


East Lake Tarpon Special Fire Control District

	<i>SOP 908 Vehicle Weekly Maintenance</i>	
	Implementation Date: 11/2000	Revision Date(s): 01/2008
		Reviewed Date(s):
	Forms or Attachments: None	

The purpose of weekly vehicle maintenance is to identify the problem areas of the apparatus so that we may reduce the cost of vehicle maintenance. By locating problems in the early stages, we will not only reduce repair costs, but contribute to the prevention of a breakdown of the apparatus.

1. Weekly Vehicle checks shall be completed on Sunday for all available vehicles. Staff vehicles to be checked on Monday.
2. Form #908.1 is to be completed on Monday and given to the Vehicle Maintenance Officer who will in turn correct any problems, if not corrected by Shift Personnel, and file for future information.
3. The following items are to be checked:
 - a. Hood latches, springs, and mounting hardware.
 - b. Compartments, door latches, hinges, proper illumination, springs, (includes cab doors) lube if necessary.
 - c. Inspect glass, mirrors for tightness or breaks.
 - d. Windshield wipers, blades, arms
 - e. Heater, defroster, Air conditioner
 - f. Tire inflation, tread wear and lug tightness
 - g. Check engine belts for wear and tension
 - h. Check transmission fluid and engine oil
 - i. Check power steering fluid

- j. Radiator water level and hoses
- k. Check for excessive oil leaks from valve covers, turbo chargers, transmission, power steering etc.
- l. Check batteries, cable, clamps
- m. Check pump shift operation
- n. Check pump primer and relief valve
- o. Check control valves and pipes for leakage
- p. Check gauges for operation
- q. Listen for auto purge

NOTE: Plate inside driver's door lists fluid types.