



MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
MONTGOMERY COUNTY, MD.

DIRECTIVE

NUMBER: 02-18

DATE: October 24, 2002

TO: MCFRS Personnel

FROM: Chief Roger Strock, DFRS
Chief David Dwyer, DVFRS

Handwritten signatures of Chief Roger Strock and Chief David Dwyer, written in black ink over the printed names.

SUBJECT: Apparatus Check Sheet and SCBA Daily Checkout Sheet

The routine Apparatus Check and Self Contained Breathing Apparatus (SCBA) check are vital and necessary to ensure effective, efficient, and safe delivery of fire and rescue services. Historically, the manner in which these checks are performed and recorded has been determined at a local level. The purpose of this Directive is to institute one standardized check sheet for this activity.

Attached you will find a two page Apparatus Check Sheet and a two page SCBA Daily Checkout Sheet. These forms have been jointly developed by DFRS and the Community Chiefs and will be implemented on a trail basis effective November 1, 2002. They are to be used for all daily checkouts in both November and December of 2002.

At the end of November Station Commanders are to collect the forms and evaluate the process. The Station Commander must immediately send a copy of all completed forms to the LFRD Chief for review. Station Commanders, reporting through their Senior Career Officer to the Shift Chiefs are to make recommendations regarding the process. All recommendations are to be forwarded to the Operations Bureau Chief by December 10, 2002.

LFRD Chiefs are to make recommendations regarding the process to the Chairman or Vice Chairman of the Community Chiefs Association by December 10, 2002.

It is our intent to make any necessary changes and implement a final set of Check sheets beginning January 1, 2003.



MCFRS

Station _____

Apparatus Checkout Sheet

Unit Number:

County Stock Number:

Month of:

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Daily Items

Weekly Items (+ Daily)

Monthly Items (+ Daily & Weekly)

- ◆ Safety inspection by DOT guidelines.
- ◆ Check vehicle for damage.
- ◆ Check Engine & Transmission fluid levels.
- ◆ Inspect tires for defects & proper inflation.
- ◆ Start & run unit to reach normal operating temperature.
- ◆ Check all lights, warning devices, & signaling equipment.
- ◆ Change Portable Radio Battery.
- ◆ Check radio Volume & Channel.
- ◆ Inventory & check all SCBA's (**FILL IF BELOW 4500psi**), Face Pieces, P.A.S.S. devices & Harness's.
- *** (Note completion of SCBA inspection on attached SCBA inspection sheet) *****
- ◆ Test:
 - A.E.D. (If Applicable)
 - CO monitor
 - Gas Track
 - Heat Detector
- ◆ Check Portable Fire Extinguishers.
- ◆ Check Fluids on all Gas-Powered equipment.
- ◆ Inspect cab area for:
 - Map books
 - Portable radios
 - Hand lights
 - Knox Box Key
- ◆ Visual Inventory of all Equipment.
- ◆ Secure Hose Loads.
- ◆ Visually inspect water & foam tanks.
- ◆ Engage Pump & Pump Accessories.
- ◆ Set up aerial device, inspect outriggers & aerial & ladder's for damage & operability.
- ◆ Elevate, rotate, & extend aerial.
- ◆ Operate diesel generator/inverter for at least 10 minutes.
- ◆ Check All E.M.S. Equipment.
- ◆ Check All O² Levels.
- ◆ Check All Traffic Safety Vests

- ◆ Visually inspect battery terminals.
- ◆ Check for correct tire pressure.
- ◆ Rotate AED & Suction unit Batteries.
- ◆ Operate all pump gates, drains & caps. Lubricate as required.
- ◆ Actuate pump primer.
- ◆ Exercise discharge relief valve.
- ◆ Verify unit inventory*.
- *** (Record on Inventory Sheet) *****
- ◆ Perform a Static Brake Test.
- ◆ Tighten loose fasteners.
- ◆ Clean portable equipment as required- Paint, lubricate and label as needed.
- ◆ Operate any electrically powered equipment & accessories.
- ◆ Operate all gas-powered equipment & accessories for a minimum of 10 minutes.
- ◆ Operate all hydraulic rescue tools.
- ◆ Clean/Disinfect All E.M.S. Equipment.
- ◆ Clean/Disinfect Stretcher & Patient compartment.
- ◆ Clean cab and bucket areas.

- ◆ All compartments are to be cleaned, dried & reassembled as needed.
- ◆ Check for:
 - Frayed wiring
 - Compartment lighting
 - Condition of door seals
 - Hinges
 - Strikers
 - Latches
- ◆ Replace damaged maps as necessary.
- ◆ Perform a Monthly SCBA inventory and log in the station SCBA maintenance book.
- ◆ Remove any ladders, clean completely, & lubricate slides & hardware with Moly-Lube as needed.
- ◆ Back flush pumps.
- ◆ With supply from hydrant (soft sleeve) check operation of:
 - Front intake
 - Transfer valve
 - Tank fill valve
 - Visually inspect for excessive leaks.
- ◆ Perform operational check of on-spot chains.

