

THE OAKS V.R.F.B MAINTENANCE CHECK LIST & ROSTER GUIDELINES

- At least one maintenance review is to be done within the allocated Month;
- Maintenance inspections can be done any time within the allocated Month;
- Both members should be present for the maintenance review (unless there are extenuating circumstances)
- Times and days within the allocated fortnight to be sorted out between the pairing;
- If, due to unavailability, the pairing cannot do their maintenance review in the allocated month they can swap with another pairing for that Month only and revert back to their allocated time-slots;
- Trucks can be pulled out of the shed to do the review (by any member) and returned to their normal positions at completion (with due care and not forgetting to plug into the power and switching off the isolator switch);
- Where possible a pairing will have one (1) licensed truck driver;
- If possible take the Trucks for a drive (40km if possible) and have pumps running on recirculation at 1500-1800rpm ;
- Please record Engine Hours and Km's;
- Members are to sign in and out when attending the shed;
- Members are to advise Fire-Com of their attendance at and departure from the shed – suggested calls are
 - Calling in - "The Oaks station is open with two members doing maintenance checks on the vehicles"
 - Leaving – "The Oaks station is closing down";
- Any concerns or faults are to be reported to Maintenance/Equipment Officer as early possible (on form to be provided);
- Maintenance register/schedule is to be filled out and signed by both members;
- Equipment is to be physically checked (for dirt/grass/stones, operability etc) not just sighted;
- Only Chainsaw Operators are permitted to maintain, start and run the chainsaws;
- PPE should be with the members when attending the fire shed.