

**CITY OF AUBURN HILLS
FIRE DEPARTMENT
PERSONNEL GUIDELINE**

SUBJECT: Prompt Repairs of Apparatus / Equipment	NUMBER: 127
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I. PURPOSE

It is the purpose of this guideline to assist in providing a maintenance program that will be beneficial to the department and assist the Maintenance Officer in keeping accurate records of repairs that are needed to all apparatus and equipment. Providing immediate repair will reduce costs associated with unnecessary towing and provide a reduction in down time of apparatus and equipment.

II. GUIDELINE

In an effort to maintain a productive maintenance program it is imperative that the Maintenance Officer be aware of any and all problems concerning apparatus and equipment used by the department. Therefore, effective immediately under any of the following conditions the Maintenance Officer shall be notified, by a Station Officer, or the most Senior Firefighter.

1. Any time an apparatus has broken down when responding to, or returning from a scene or during training contact shall be made prior to towing.
2. Any time an apparatus has been damaged due to a motor vehicle accident.
3. Any time equipment has broken down or been damaged.
4. Any time a station officer feels any apparatus or equipment must be removed from service for any reason.

GENERAL INFORMATION

The Maintenance Officer can be reached at 370-9477 during normal working hours. If a problem occurs during non business hours, station officer will contact dispatch to have them contact the Maintenance Officer or page them using the alpha numeric system in their absence the Fire Chief.