Apparatus driver must initial after daily & weekly checkout. Station officer must sign after completion of monthly PM's. Initialing indicates that the apparatus was checked according to the above guidelines.

D = Daily W = Weekly M = Monthly (Circle Applicable Letter Under "Type" Column) [Mark O.O.S. if unit is Out of Service]

Initial	Type	Initial	Type	Initial	Type	Initial	Type	Initial	Type	Initial	Date
1	D W M	8	D W M	15	D W M	22	D W M	29	D W M	Week 1	
2	D W M	9	D W M	16	D W M	23	D W M	30	D W M	Week 2	
3	D W M	10	D W M	17	D W M	24	D W M	31	D W M	Week 3	
4	D W M	11	D W M	18	D W M	25	D W M	Mileage (Beginning of Month)		Week 4	
5	D W M	12	D W M	19	D W M	26	D W M	Mileage (End of Month)		Week 5	
6	D W M	13	D W M	20	D W M	27	D W M	Fuel Pump Reading (Beginning of Month)		OIC Initials	Date
7	D W M	14	D W M	21	D W M	28	D W M	Fuel Pump Reading (End of Month)		Monthly	

Apparatus Checkout Sheet

Fire Station _____

Date	Fluid(s) Added? <small>(List Type & Amount Added)</small>	Mileage	Problems Noted	Shop Ticket Written <small>(Circle One)</small>
1				YES NO
2				YES NO
3				YES NO
4				YES NO
5				YES NO
6				YES NO
7				YES NO
8				YES NO
9				YES NO
10				YES NO
11				YES NO
12				YES NO
13				YES NO
14				YES NO
15				YES NO
16				YES NO
17				YES NO
18				YES NO
19				YES NO
20				YES NO
21				YES NO
22				YES NO
23				YES NO
24				YES NO
25				YES NO
26				YES NO
27				YES NO
28				YES NO
29				YES NO
30				YES NO
31				YES NO



SCBA Daily Checkout Sheet

Unit Number: _____

Month of: _____

County Stock Number: _____

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Apparatus driver MUST INITIAL for each SCBA

SCBA Position _____			SCBA Reducer Serial #:			SCBA Regulator #:		
Day	<ul style="list-style-type: none"> • 4500 PSI Regulator • Service Check ♦ Pass Device 	Are you using a spare ???	Day	<ul style="list-style-type: none"> • 4500 PSI Regulator • Service Check ♦ Pass Device 	Are you using a spare ???	Day	<ul style="list-style-type: none"> • 4500 PSI Regulator • Service Check ♦ Pass Device 	Are you using a spare ???
	Indicate Regulator & Reducer Numbers			Indicate Regulator & Reducer Numbers			Indicate Regulator & Reducer Numbers	
1	Please Initial		12	Please Initial		22	Please Initial	
2			13			23		
3			14			24		
4			15			25		
5			16			26		
6			17			27		
7			18			28		
8			19			29		
9			20			30		
10			21			31		
11								

SCBA Position _____			SCBA Reducer Serial #:			SCBA Regulator #:		
Day	<ul style="list-style-type: none"> • 4500 PSI Regulator • Service Check ♦ Pass Device 	Are you using a spare ???	Day	<ul style="list-style-type: none"> • 4500 PSI Regulator • Service Check ♦ Pass Device 	Are you using a spare ???	Day	<ul style="list-style-type: none"> • 4500 PSI Regulator • Service Check ♦ Pass Device 	Are you using a spare ???
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6			17			27		
7			18			28		
8			19			29		
9			20			30		
10			21			31		
11								

Please complete the inspection sheet in the SCBA maintenance book ANYTIME SCBA is used



SCBA Daily Checkout Sheet

Unit Number: _____

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Month of: _____

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Apparatus driver *MUST INITIAL* for each SCBA

SCBA Position _____			SCBA Reducer Serial #:			SCBA Regulator #:		
Day	<ul style="list-style-type: none"> ◆ 4500 PSI Regulator ◆ Service Check ◆ Pass Device 	Are you using a spare ??? Indicate Reducer & Regulator Numbers	Day	<ul style="list-style-type: none"> ◆ 4500 PSI Regulator ◆ Service Check ◆ Pass Device 	Are you using a spare ??? Indicate Reducer & Regulator Numbers	Day	<ul style="list-style-type: none"> ◆ 4500 PSI Regulator ◆ Service Check ◆ Pass Device 	Are you using a spare ??? Indicate Reducer & Regulator Numbers
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Please complete the inspection sheet in the SCBA maintenance book ANYTIME SCBA is used