

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT  
POLICIES & PROCEDURES

ARTICLE: C-15  
SECTION: Operations Division  
DATE: 9/15/99  
SUPERSEDES:  
TITLE: **Repair Request Form Use and Procedure**

This form is to be used for all repairs on either rolling stock or any other District asset. Repairs attempted and completed by an engineer need not require the form. The Battalion Chief referred to in this policy shall be the Chief currently assigned to equipment responsibility. Individual accountabilities will be as follow:

Captain, Engineer or Firefighter: Properly filling out form. "Date", "Station" and "Apparatus" are self-explanatory. "Describe Problem" *must* provide detailed description of problem to be corrected, a single line will not be sufficient to provide the needed detail to diagnose and repair a particular problem. "Priority Repair" and "Can Be Scheduled" this is in the judgment of the individual requesting the repair. A simple check or yes/no will be adequate. "Corrective Action Attempted" engineers are responsible for apparatus assigned to them; normally all minor repairs should be attempted and completed by the engineer. All other repairs should be forwarded to the Maintenance Section. "Signature" no Repair Request Form shall be processed without a signature. The individual requesting the repairs shall retain the white copy and forward the yellow copy to Battalion Chief and the pink copy to the Maintenance Section.

Maintenance Section: "Date Repaired" is self-explanatory. "Corrective Action Taken" this should be a detailed explanation of the action taken to repair the item (s) described in the "Describe Problem" section. "Signature" the signature of the mechanic either providing the repairs himself or the mechanic supervising the Maintenance Section. Upon completion the Maintenance Section will return the pink copy to the Battalion Chief whose personnel initiated the repair request.

Battalion Chief: Shall be responsible for tracking the repair, making sure the Maintenance Section is timely in responding to the request. He will also be responsible for maintaining maintenance records on all rolling stock and other assets as needed.

Written By: Dan Reeves

Date: September 20, 1999