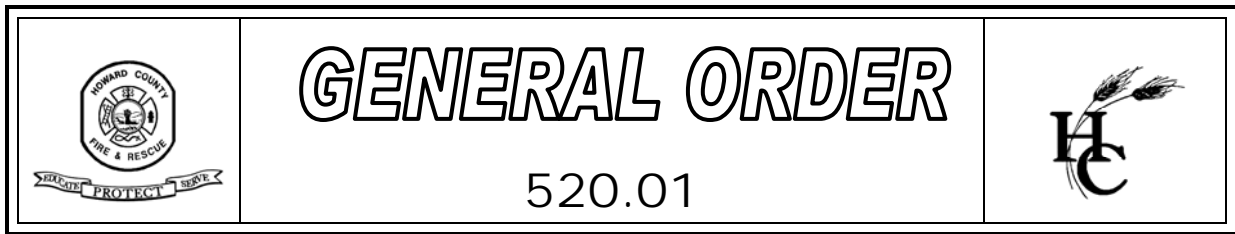


DEPARTMENT OF FIRE AND RESCUE SERVICES



Originating From	Issue Date	Revision Date	Attachments
Logistics	3/12/2002	1/5/2009	N/A

SUBJECT: Facilities Maintenance

APPLICABILITY: All Personnel

POLICY:

This policy outlines the Facility Maintenance Procedures applicable for Fire and Rescue Headquarters, Fire and Rescue managed facilities and any Corporate managed facility that chooses to participate.

1 ADMINISTRATION

1.1 The Support Services Bureau, Logistics Section, is responsible for oversight of the Facility Maintenance Program.

2 SCOPE

2.1 Scheduled Preventive facility maintenance.

2.2 Non-scheduled facility maintenance.

2.3 Repair Request procedures.

2.4 Facility maintenance funding.

3 SCHEDULED PREVENTIVE FACILITY MAINTENANCE

3.1 Includes:

3.1.1 All facility mechanical equipment.

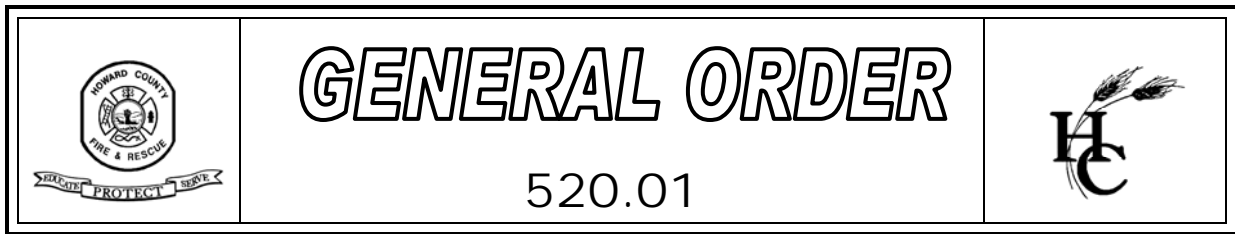
3.1.2 All interior or exterior structural aspects of a facility.

3.1.3 Interior or exterior components considered to be a permanent fixture supporting the operational function of a facility.

3.2 Shall meet all Health and Safety Regulations where applicable.

3.3 Shall be scheduled through the Logistics Section in conjunction with the facility's associated Bureau needs.

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4 NON-SCHEDULED FACILITY MAINTENANCE

4.1 Includes any facility maintenance that is not part of Scheduled Preventive Maintenance.

5 MAINTENANCE REQUEST

5.1 The Department of Public Works Bureau of Facilities accepts request through an online work order system identified as Facility Max.

5.1.1 Each DFRS shift officer assigned to a facility that is maintained by DPW shall receive access and training in the use of the Facility Max program.

5.1.2 This training will be coordinated by the Logistics Section.

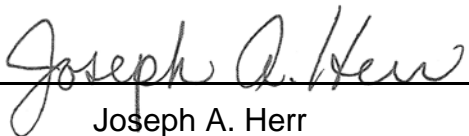
5.2 For facilities that are maintained by the volunteer corporation requests for repair and maintenance shall be sent to the Volunteer Chief via email with a carbon copy to the Logistics Section Chief.

6 FACILITY MAINTENANCE FUNDING

6.1 The Department of Public Works Bureau of Facilities will fund all maintenance activities that are within their established funding guidelines.

6.2 The Logistics Section will process the funding for all other facility maintenance activities.

Approved:



Joseph A. Herr
Fire Chief