

# Standard Operating Procedures Manual

## **City of Poquoson Fire and Rescue**



### **City of Poquoson Fire and Rescue**

830 Poquoson Ave.  
Poquoson, VA 23662  
757-868-3510  
F757-868-3514

### **EQUIPMENT AND APPARATUS**

**SOP#:** EA 7.00

**Title:** Ladder Maintenance

**Effective Date:** 01/01/2009

**Revised Date:** 01/01/2009

Robert J. Holloway Jr.  
Fire Chief's Signature

James F. Wheeler  
City Manager's Signature

### **LADDER MAINTENANCE**

#### **I. PURPOSE**

To provide proper care and maintenance for Fire Department ladders so as to insure their usability and full service life.

To establish guidelines relative to the maintenance, cleaning and inspection of Fire Department ladders.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

#### **II. APPLICABILITY**

All career and volunteer personnel.

#### **III. POLICY**

- Fire Department ladders shall be visually inspected and cleaned annually and after each use.
- Fire Department ladders which have been found to have defects shall be removed from service for repair and/or replacement.

- Halyards on Fire Department ladders shall be replaced as needed, or at least every two (2) years.
- All hydraulic and mechanical ladders shall be professionally tested by a vendor selected by the city on an annual basis.

#### **IV. RESPONSIBILITY**

- It is the responsibility of the Company Officers to insure that proper care and maintenance procedures are followed by Fire Department members working with ladders.
- Members shall utilize the proper procedures and provide the proper care when maintaining the utilizing Fire Department ladders.

#### **V. PROCEDURES**

The following procedures should be utilized when inspecting Fire Department ladders.

- Remove dirt from the ladder with a mild soap, soft brush and running water. A solvent cleaner may be used to remove any oily or greasy residues.
- After rinsing or any time a ladder is wet, wipe it dry.
- Check for obvious defects (bends, tweaks, cracks, etc.)
- Check for broken or cracked welds.
- Check for cracked metal parts.
- Check for loose runs and/or rivets.
- All braces, slides, stops, locks, rivets, pulleys, and other movable parts should be examined

- Movable parts should be lubricated at least every six months.
- Check the halyard for wear and decay.
- Check proper action of extension ladders.
- Check heat exposure tags.
- When defects are discovered, notify the Officer-In-Charge.