

## Apparatus Inventory & Maintenance Checks

### 501A.1 PURPOSE AND SCOPE

The purpose of this guideline is to establish a procedure for daily/weekly maintenance checks and weekly inventory checks for all apparatus. These checks will be performed with the guidance listed below.

### 501A.2 GUIDANCE


Personnel are to utilize EPR Fireworks to complete daily/weekly maintenance checks and weekly inventory checks. All Inventory and Maintenance checks are to be completed daily by 1100 hours, unless extenuating circumstances exist.

EPR Fireworks can be accessed from a computer, phone, or tablet with internet connection.

All apparatus assigned to each station shall have Inventory and Maintenance Check(s) completed on assigned days as determined in the system. These days may vary depending on apparatus type and location.

Follow the steps below to complete the maintenance checks that are due.

#### Maintenance Checks – All Apparatus:

- Sign in using your GNFD email address and EPR Fireworks password
- Click on “Inventory” on the top navigation pane
- Ensure that you are on “Maintenance” inside the Inventory Module by clicking on the Maintenance icon on the blue navigation pane 
- Locate the apparatus from the list that you are performing the Maintenance Check on
- The required Check Type due for your apparatus will be noted in the “Check Type” box in line with the apparatus.
- Click on the Apparatus Name you are completing the daily maintenance check on
- The Maintenance Checklist will open for the apparatus you are performing the check on
- Enter the current mileage and hours (If applicable) in the top left corner of the page.
- Confirm correct status of the unit is selected, under the date in the left hand corner of the page.
- Complete each item check from the categories listed.
- Utilize the round radio buttons to document the status of the item you are checking:
  - OK (Green Circle)
  - Not OK (Red Circle)
  - Not Checked (Black Circle)
- For any items marked Not OK, remarks are mandatory. Remarks can be added for OK items and the notes will be reported upon submission.

- In an effort to provide Support Services with the most information, attachments can be added to the Maintenance Check by clicking the paperclip icon. This will open the attachment window where pictures and documents can be added.
- Clear any 'Not OK' items that were corrected and Clear the Remarks section
- For Maintenance Checks with issues, confirm the "Send Maintenance Check To" has a check mark present in the lower left hand corner and confirm that the "Fleet" Mailing List is selected on the right side. You and Fleet will both receive an e-mail with the information provided in that check.
- When prompted to create a Work Order, select ALL of the items that will NOT be corrected at the station level. Example: Select all items that will require additional assistance from Support Services.
- After selecting all of the items to add to the Work Order, select Create Work Order.
- For additional guidance with work orders refer to the "Work Order" Guideline.
- Continue this process of maintenance checks until "No Checks Due" is noted next to your unit.

### **Weekly Truck Inventory Checks – All Apparatus:**

- Sign in using your GNFD email address and EPR Fireworks password Click on "Inventory" on the top navigation pane
  - Ensure that you are on "Inventory" inside the Inventory Module by clicking on the Inventory Icon on the blue navigation pane.
- Locate the apparatus from the list that you are performing the Inventory Check on
- Ensure the "Check Type" drop down in line with the apparatus you are checking is green with the word "Weekly"
- Click on the Apparatus Name you are completing the weekly Inventory Check on
- The Inventory Checklist will open for the apparatus you are performing the check on
- Enter the current mileage and hours (If applicable) in the top left corner of the page. Then complete each Inventory item from the categories listed.
- The Inventory Checklist will open for the apparatus you are performing the check on
- Adjust the quantities of the items located in the center of the page under "Quantity" to reflect the current quantities on the apparatus
- Remarks must be completed for missing equipment
- Medical consumables should be restocked from the Station Medical Supply
- In an effort to provide Support Services with the most information, attachments can be added to the Inventory Check by clicking the paperclip icon. This will open the attachment window where pictures and documents can be added.
- For Weekly Inventory Checks with deficiencies, confirm the "Send Inventory Check To" has a check mark present in the lower left hand corner and confirm that the "Logistics" Mailing List is selected on the right side. You and Logistics will both receive an e-mail with the information provided in that check.

