



MONTGOMERY COUNTY FIRE AND RESCUE ESCALATION GUIDELINE

ALL Stations

Appliance Repair Issues

i.e. Stove, Refrigerator, Microwave, Grill repairs, etc.

- Day 1
1. OIC enter defect into MCFRS Facilities reporting system.
 2. Email Station Commander. Cc if applicable LFRD President, and LFRD Liaison BC
- Day 7
1. Station Commander will check the defect reporting system for disposition.
 2. If no disposition has been entered the Station Commander will re-enter defect stating this is a "re-entry".
- Day 14
1. Station Commander will check the defect reporting system for disposition.
 2. If no disposition, email Fire Facilities identify the lack of disposition. Cc Facilities BC (Hopkins) Explain all steps already taken.
- Day 21
1. Station Commander will check the defect reporting system for disposition.
 2. If still no disposition Station Commander to notify via email Facilities BC identifying lack of disposition.
 3. Facilities BC to notify Support Service Chief via email.

Include all documentation and previous reports.



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ALL Stations

Desired Upgrades

i.e. New furniture, mattresses, carpeting/flooring, lockers, repainting etc.

- Requests will only be considered if they are submitted by the Station Commander
- The Station Commander (if applicable) will include the LFRD President when considering requesting upgrades.
 1. Write a detailed recommendation and justification for the upgrade.
 2. Include pictures of broken or worn materials to be replaced.
 3. Include any specific recommendations for the replacements.
 4. Email the request to Fire Facilities. Cc LFRD Liaison BC and Facilities BC (Hopkins), and if applicable LFRD President.
- The Station Commander may request a status up-date every two months via an email to Fire Facilities. Cc LFRD Liaison BC, Facilities BC, and if applicable LFRD President.

**** NOTE – Desired Upgrades are not line-item funded and generally take months to be evaluated and find funding.**