

## **Chapter XII Supplies**

### **Subject I Central Stores**

#### **1201.01 Objective**

- A. To establish guidelines for ordering supplies necessary for apparatus, equipment, station maintenance and Emergency Medical Service.
- B. To establish procedures for handling repairs to firefighting equipment, personal gear and EMS equipment.

#### **1201.03 Supply Catalogue**

- A. The Fire Department Supply Catalogue is adopted by reference as part of this chapter.

#### **1201.05 Requisitioning Supplies and Equipment**

- A. The Fire Department Storeroom and Repair Shop are located with Engine Company 12 at 3001 Spring Grove Avenue.
- B. Members needing repair or replacement of personal firefighting equipment are to report to Central Stores between 0730 hours and 1000 hours only. Exchange or replacement of firefighting equipment or EMS equipment must also be done between 0730 hours and 1000 hours. Any other equipment or supply transactions after 1000 hours must be approved by your District Chief.
- C. Most equipment and supplies are stored for issue at Central Stores.
- D. The cover pages of the Fire Department Supply Catalogue have instructions for ordering and receiving supplies. These instructions must be followed when ordering supplies. These instructions are occasionally amended as necessary.
- E. Requisitions for supplies are to be made by the Company Commander on a F-27 and forwarded through channels. Do not bother the Storekeeper with unnecessary telephone calls inquiring as to the availability of supply catalogue items.

- F. Companies requiring oxygen can exchange their empty cylinders for full ones at Engine Company 12. This will be the only oxygen supply stored for medical purposes available to Engine Companies and Medic Units. If we are to maintain an adequate supply, one cylinder must be left for each one taken.
- G. Motor oil may be picked up at Central Stores.
- H. When requesting an additional piece of equipment or supply items not listed in the supply catalog, it is necessary to explain the need and justification on a F-47 and submit it along with the F-27 requisition form. These forms must be submitted through proper channels. They cannot be sent directly to Central Stores.
- I. Equipment and radios are occasionally loaned out to companies and bureaus. When a loan becomes necessary, the item will be picked up at Central Stores or delivered if necessary. Either a Form F-279-A, Equipment on Loan or a Form F-278, Radio Equipment on Loan will be filled out by Central Stores personnel. The receiver of the equipment or radio shall sign the loan form upon taking possession of loaned item(s).

#### 1201.07 Repairs to Fire Fighting Equipment

- A. A Form 40 is required for repairs to equipment. In addition, a F-47 is required for lost and damaged equipment explaining how loss or damage occurred. A copy of the F-47 and the Form 40 must be sent through the proper channels for review by the District Chief, Operations Chief and the Administrative Division Chief.
- B. Equipment needing repair shall be sent to the Central Store Repair Shop except as noted in the F-40 System. A properly filled out Form 40 is necessary for each item being sent in for repair. Have all pertinent information on this form.
- C. Fire hose in need of repair requires a properly filled out F-35 Hose Report, found on the CFDWEB Hose Inventory, with a detailed explanation of the damage or problem. Holes or cuts in any fire hose must be properly marked with duct tape or string around the hose at the damaged area. Hose damage should also be circled with a black marker. Hose shall be rolled with the damaged area nearest to the outside of the roll. The form 35 shall be attached to the damaged hose by means of a string or rubber band inside an envelope.
- D. Small items, easily transported by the District Chief, shall be forwarded by the District Chief through the Operations Division.

Large and bulky items require a pick up by the Central Stores Truck; call to arrange for pick up.