

SOG# 506-6	Standard Operating Guideline			
	<p style="text-align: center;"><b>Cumberland Road Fire Department Inc.</b></p> <p style="text-align: center;">Apparatus Maintenance and Inspection</p>	Approved By Steven W. Parrish, Fire Chief		
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**I. Purpose:**

The purpose of this policy is to establish a procedure by which the Cumberland Road Fire Department shall ensure the safe and effective operation of all fire department vehicles by meeting or exceeding recommendations of the National Fire Protection Association and the manufacturer.

**II. Policy:**

This policy shall apply to all Cumberland Road Fire Department Vehicles.

**III. References:**

- NFPA 1500
- NFPA 1911
- NFPA 1915
- Manufacturer’s Recommendations

**IV. Definitions:**

**Level I Maintenance** - Maintenance that involves visual inspection and operational tests that may be conducted by driver/operators.

**Level II Maintenance** – Maintenance conducted by an outside source, which includes oil changes, NC DMV Safety Inspection and other periodically required maintenance actions.

**Daily Checks:** Visual and mechanical checks as described in Appendix A, that shall be performed by the driver/operator on a daily basis.

**Weekly Checks to include Inventories:** Visual and mechanical checks as described in Appendix B, that shall be performed by the duty crew on the assigned day and apparatus each week.

**Monthly Checks:** Visual and mechanical checks as described in Appendix C, that shall be performed by the duty crew on the assigned day and apparatus each month.

**Yearly Checks:** Maintenance that shall be coordinated by the Assistant Fire Chief of Operations.

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**V. Procedure:**

**Section 1 Responsibilities:**

It shall be the responsibility of each department member to become knowledgeable of and to comply with this policy.

Driver Operators / Duty Crew are to perform only Level I maintenance as scheduled by this policy.

It shall be the responsibility of the Assistant Fire Chief of Operations to ensure that the Duty Crew is adequately adhering to this policy and complies with the policy.

**Section 2 Record Keeping:**

Cumberland Road Fire Department will have an electronic copy of all Daily, Weekly and Monthly checks on Aladtec.

**Section 3 Repair Request:**

If the driver/operator finds a problem with a vehicle, it shall be written up on the Aladtec Apparatus Repair Form and the Duty Chief notified.

The Duty Chief will schedule arrangements for the vehicle repairs if the issue cannot be corrected in house.

A Chief Officer will authorize all Level II maintenance to an outside vendor to make repairs and / or preventive measures to the vehicle.


**Section 4 Daily and Weekly Checks:**

Sundays: Daily Apparatus Checks – First Out Engine and Squad

Mondays: Daily Apparatus Checks - 511, 541, 561  
Weekly Apparatus Checks 531, 591

Tuesdays: Daily) Apparatus Checks 531, 532, 571,591  
Weekly Apparatus Checks 532

Wednesdays: Daily Apparatus Checks 511, 541, 561  
Weekly Apparatus Checks 511

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Thursdays:     Daily Apparatus Checks 531, 532, 571  
                     Weekly Apparatus Checks 561

Fridays:         Daily Apparatus Checks 511, 541, 561  
                     Weekly Apparatus Checks 541, 571

Saturdays:     Daily Apparatus Checks 531, 532, 571

**Section 5 Monthly Checks:**

- 531 First Wednesday of month
- 532 Second Wednesday of month
- 511 Third Wednesday of month
- 541, 571, 561 Fourth Wednesday of month

**Section 6 Wax and Detail:**

- 531 First Saturday of January, April, July and October
- 532 Second Saturday of January, April, July and October
- 511 Third Saturday of January, April, July and October
- 561 Fourth Saturday of January, April, July and October
- 541 First Friday of the January, April, July and October
- 571 Second Friday of the January, April, July and October

**Appendix A**

Daily Checklist are comprised but not limited to:

- Fuel Level
- Oil Level
- Coolant Level
- Power Steering Fluid
- Transmission Fluid
- Emergency and Non-Emergency Lighting
- Siren
- Brakes
- Park Brake
- Belts / Hoses
- Shore Line Plug

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- Batteries
- Tires / Air Pressure
- Steering
- Heat / AC
- Wipers
- Door Latches and Hinges
- Operate Portable Equipment, Lights and Radios
- Generator
- Pump Water Level and Gauges
- Pump Fuel and Oil if needed

## Appendix B

Weekly Checklist are comprised but not limited to:

- Fuel Level
- Oil Level
- Coolant Level
- Power Steering Fluid
- Transmission Fluid
- Emergency and Non-Emergency Lighting
- Siren
- Brakes
- Park Brake
- Belts / Hoses
- Shore Line Plug
- Batteries
- Tires / Air Pressure
- Steering
- Steering
- Heat / AC
- Wipers
- Door Latches and Hinges
- Operate Portable Equipment, Lights and Radios
- Pump Water Level and Gauges

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- Pump Fuel and Oil if needed

## Appendix C

Monthly Checklist are comprised but not limited to:

- Monthly mileage and hours logged (first day of each month)
- Drive Shaft and U Joints
- Exhaust System
- Bleed Air Tanks
- Check all bolts and nuts
- Check Fluid Levels
- Check Pump and Pump Transmission (leaks, intakes, discharges and drains)
- Back Flush
- General Maintenance (generator oil, door latches, clean / lube moving parts)
- Check Tire Pressures