



Division 02 **Apparatus and Equipment**

Chapter 06 – Apparatus and Equipment Repair and Maintenance

February 2009

POLICY

This General Order shall set forth a policy and procedure to be followed when a deficiency or issue is identified on the apparatus or equipment which cannot be properly resolved at the station level.

DEFINITIONS

Apparatus – For the purposes of this General Order, all emergency Fire/EMS vehicles, other than support vehicles, which are authorized to operate within Prince George’s County and have been issued an “M Number” for maintenance and fuel.

Support Vehicles – For the purposes of this General Order, Sedans, Pick-Up Trucks and Sport Utility Vehicles assigned to Fleet Maintenance for maintenance and repairs.

M Number – Number assigned to a vehicle by Apparatus Maintenance when it is placed under County maintenance and/or fuel.

Authorized Repair – The resolution to a deficiency or issue identified on the apparatus or equipment in which Prince George’s County will provide payment upon following the policy and procedures set forth.

PROCEDURES

1. General Provisions

Once a deficiency or issue is identified on the apparatus or equipment, the station personnel are to determine if it warrants placing the apparatus or equipment out of service.

Apparatus Maintenance may be notified for guidance.

If the deficiency or issue cannot be properly resolved at the station level by station personnel, Apparatus Maintenance is to be notified during normal work hours for instructions on how to proceed. Upon notification, Apparatus Maintenance will determine the appropriate vendor to make the authorized repair.

Station personnel are to complete a shop ticket and prepare the apparatus in accordance with existing procedures. Station personnel are to deliver the apparatus or equipment to the vendor, as directed by Apparatus Maintenance, with the shop ticket. Upon arrival at the vendor, they are to contact Apparatus Maintenance for a shop ticket number(s) which is to be written on the shop ticket.

The vendor will notify Apparatus Maintenance if they have inquiries, additional work necessary, need guidance, etc. Furthermore, the vendor will contact Apparatus Maintenance upon completion of all authorized repairs. Apparatus Maintenance will contact the station to pick-up the apparatus or equipment.

Station personnel are not to contact the vendor, unless directed to do so by Apparatus Maintenance. Any unauthorized repairs will not be the responsibility of Prince George’s County.

REFERENCES

N/A



FORMS/ATTACHMENTS

PGC Form #58 (Rev. 8/04)

**PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT
APPARATUS MAINTENANCE**

301-817-3761 301-817-3760 (FAX)

QUAN	PART NUMBER	DESCRIPTION	SALE AMOUNT							
					1.					
					STATION #		VENDOR NAME		DATE:	
					YEAR	MAKE	MODEL	VEHICLE I.D. NUMBER		
								M _ _ _ _ _		
					SERIAL NUMBER		MILEAGE		ENGINE HOURS	
					DATE IN	DATE OUT	ORDER WRITTEN BY:			LABOR CHARGE
							NAME:		ID #:	
					2. SHOP TICKET # - DESCRIPTION OF PROBLEM					
							1.			
							2.			
							3.			
							4.			
					TOTAL PARTS					
					OUTSIDE SUBLET REPAIRS			5.		
							6.			
					TOTAL SUBLET REPAIRS					
					3. THE ABOVE WORK HAS <input type="checkbox"/> OR HAS NOT <input type="checkbox"/>			TOTAL LABOR		
					BEEN SATISFACTORILY COMPLETED			TOTAL PARTS		
					DATE:			MISCELLANEOUS		
					SIGNED:		ID #:	SUBLET REPAIRS		
					4. PROPERTY RECEIPT			PAY THIS AMOUNT		
					DATE RECEIVED:					
					SIGNED:					
					5. PRE-ACCEPTANCE INSPECTION					
					VEHICLE RECORD					
					ENGINE OIL LEVEL					
					ENGINE COOLANT LEVEL					
					BODY DAMAGE					
					FUEL LEVEL - 1/4 - 1/2 - 3/4 - F (Circle)					