


East Lake Tarpon Special Fire Control District		
	<i>SOP 915 Equipment Purpose and Responsibilities</i>	
	Implementation Date: 11/2000	Revision Date(s): 10/24/2017
		Reviewed Date(s):
	Forms or Attachments: None	

The purpose of this S.O.P. is to identify areas of equipment maintenance, which can be routinely performed by personnel in each station. It covers simple cleaning procedures, which take a minimum amount of time to perform. For more complex maintenance procedures, such as trouble shooting or tune up of equipment, contact the Vehicle Maintenance Officer for the individual operating manual for that respective piece of equipment.

The cleaning of power equipment, such as the Rescue Tool and K-12 saw, shall be performed on Mondays. All other equipment shall be maintained on the days stated or after each use.

Any discrepancies shall be noted in the Station Log and documented on the CJ04081 Maintenance Log. Any tool or equipment needing repair, or is damaged and removed from service, shall be tagged using an East Lake Maintenance Request Tag (916). An ELFR Work Request Form should also be completed. The tag should be filled out and attached to the item and shall stay with it until it is placed back in service.

BORROWING DEPARTMENT EQUIPMENT

The procedures for borrowing equipment are detailed below. The safety of the members and the people in the communities served by the department must be considered when a request is made for borrowing equipment.

INCIDENT SPECIFIC EQUIPMENT

Any equipment that is in service for providing fire protection, extinguishment, extrication, or rescue operations are not to be borrowed. The intent of this procedure is that any equipment that may be needed by members to provide required service on any incident not be removed from the station.

NON-EMERGENCY EQUIPMENT

Prior to borrowing any department equipment that is non-emergency in type it must be approved by the Fire Chief or the Fire Chief's designee.

MEMBER RESPONSIBILITY

It is the responsibility of any member borrowing equipment to return that equipment in a condition that is as good as or better than when received. The items must be returned in a timely manner. Each item must be posted on the DC bulletin board.