

Station Maintenance Program

CHAPTER 7.5

Issued:

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Submitted by: Assistant Chief

Approved by: Chief of Fire Rescue

Purpose

The purpose of this program is to track, coordinate, and ensure timely maintenance of Fire Rescue stations. In addition, this program delegates a contact person for station maintenance and requests for enhancements.

Accountability

For the purpose of complete accountability, each District Chief is assigned to the specific stations noted below, to be responsible for the stations up keep, maintenance and repair process. The list is as follows:

- District 5 A-Shift – 3,30, 62
- District 5 B-Shift – 33, 40,
- District 5 C-Shift – 41, 60
- District 6 A-Shift – 80, 81
- District 6 B-Shift – 23, 20
- District 6 C-Shift – 24, 21, 82
- Assistant Chief of EMS – CSW

All lingering problems with Facilities should be directed to the attention of the Deputy Chief.

1. The Lieutenant (Rescue or Suppression) shall be responsible for managing the Station Maintenance Program at their assigned station.
2. The District Chief shall be responsible for overall management of the Station Maintenance Program. The District Chief shall have the authority to authorize repairs and maintenance for the station.
3. The Lieutenants will report routine repair and maintenance requests by email to Sonya Berky who will then submit a work order to facilities. All Lieutenants assigned to the station and their District Chiefs' will be copied on the email. Repair and maintenance requests will be noted in the station log book.
4. All emergent repairs will be reported to the station Lieutenant and dealt with immediately.

Equipment/Supply Enhancement or Modification

1. In the event that a modification to the station is requisitioned the Lieutenant will poll each shift supervisor (other Lieutenants) assigned to the station.
2. The modification request along with the poll results will be forwarded to the District Chief in charge of the station maintenance program. This request should be emailed and include the following:
 - a. Station Number
 - b. modification requested
 - c. purpose for modification
 - d. potential costs incurred
3. The request will be reviewed and recommendation provided by the District Chief. The completed request shall then be presented to the Deputy Chief for consideration. The originator of the request will be notified as soon as possible of the disposition of the request.
4. No modifications are to be made to a facility prior to receiving approval of the Deputy Chief.

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