

# Routine Operations

Book:	2 - Routine Operations
Chapter	II - Apparatus Operations
Subject	Apparatus Maintenance
Code	2-II-1
Revised	5/01/2003

## 1.01 Purpose

- A. To establish guidelines for the cleaning and maintenance of Jersey Village Emergency Services apparatus and light vehicles.
- B. To establish procedures for the minor and major repair of Jersey Village Emergency Services apparatus and light vehicles.

## 1.02 Policy

- A. Jersey Village Emergency Services Staff Employees shall perform the routine cleaning and maintenance of the vehicles assigned in accordance with this policy.
- B. Jersey Village Emergency Services Members shall perform the routine cleaning and maintenance of the vehicle in accordance with this policy.
- C. If an individual or group attending a function outside the city such as a seminar, class, or meeting, etc. uses a vehicle it shall be the driver's responsibility to insure that the vehicle is returned to an operational ready state. This would include but not be limited to fueling the vehicle, returning any equipment that was removed, and cleaning the vehicle inside and out.
- D. Vehicles that make responses during inclement weather shall be rinsed off with clear water and wiped dry upon return.
- E. Jersey Village Emergency Services Employees and Members shall perform routine repairs and maintenance as needed. Routine repairs and maintenance would include, but not be limited to changing light bulbs, adding fluids (water, power steering fluid, transmission fluid, brake fluid, battery water level, tire air etc.) and minor repairs or adjustments.
- F. If a member or employee is unable to complete a repair:
  - 1. They shall first contact the department maintenance officer.
  - 2. If the maintenance officer is unavailable, the member or employee shall contact the Fire Chief or the next officer in the chain of command until the problem is reported to an officer.
    - a. The Officer or department maintenance officer shall make the decision as to the status of the apparatus being "in service" or "out of service" using the following criteria:
      - 1. Does the problem affect the operation of the vehicle?
      - 2. Does the problem present a safety hazard?
    - b. If the answer is "yes" to either question the apparatus shall be placed out of service and the Communication Division shall be notified.

- c. If the answer is “no” to both questions the problem shall be recorded in the Apparatus Maintenance Repair Book.
- G. The department maintenance officer shall be responsible for the coordination of repairs with the City of Jersey Village Fleet Maintenance Division.

**1.03 Definitions**

- A. Vehicles: All motorized vehicles assigned to Jersey Village Emergency Services
- B. Heavy Apparatus: All motorized vehicles directly involved in suppression, EMS, or rescue operations having a GVWR of 15,000 lbs. or more including 3530, 3531, 3532, 3580, 3590.
- C. Light Vehicles: All motorized vehicles directly involved in command, suppression, EMS, or rescue operations having a GVWR of 14,999 lbs. or less including 3517, 3518, 3519, 3520.
- D. Marine Vehicle: All equipment assigned to Jersey Village Emergency Services that is of a marine nature, including 3591.

**1.04 Schedule for Cleaning of Apparatus and Vehicles**

The Jersey Village Emergency Services Staff Employees shall clean and maintain the vehicles assigned each day.

- Monday: 3590 and 3591
- Tuesday: 3530 and 3519
- Wednesday: 3531 and 3517
- Thursday: 3532 and 3520
- Friday: 3580 and 3518

The Jersey Village Emergency Services Members shall clean and maintain the vehicles assigned each month.

- January: 3590 and 3591
- February: 3530 and 3519
- March: 3531 and 3517
- April: 3532 and 3520
- May: 3580 and 3518
- June:
- July: 3590 and 3591
- August: 3530 and 3519
- September: 3531 and 3517
- October: 3532 and 3520
- November: 3580 and 3518
- December:

**1.05 Procedure**

**A. Daily**

Staff employees shall complete the daily vehicle checklist for the assigned vehicles of the day.

Any fluids or supplies needed should be obtained from the maintenance room and the deficiencies corrected.

Weather permitting the vehicles shall be pulled outside and the exterior washed with a mild soap and water solution. Harsh chemicals and soaps will not be used.

The washing shall be accomplished with hand mittens and soft bristle apparatus brooms

The exterior shall include the top of the cab and the dunage area adjacent to the deck gun on the Engines.

Any exterior mounted equipment (ladders, pike poles etc) shall be removed to allow cleaning behind or below the item(s).

The vehicle will be rinsed with clear water to avoid spotting.

The exterior shall be wiped dry with soft cloth towels or chamois to prevent water spotting. All chrome and stainless steel will be dried to prevent water spotting.

The cab or passenger interior shall be vacuumed where carpet is present and cleaned with 409 or similar cleaning agent. Rubber floor mat areas will be wiped with a damp cloth or cleaned with a 409 type cleaner as needed.

The windows and mirrors will be cleaned with Windex or similar type cleaner. The windows will be cleaned both inside and out.

Any tools or equipment found to need attention shall be cleaned.

## **B. Monthly**

Weather permitting the vehicles shall be pulled outside and the exterior washed with a mild soap and water solution. Harsh chemicals and soaps will not be used.

The washing shall be accomplished with hand mittens and soft bristle apparatus brooms

The exterior shall include the top of the cab and the dunage area adjacent to the deck gun on the Engines.

Any exterior mounted equipment (ladders, pike poles etc) shall be removed to allow cleaning behind or below the item(s).

The vehicle will be rinsed with clear water to avoid spotting.

The exterior shall be wiped dry with soft cloth towels or chamois to prevent water spotting. All chrome and stainless steel will be dried to prevent water spotting.

The cab or passenger interior shall be vacuumed where carpet is present and cleaned with 409 or similar cleaning agent. Rubber floor mat areas will be wiped with a damp cloth or cleaned with 409 type cleaner as needed.

The windows and mirrors will be cleaned with Windex or similar type cleaner. The windows will be cleaned both inside and out.

The equipment in each compartment will be removed and cleaned.

The interior of each compartment will have the wooden flooring or matting material removed and the interior cleaned.

The exterior will be waxed as scheduled being careful not to apply wax to graphics and striping.