



SARASOTA COUNTY GOVERNMENT EMERGENCY SERVICES DIRECTIVE		
DATE Revised October 2018	VOLUME #6 LOGISTICS	NUMBER #601
CATEGORY POLICY		
SUBJECT DAILY/WEEKLY APPARATUS CHECKS		

PURPOSE:

To establish a policy to ensure that all apparatus and equipment are checked on a daily and weekly basis as outline in this directive.

POLICY STATEMENT:

Apparatus checks shall be completed for the following types of apparatus utilizing SCFD website under Vehicle check.

- **Daily Apparatus (for aerials and engines)**
- **Brush Truck**
- **Cascade**
- **Marine Apparatus**
- **Rescue Units**
- **Special Operations Units**

All SCBA units, PASS devices, and bottles shall be checked. Each unit with SCBA will have a master list of these items to utilize for these checks. This list will be located inside the SCBA compartment or door.

**INSTRUCTIONS FOR DAILY CHECKS
(All APPARATUS)**

All apparatus shall be checked daily. Personnel checking the apparatus will check all items listed on the appropriate electronic vehicle check entry and all equipment assigned to that apparatus for operational status.

Upon completion of the daily check, personnel will inform their Station Officer of unit status. The Station Officer will note status of the apparatus/equipment in the station electronic logbook. The Station Officer will log any deficiencies and ensure that an electronic repair form is completed in accordance with the Maintenance and Repair Policy.

Guidelines for completing Electronic Vehicle checks

SCFD has moved to Electronic Vehicle checks via Stat Portals. Below are general areas and sheets that can be used as reference while completing Vehicle checks. Once vehicle check is complete, data should be entered via Stat Portals under Vehicle check entry. Any deficiencies should be noted, Electronic repair form started for deficiencies and supervisor notified.

- **General** – Hours is the reading from the Hour meter in the cab. P.M. due should be in proximity to the hour meter.
- **Radios** – Check to ensure that the radios are on the proper channel. See that portable radios are charging properly and note the I.D. numbers of the portables for documentation.
- **Mechanical** – Engine oil, radiator fluid, power steering fluid etc. are checked for the appropriate levels.
- **Start Apparatus** – Check the apparatus's fuel level/hours. Apparatus fuel levels shall be maintained at or above 1/2 level or less than 6 hours since last fill up. Check the brakes for proper operation and air pressure. Check tires for wear, physical damage and inflation. Note: if inflation appears to be inadequate, check air pressure. Inspect window wipers and transmission fluid level.
- **Audio/Visual** – Check all horns, sirens, vehicle lights and emergency lights for proper operation.
- **Gauges** – Check all switches and gauges for proper operation.
- **Cab** – Check for proper operation of hand lights, thermal imager and inventory of safety vests, rain coats, grid books, clipboard, gloves and Knox box keys.
- **Equipment** – Check all breathing apparatus for cleanliness, air capacity PASS device and operation. Check fire extinguishers for capacity, condition, inspection date, pin, seal and bracket condition. Inspect all medical equipment for cleanliness and proper operation, Inventory equipment in all cabinets, check fluid levels and run motors on small engine equipment.
- **Pump** – Operate all valves and levers to insure proper operation. Visually check water tank level.
- **Body Condition** – Report any damage to the Officer in Charge.
- **Remarks** – Any deficiencies shall be noted such as missing or defective equipment and reported. This should be noted in station's electronic logbook, noted on tracking board on station's page and any repair entries completed.