



**Division 02** **Apparatus and Equipment**

**Chapter 21 – Preparation of Apparatus for Shop Repairs**

February 2009

**POLICY**

This General Order shall set forth a policy outlining actions to be taken in order to prepare apparatus prior to delivery for shop repairs.

**DEFINITIONS**

N/A

**PROCEDURES**

**1. General Provision**

The following actions shall be taken by station personnel prior to delivery of apparatus to any shop for repairs.

**Vehicles Equipped with a Fire Pump**

- The fire pump and booster tank shall be drained of all water, and will have all gates and drains left open.

**NOTE:** This requirement will be in effect all year.

**Vehicles Equipped with Exposed Ground Ladder(s), with the Exception of Ladder Trucks**

- All ground ladders shall be removed prior to delivery to a shop

This requirement has been instituted in order to decrease the number of injuries sustained by vendor employees.

**Easily Removable Items**

- In order to discourage theft, all vehicles will have any easily removable items removed prior to delivery to a shop.
- Removal of hose will not be necessary; however, nozzles and adapters will be removed and retained by the station.

All stations are encouraged to make an inspection of the vehicles for any missing items prior to departure from a shop. Every effort will be made to have the persons transporting the vehicle back from a shop appraised of the items removed prior to departure to the shop.

**REFERENCES**

N/A

**FORMS/ATTACHMENTS**

N/A