



TOLEDO FIRE & RESCUE DEPARTMENT



D-12 Maintenance Bureau Forms

Maintenance Manual

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Note: 300-12 Building Maintenance and Repair Request is no longer sent to Fire Maintenance Bureau. This form is completed through TFRDweb and routed to the Buildings Bureau automatically.

These forms are now housed within the TFRDweb website (www.TFRDweb.com)

Online fillable forms (1, 2, 4, 11, 15, 16, 19, Fuel Card) can be accessed within the site in two ways:

- From the left main menu item "Submit a Form" – "Bureau Forms" then under the Maintenance

Bureau heading

- From each stations Station Dashboard page under the “Bureau Forms” toggle

When completed, these forms will automatically be sent to Fire Shop personnel. Completed forms are viewable from each stations’ dashboard under the “Completed Forms” toggle.

Blank fillable forms (3, 7, 8, 9, 14, 17, 18) can be found in the File Center on TFRDweb within the “Shop” folder

- From the left main menu item “Main Items” – “File Center” then the “Shop” folder
- From the top site header by selecting the “Files” menu item

Forms and Reports for Fire Maintenance Bureau

300-1 - Hose Assignment Inventory

This form is to be completed after the hose testing is complete in May. This is to be completed by June 1st and anytime hose is added or removed from the station inventory. This form is found on the station dashboard, within the TFRDweb website, under Maintenance Bureau - Hose Test Form. [Bureau Forms](#).

Hose Test Record When a length of hose is sent in for repair along with form #300-2, “HOSE REPAIR” Request, a copy of the repair form will be sent back to the station with completed repairs noted.

300-2 - Hose Repair Request

This form is to be filled out and sent to the Fire Maintenance Bureau when reporting hose that needs repair. A copy of the repair request shall be sent with the damaged hose to the Fire Maintenance Bureau. When hose is repaired it will be sent back to the station along with the white copy of the 300-2 indicating the repairs that were made. This form is found on the station dashboard, within the TFRDweb website, under Maintenance Bureau - Hose Repair Request.

300-3 - Apparatus Inspection Form [PDF](#)

The 300-3 form will be filled out on the first (1st) Saturday of each month. The items listed on the form that are found to be unsatisfactory are to be marked with a check mark in the 'Fire Shop' column, and an explanation of the defect given in the remarks section. Those items that are checked O.K. should be listed in the 'Job Done' column by having the person making out the form put their initials on the proper line. There shall be a 300-3 form filled out for any apparatus / vehicle in service or stored in the fire station. A 300-3 will also be filled out for station generators on the first (1st) Saturday of each month. The completed 300-3 for should be kept at the station for review if necessary. **Send the 300-3 form to the shop only if any defects are found during the inspection.**

This form is located within the TFRDweb file center in the Shop folder.

300-4 - House Supply Requisition Form

This form is for station supply requests and should be sent to the supply officer at the Fire Maintenance Bureau. This form is found on the station dashboard, within the TFRDweb website, under Maintenance Bureau - Station Supply Request

*Office supplies, including printer toner, are requested through the Support Services office via an email to firepayroll@toledo.oh.gov

300-7 - Apparatus Inventory, Engine

To be completed annually no later than January 31st by the On-duty Captain. This form also applies to Extra Engines that are in storage at stations. This form is located within the TFRDweb file center in the Shop folder.

300-8 - Fire Station Inventory

To be completed annually no later than January 31st by the On-duty Captain. ONLY items that are City Property are to be listed. This form is located within the TFRDweb file center in the Shop folder.

300-9 - Apparatus Inventory, Truck

To be completed annually no later than January 31st by the On-duty Captain. This also includes Reserve Trucks in storage at the stations. This form is located within the TFRDweb file center in the Shop folder.

300-11 - Vehicle Repair Request

One Request for Repair Form is to be used for each individual apparatus. List all items on this form. This form is found on the station dashboard, within the TFRDweb website, under Maintenance Bureau - Vehicle Repair Request.

300-14 - Driver 0700 Check Off

This form is located within the TFRDweb file center in the Shop folder.

300-15 - Equipment Repair Request

This form is for repair of tools and equipment. Use one form for each item that needs repair. Attach form to item in need of repair when possible. This form is found on the station dashboard, within the TFRDweb website, under Maintenance Bureau – Equipment Repair Request

300-16 - SCBA Equipment Repair Request

This form is for repair of all SCBA related items. An explanation of problem found is required in detail. This form will automatically be sent to the shop when completed online. This form is found on the station dashboard, within the TFRDweb website, under Maintenance Bureau – SCBA Equip. Repair

300-17 - Fire Boat Inventory

This form is to be filled out and sent in annually no later than January 31st, by the On-duty Captain. This form is located within the TFRDweb file center in the Shop folder.

300-18 - Rescue Squad Inventory

This form is to be filled out and sent in annually no later than January 31st, by the On-duty Captain. This form is located within the TFRDweb file center in the Shop folder.

300-19 - Lost or Damaged Equipment Report

Please reference [non-emergency policy B-73](#) Lost Or Damaged Equipment for details on when to complete this form. This form is found on the station dashboard, within the TFRDweb website, under Maintenance Bureau – Lost or Damaged Equipment.

Fuel Card Request Form

This form is to be filled out when a replacement fuel card is needed. It includes information needed to create the fuel card including name and last 5 digits of Social Security Number. These numbers are used to create the PIN #. This form is found on the station dashboard, within the TFRDweb website, under Maintenance Bureau – Fuel Card Form.

Please return any defective cards to the Maintenance officer.

See Also:

Permanent link:

https://www.tfrdweb.com/dokuwiki/doku.php?id=d_manual:d12

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