



PROCEDURES MANUAL

SUBJECT: Station Repair and Maintenance

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1101

APPROVED:

FIRE CHIEF

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1101.00 Objective

- A. To establish policy pertaining to proper reporting and repair of fire stations in the Cincinnati Fire Department.

1101.01 Non-Emergency Fire Station Maintenance

- A. Station maintenance is repairing the existing station and its equipment.
- B. A repair report (Form 40) is required to be completed for all facility repairs and is be executed via the CFD Web. The repair items that are included in this procedure include, but are not limited to: items that are part of the structure, vehicle exhaust systems, appliances, garage door openers, One Stop Solution sets, emergency generators, grounds and pest control. Further details can be found in the F-40 System.

Do not call Property Maintenance or city vendors directly to report any repair request.

- C. When requesting non-emergency maintenance,-submit a Form-40 through the CFDWEB. Enter the information on the Form-40 completely and accurately, including:
 1. Your name and rank.
 2. The station number and station location.
 3. Describe the defect in sufficient detail so the proper craftsman can be sent with the needed tools and parts.
 4. For appliances, include brand, model and serial number in the provided spaces.
 5. If you choose "other," describe the repair thoroughly in the comment section.

- D. Fire Department members shall not attempt repairs or alterations to fire stations, unless approved in writing by the Administrative Services Division.
- E. When a Form-40 is submitted via the CFD Web, an electronic record is created and directed to the appropriate personnel. There is no need to submit a hard copy of the form.

1101.02 Emergency Fire Station Maintenance

- A. Emergency Maintenance is maintenance required to keep a company in service (doors malfunctioning holding an apparatus in quarters) to avoid relocation, matters that involve safety and/or maintenance required to prevent excessive damage to the fire station (major electrical problem, heating system failure in cold weather).

For an emergency repair follow these procedures:

1. During normal working hours contact the Facility Maintenance Supervisor by phone at 352-6222.
2. Outside normal working hours notify your District Chief.

The District Fire Chief will contact Dispatch (8180) who will notify Maintenance Services personnel needed for emergencies.

- B. Maintenance Services will make repairs and/or offer verbal advice by telephone.

1101.03 Station Improvements

- A. Station improvements upgrade the station or station equipment by providing newer or additional features which do not presently exist.
- B. Station improvements generally require special funding which takes additional time.
- C. Station improvements are requested by submitting a F-47 clearly describing the improvement and justification for the improvement.
- D. Station improvement request shall not be made by telephone to Maintenance Services.

1101.04 Station Inventory

- A. The House Officer is responsible for identifying and maintaining all equipment assigned to the station.
- B. Only equipment that meets ALL the following criteria shall be included in the Station Inventory:
 - 1. Assigned to the house (including District Fire Chief equipment);
 - 2. Has a replacement value of \$25.00 or more;
 - 3. Is owned by the City;
 - 4. Is operational (serviceable); and
 - 5. Is not permanently secured to the building.
- C. There are three copies of the Station Inventory. The Administrative Services Division maintains two copies. The House Officer shall retain the remaining copy. The House Officer shall update this copy during the year, as new equipment is received and old equipment retired.
- D. The Administrative Services Division will send a copy of the Station Inventory to each station each December for verification and updating.

1101.05 Station Security

- A. All stations shall be as secure as possible at all times.

1101.06 Lockers

- A. Lockers are provided in firehouses and offices for use by members of the Fire Department. These lockers are the property of the City of Cincinnati and subject to inspection.
- B. Permission to inspect and enter lockers without notice must be granted by the Assistant Chief of the Division or the Duty Chief if after hours. This inspection must take place with at least 2 officers present, including the District Fire Chief or Fire Captain who is riding in-charge of the District. Once permission is granted, the inspection may take place, even if the member assigned such locker is not present, and regardless of whether there is a personally owned lock on the locker.

