



Vincent C. Gray
Mayor

MEMORANDUM



Kenneth B. Ellerbe
Fire & EMS Chief

Series	Number	Originating Unit	Originating Date	Expiration Date
2013	44	OFC	March 26, 2013	N/A

Subject:

Daily Apparatus Inspection

Company and Platoon commanders will ensure strict adherence to Article XX, Section 15 of the Fire and EMS Department Order Book concerning required apparatus inspection. Company and Platoon commanders shall ensure that all defects identified by the use of the Form 54.2 are immediately reported to the Fleet Maintenance Division for all vehicles assigned, including all support and specialty vehicles assigned to their quarters. Items reported to the Fleet Maintenance Division will also identify non-mechanical issues such as out of date vehicle inspection stickers.

Company commanders will also ensure that preventive maintenance intervals are tracked and reported as required in Article XX, Section 22 of the Order Book.


Kenneth B. Ellerbe
Fire & EMS Chief