



**Division 02** **Apparatus and Equipment**

**Chapter 09 – Small Tool and Appliance Repairs**

February 2009

**POLICY**

This General Order shall set forth a policy to establish responsibility for the repair of small tools and appliances.

**REFERENCES**

N/A

**DEFINITIONS**

N/A

**FORMS/ATTACHMENTS**

N/A

**PROCEDURES**

It shall be the responsibility of the individual station managers and technicians to repair the following small tools and appliances:

- Chain saws – including chains and bars
- Gas powered saws and blades
- Hydraulic jacks
- Battery chargers
- Lights (tripods, Circle D, quartz flood lights, hand lights, etc.)
- Hand tools (drills, air chisels, axes, shovels, etc.)
- Lawn maintenance equipment
- Station maintenance equipment (vacuum cleaners, washes, floor buffers, etc.)

Repairs for the above items shall be paid utilizing Volunteer Station Management Program funds. Station personnel may utilize any vendor which they deem suitable to make the necessary repair.

Any appliances and/or small tools not listed above are to be sent to Apparatus Maintenance for repair.