

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

**10.10.07**  
**APPARATUS,  
EQUIPMENT AND  
FACILITY MAINTENANCE**



Adopted: 12/20/16  
Reviewed: 05/08/18  
Revised: 05/08/18

Approved:

A handwritten signature in black ink, appearing to read "Amy Fisher", is written over a horizontal line.

**Purpose:** To outline the proper steps to follow when reporting the need for maintenance on Fire District apparatus, equipment and facilities.

**References:** WAC 296-305-04507, WAC 296-305-06501

**Procedure:**

1. Apparatus and equipment maintenance.
  - a) It shall be the responsibility of individuals operating District apparatus and equipment to ensure that it is properly maintained.
  - b) Problems or deficiencies with apparatus and equipment shall be reported to the chief responsible for apparatus and maintenance.
  - c) Major deficiencies with apparatus or equipment that disrupt normal operations shall be reported to the on-duty 820 officer immediately.
  - d) The on-duty 820 officer shall be responsible for ensuring that corrective action is taken.
  - e) Apparatus shall be placed "Out of Service" with dispatch by the 820 officer if it is unable to be used for response. The 820 officer shall contact dispatch to confirm that the replacement apparatus is available at the correct station, has the correct coding (EC, ALS, etc.), has a "10-10" if required
  - f) Equipment that is not operational or deficient shall be tagged "Out of Service."
  - g) Personnel shall try to fix minor items prior to submitting an apparatus maintenance request.
    - i. Example: taillight bulb, fuel full and right kind of fuel, etc.
2. Apparatus and equipment maintenance reporting.
  - a) A Maintenance Request Form shall be completed, scanned, and e-mailed to [maintenance@scfd8.org](mailto:maintenance@scfd8.org).
  - b) The original request shall be kept on file in the station binder until the deficiency is corrected.
3. Apparatus maintenance records.
  - a) Apparatus maintenance records shall be kept on file and maintained in a data collection system as approved by the Fire Chief or designee.
  - b) It shall be the responsibility of the Chief Officer responsible for maintenance to ensure all records are filed and entered into a data collection system as approved by the Fire Chief or designee

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4. Apparatus maintenance vendors.
  - a) The Chief Officer responsible for apparatus maintenance shall maintain a vendor list that shall be used to obtain necessary maintenance.
  - b) The vendor list shall be distributed to the on-duty 820 officers.
  
5. Facilities maintenance, minor.
  - a) It shall be the responsibility of the duty station crews and duty station residents under the direction of the station officer and/or Chief responsible for facilities to maintain the cleanliness of the stations.
  - b) The assigned duty crew shall ensure their assigned station is clean and presentable to the public at all times.
  - c) Duty crews shall be responsible for the minor daily maintenance of the facility.
  - d) A list of assigned responsibilities will be issued by the Chief responsible for facilities or designated supervisor.
  
6. Facilities maintenance, major.
  - a) It is the responsibility of all District personnel to report the need for major station maintenance to the 820 officer and or Chief responsible for facilities.
  - b) Necessary maintenance shall be reported in a timely manner using the following as an urgency guideline.
    - i. HIGH PRIORITY – Disrupts normal operations – Major facility equipment failure.
      1. Bay Door failure.
      2. Broken water pipe.
      3. Major electrical problem.
      4. Contact on-duty 820 officer immediately, complete a maintenance request form and e-mail the on-duty 820 officer.
      5. Judgment of the station officer
    - ii. MED PRIORITY – Operations can continue, needs attention.
      1. Clogged drain.
      2. Minor electrical/outlet.
      3. Washer/dryer problem.
      4. Complete maintenance request form, scan and e-mail to [maintenance@scfd8.org](mailto:maintenance@scfd8.org).

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5. Contact by telephone and email the Chief responsible for facilities or/and the on-duty 820 officer if the Chief responsible for facilities is unavailable.
  - iii. LOW PRIORITY – Does not affect daily operations.
    1. Showerhead.
    2. Slow drains.
    3. Hole in wall.
    4. Complete form, scan and e-mail to [maintenance@scfd8.org](mailto:maintenance@scfd8.org) and e-mail the Chief responsible for facilities.
  - c) If unsure of the urgency of the situation, contact the on-duty 820 officer.
7. Facilities maintenance reporting.
  - a) A Maintenance Request Form shall be completed, scanned and e-mailed to [maintenance@scfd8.org](mailto:maintenance@scfd8.org) and an e-mail sent to the Chief responsible for facilities outlining the problem.
  - b) The form needs to be completed and signed by the individual requesting or reporting the need for maintenance.

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### Spokane County Fire District# 8 Maintenance Request Form Facility, Apparatus, and Equipment



Form 10.10.07

Date:	Time:	Mileage:	Hours:
Station:	Apparatus:	Small Engine:	

Describe Problem:


Name: \_\_\_\_\_ Pin# \_\_\_\_\_

*This portion to be completed by individual correcting problem.*

Job Code:	Priority:	Repair Start Date:	Repair End Date:
Mileage:	Hours:	Repair Hours:	Vendor:
Repaired By:	Parts Cost:	Labor Cost:	Other Cost:

Describe Repairs:


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Scan and email completed form to [maintenance@sosfd8.org](mailto:maintenance@sosfd8.org). Place original in station binder.  
 Contact the 820 officer if item needs immediate attention or is taken out of service.