



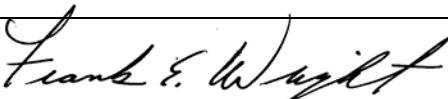
## APPARATUS & EQUIPMENT INFORMATION

SUBJECT **Care and Maintenance of Equipment**

REFERENCE NUMBER AP-06-01

EFFECTIVE DATE January 01, 2006

Signature of Approval

  
Frank E. Wright, Fire & Rescue Chief

TO: All Fire and Rescue Personnel

FROM: Lynn A. Miller  
Fire Chief

The Fire and Rescue Department either owns or is responsible for the record-keeping and cost of repairs to a variety of equipment which has been distributed to the stations and some individuals. In order to establish a clear procedure for the reporting of problems and the timely repair of equipment, the following procedure will be in effect.

**A. All repairs will be authorized through Headquarters utilizing the following procedure.**

1. A written request for repairs will be submitted to Headquarters. This request will be placed on the 3-part Department Speed-O-Gram. The request should identify the:
  - a. Unit, equipment in need of repair,
  - b. Difficulty with the unit or equipment,
  - c. Person submitting the request.
2. After receipt, the request will be assigned a Department requisition number which will then be placed on the request.
3. Headquarters will then contact the necessary person or repair facility and make the necessary arrangement for repairs.
4. At the time the repairs are made the repair facility will be given the yellow copy of the request which has the requisition number on it.
5. The station making the request will retain the pink copy.

6. Headquarters will retain the white original.

Equipment to which this policy pertains are station emergency generators; fire hose and department-owned adaptors; defibrillators, AEDs, Suction Units, and pulse oximeters which have been distributed to stations 1, 2, 4, and 5 and departmental vehicles; computer systems belonging to the Department; laundry equipment (washers and dryers); and communications equipment in stations 1, 2, 4, and 5 and departmental vehicles, whether owned by the department or by the Winchester Volunteer Firefighters Association. All other equipment currently or in the future which is owned and/or maintained by the Department will also fall under this policy.

**Any repairs not authorized in this manner will not be considered for payment by the Department and the person or station involved will be held liable for the payment.**