day as posted in the department journal.

**C. Safety Inspection**

Ninety (90) day and annual safety inspections shall be completed on all mobile equipment and shall be recorded on *Form 2202-4 and Form 2202-5*.

**D. Special Services and Inspections**

- 1) **Transmission Services**
  - **Group A:** Annually
  - **Group B:** 15,000 Miles
  - **Group C:** Annually
  - ⇒ Fire Pump: Annually
- 2) **Tank Inspections**
  - ⇒ Mild Steel: Every 4 Years
- 3) **Cooling System**
  - **Group A:** Annually

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- **Group B:** As Required
- **Group C:** Annually

- 4) Ladders  
⇒ All Annually
  
- 5) Breathing Air Compressors  
⇒ Semi-Annually (by contract)
  
- 6) Smog Test
  - Even* Calendar Years: U-2591  
U-2590  
U-2594
  - Odd* Calendar Years: U-2592  
U-2596  
U-2595
  
- 7) Pump Test  
All Annually

- E. All services, description of work performed, cost, material, labor and parts shall be logged into Firehouse by the on duty captain or his/her designee.
  
- F. All paperwork/forms shall be forwarded to the Apparatus Program Manager.

- Form 2201-1 Apparatus Inspection report*
- Form 2202-2 Vehicle Inspection report*
- Form 2202-3 Maintenance Notice*
- Form 2202-4 Ninety (90) Day Safety Inspection*
- Form 2202-5 Annual Service and Safety Inspection*
- Form 2202-6 Check Sheet and Service Guide*