



TOLEDO FIRE & RESCUE DEPARTMENT



D-12 Maintenance Bureau Forms

Maintenance Manual

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FORMS

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Note: 300-12 Building Maintenance and Repair Request is no longer sent to Fire Maintenance Bureau. Routing instructions are listed on the form.

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 form can be found on [TFRDWeb under Station Dashboards and Bureau Forms](#).. This is to be completed by June 1st and anytime hose is added or removed from the station inventory.

Hose Test Record When a length of hose is sent in for repair along with form #300-2, HOSE REPAIR FORM, a copy of the repair form will be sent back to the station with completed repairs noted. The repairs detailed on the form can also be found on the hose inventory under the repairs tab.

300-2 Hose Repair Request

This form is to be filled out and sent to the Fire Maintenance Bureau when reporting hose that is in need of repair. It is to be filled out in triplicate with the white and yellow copies accompanying the damaged hose to the Fire Maintenance Bureau. The last, or pink copy, is to be retained at the station. 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.

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 his /her 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.

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. Office supplies are requested through the Administrative Assistant's office by memo. First Aid supplies are requested through the E.M.S. Bureau on the First Aid Supply Form.

300-7 Apparatus Inventory, Engine

To be completed annually no later than January 31 by the On-duty Captain. This form also applies to Extra Engines that are in storage at stations.

300-8 Fire Station Inventory

To be completed annually no later than January 31 by the On-duty Captain. ONLY items that are City Property are to be listed.

300-9 Apparatus Inventory, Truck

To be completed annually no later than January 31 by the On-duty Captain. This also includes Reserve Trucks in storage at the stations.

300-11 Vehicle Repair Request

One Request for Repair Form is to be used for each individual apparatus. List all items on this form; use back of form, if needed.

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.

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. Attach form to item to be repaired.

300-17 Fire Boat Inventory

This form is to be filled out and sent in annually no later than January 31, by the On-duty Captain.

300-18 Rescue Squad Inventory

This form is to be filled out and sent in annually no later than January 31, by the On-duty Captain.

See Also:

Permanent link:

https://www.tfrdweb.com/dokuwiki/doku.php?id=d_manual:d12&rev=1757078147

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