

# *Bethel Township Fire Department*

<b>GENERAL ORDER:</b> 402	<b>SECTION:</b> Apparatus
<b>SUBJECT:</b> Apparatus and Equipment maintenance reporting	<b>EFFECTS:</b> All Personnel
<b>ADOPTED:</b> 05/01/2016	<b>SUPERSEDES:</b> All Previous
<b>REVISED:</b>	

## **PURPOSE:**

To establish a standardized policy for the reporting of apparatus and equipment maintenance issues

## **GENERAL ORDER:**

Any personnel discovering an apparatus or equipment maintenance issue shall immediately report the item to the on-duty supervisor who shall then take one of the following actions:

- Properly complete the Maintenance Work Order in the electronic reporting software.

OR

- Have the person reporting the issue properly complete a written request and present it to the on-duty officer who shall then ensure the form is properly completed and complete the Maintenance Work Order in the electronic reporting software.