MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
MONTGOMERY COUNTY, MARYLAND

INFORMATION BULLETIN

NUMBER 14-10
December 23, 2014

SUBJECT: Facilities and Fitness Equipment Defect Reporting

In an effort to centralize all defect reporting and improve communication regarding facility issues and fitness equipment maintenance the following procedure has been developed to report defects in these areas.

Effective January 1, 2015, the Fleet Management Reporting system will be used to report any Facility or Fitness Equipment defects.

- To report an issue related to facilities, choose "**Facilities- FMOS** or **Facilities - LFRD**" for "**Reporting From**". This is based upon whether you are reporting an issue with an LFRD-owned station or a County-owned station. A list of stations in each category will appear so you know which list you should be choosing.

- You will see a list of items, i.e. "**01-FAC**". The first two digits correspond to your station number. **Choose your respective station number** and continue the reporting process as you normally would complete.

- To report a defect related to fitness equipment, choose **"PT Equipment"** A list of stations will appear. Choose the correct station and continue the reporting as you normally would complete.

Once a defect report is submitted, the FRS Facilities Section or the Fitness equipment repair coordinator will receive email notification and a course of action will be determined on a case-by-case basis. The disposition will be entered into the system which will allow station personnel to track existing and completed reports, as they do with apparatus defects.

For Emergency repair needs or escalation of a report that has not been addressed should refer to Appendix A.

Though we want to move all facility defect reporting to the system email box, fire.facilities@montgomerycountymd.gov, it will be maintained in case you feel it necessary to communicate other issues. Fire Facilities Section staff will try to monitor that e-mail box at least twice a week and respond to issues.

All questions should be addressed directly to the Administrative Support and Technical Services Division Chief.

ISSUED by: Division Chief Diane Zuspan

ATTACHMENT