

	Hampton-Valley Forge Vol. Fire Dept. Standard Operating Guidelines	
	Subject: Out of Station Maintenance	SOG # 3-04
		Initiated 01/01/2019
Approved: Fire Chief Chris Isaacs	Revised 01/01/2019	

Purpose: To establish general guidelines when placing a piece of apparatus owned by the Hampton-Valley Forge Volunteer Fire Department, in service after having general maintenance or repairs performed.

1. When maintenance is done on any piece of equipment out of station, it is the responsibility of the driver returning the piece to the station, or assigned personnel to ensure that the equipment is fully operational.
2. This will include checking the water levels, hose loads, breathing apparatus, appliances and any other associated equipment that belongs on the piece of apparatus.
3. Before the equipment is placed back in service it will be the responsibility of the Chief or his/her designee to ensure that all repairs/work was done as specify by the Department.
4. Only after the work is verified to be completed, and all equipment has been placed back on the apparatus may it then be placed back in service.