It is advisable that members do not keep valuable articles in lockers. All personnel are advised that the retention of personal items in lockers is at the risk of the employee and the department will not be responsible for any losses. Lockers should be used to store only those items necessary to meet employment requirements.

1101.07 Manual Operation of Overhead Doors

- A. To assure that apparatus doors will operate manually, and to familiarize members with manual operation, apparatus doors shall be opened manually at least once each month.

1101.08 Vermin Control

- A. The Fire Department contracts for pest control treatment of fire stations. The contractor will visit each station monthly. After the treatment, the officer shall sign the receipt and forward it to Central Stores.
- B. The contractor will spray the kitchen, joker room, locker room, and mop room. However, the contract specifies that all areas will be sprayed, including the basement, if requested. It is the responsibility of the Officer in Charge on treatment day to notify the person spraying of any additional areas that shall be sprayed and any problems or comments about their service.

If additional treatments are required during the month, the officer in charge shall submit a F-40 to Facilities and identify the nature of the problem. For emergency treatments, i.e. bedbugs; submit the required F-40 and follow up with a phone call to the Facilities Maintenance Supervisor.

- C. Federal and State Laws restrict the use of chemicals used for pest extermination. Solutions are applied to baseboards and corners as insects and mice will normally create paths in these areas. The solutions applied are water-based; therefore, mopping will remove the chemicals.- In order for these applications to be expected to work, areas bordering baseboards and corners should be dry swept rather than mopped for a few days following treatment.

1101.09 Snow and Ice Removal

- A. Driveways and sidewalks shall be maintained free of snow and ice.
- B. The House Captain shall have a written policy concerning snow removal responsibilities.

1101.10 Parking on Fire Department Property

- A. Vehicles of members may be parked on Fire Department property in areas designated by the House Captain while members are on-duty or visiting the fire station.
- B. Members vehicles shall not interfere with Fire Department operations, or be stored on Fire Department property.

1101.11 Mourning Banner

- A. The Cincinnati Fire Department Masonic Club has donated a mourning banner for each fire station. These banners will be used under the following conditions when we have a death of any active member.

- 1.
 - a. Deaths resulting from non-service connected accidents or illness.
 - b. Deaths that may be classified into the Heart-Lung Bill, but which cannot be clearly associated with a recent traumatic exposure under emergency conditions.

The banner will be flown from the time of notification of death until sunset on the day of the funeral at their assigned station.

- 2. In deaths directly associated with the performance of fire fighting duties, the mourning banner will be flown at all fire stations.

The banner will be flown from the time of notification of death until sunset on the day of the funeral.

- 3. The banner will be flown on Memorial Day at all stations from sunrise to 12:00 noon. The method of displaying the banner will be to place it between six and twelve inches below the American Flag on the flag rope.

1101.12 Plymovent Use

- A. The Plymovent system is a vehicle exhaust extraction system installed in fire stations to remove toxic gases and products of combustion.
 - 1. The apparatus shall be connected to the Plymovent system whenever it is inside of the fire station. If it is necessary to operate an apparatus, the vehicle shall be moved outside to prevent severe damage to the Plymovent system caused by the heat of the exhaust.

2. Hose testing or pump operations shall never be performed with the apparatus connected to the Plymovent or with the apparatus inside of the fire station.
3. Apparatus exhaust pipes shall be round without sharp or rough edges. Any defects shall be reported to the Apparatus Supervisor as referenced in the Procedures Manual Chapter 3, Fire Division Vehicles. This will prevent abrasions and punctures to the inside of the Plymovent grabber.
4. The distance between the end of the apparatus exhaust pipe and the Plymovent grabber stop shall not exceed 4.25 inches. If the exhaust stop is too deep, the grabber will not release properly and may cause damage. The Municipal Garage has the specifications for the various diameters of the exhaust pipes. Any stop depth exceeding the 4.25 inches shall be reported to the Apparatus Supervisor as referenced in the Procedures Manual Chapter 3, Fire Department. Vehicles.