

ESCAMBIA COUNTY FIRE-RESCUE

Rules, Policies, and Guidelines

1225.010

Small Equipment Repair

Implemented: 01/27/11

Revised:

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Paul Williams, *Fire Chief*

PURPOSE

To provide a uniform procedure for repair and purchasing parts for small engines, mower, chainsaws, generators, etc.

OBJECTIVE

Our intention is to assure that all small equipment is serviced and returned in a timely manner, and to assure that the correct parts are ordered for the same. By enacting this procedure, we will reduce the expense of excess parts, incorrect purchases, and repair of equipment in excess of its value.

SCOPE

All ECFR personnel.

RESPONSIBILITIES

I. Paperwork

- A. Fill out an ID Tag and attach to each piece of equipment to be repaired
- B. Completely fill out an equipment repair/parts form.
- C. Contact Administration and obtain an authorization number and insert it on the form.
- D. Give an accurate description of the problem encountered with the equipment
- E. Deliver the equipment to the warehouse with all paperwork.
- F. Equipment from Century and Walnut Hill may use a designated north end repair facility, to be determined by Administration. All other Stations will deliver to the Warehouse.
- G. When the equipment is completed, you will be advised to pick it up at the warehouse.
- H. Unless specifically authorized by Administration, no one is to deliver equipment directly to the repair shop.

II. Delivering equipment directly to the repair shop

- A. Persons authorized to deliver equipment to repair shop.
 1. Warehouse tech
 2. Battalion Chief
 3. District Chief
 4. Training Captain.

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B. Persons authorized to pick up equipment from the repair shop.

1. Warehouse tech
2. Battalion Chief
3. District Chief
4. Training Captain

III. Retrieving equipment from the warehouse

- A. Once the equipment is repaired and returned to the warehouse, the department representative will retrieve the equipment.
- B. If the warehouse tech is making deliveries, all attempts will be made to drop off the equipment to the appropriate station.
- C. Upon receipt of the repaired equipment, each station will be responsible for checking to ensure proper repairs and note any discrepancies not corrected.

ORDERING PARTS AND SUPPLIES

I. Completing paperwork.

- A. All information should be completed on repair order form
- B. Assure that the make, model, and all necessary information is attached.
- C. Paperwork should be signed by one of the following.

1. Battalion Chief
2. District Chief

- D. All paperwork will be forwarded to Administration for approval.
- E. Once the parts are retrieved, they can be picked up from the warehouse.

SMALL ENGINE REPAIR AND PARTS REQUEST FORM

Escambia County Fire Rescue 6575 North "W" Street Pensacola, FL 32505		Date:		Station		Parts Needed		
		Auth #		Quantity	Part Number	Description		
Person Requesting:			Dist / Batt Chief:					
Type of Equipment	Manufacturer	Model #	Blade Size	Bar Size	Chain Size			
Chain Saw								
Power Unit								
Generator								
Cut Off Saw								
Mower						Description of Work to Be Performed		
Blower								
Weed Eater								
Pole Saw								
Other								
Delivered to Warehouse		Date		Person Dropping off:				
Delivered to A-1		Date		Person Dropping off:				
Picked up From A-1		Date		Person Dropping off:				
Returned to Warehouse		Date		Person Dropping off:				
Picked up by Station		Date		Person Dropping off:				