Entering Personal Protective Equipment Cleaning Records

Use the following steps when entering a personal protective cleaning record into Firehouse. Caldwell Fire Department policy requires that all personal protective ensembles, structure and wildland, be cleaned every six months or sooner depending upon how dirty they are. A record is to be entered into Firehouse each time the equipment is cleaned.



To start a cleaning or inspection record, right click on the **Inventory** icon and then select the **Batch Maintenance/Test Entry**.

🗗 Que	ery - Inventory List - Apparatus (By Stat	ion) [MultiSelect]			
Select a	a Query				
Invent	ory List - Apparatus (By Station)		-	New Query	Query Properties
Find	Inventory by Unit	•			
Find	Inventory by Vendor	Registration 8	Expires VI		
	PPE Inventory by Type PPE Inventory by Type (Modified)				
Find	PPE Inventory List by Staff ID			04/30/2013	4F
Gen	eric Equipment Catalog			04/30/2015	4E
Inve	ntory List - Apparatus (All Departments)			04/30/2015	11
131	Ladder Truck	In Service	CFD 131	04/30/2015	4J
141	Staff Vehicle	In Service	CFD 141	04/30/2015	3C
151	Staff Vehicle	In Service	CFD 151	04/30/2015	2F
152	Staff Vehicle	In Service	CFD 154	04/30/2017	1E
153	Staff Vehicle	In Service	CFD 153	04/30/2015	30
154	Staff Vehicle	In Service	CFD 152	04/30/2015	16
155	Staff Vehicle	In Service	F 1964	06/30/2013	1F
156	Staff Vehicle	In Service	F 1448	04/30/2015	16
161	Brush Truck	In Service	CFD 161	04/30/2012	1E
171	Heavy Rescue	In Service	CFD 171	04/30/2015	11-
					×
All App	olicable Records	<u> </u>	16 Records	/1 Selected	M 🚭 🗢 🛧 🖻
		_	Options	ок	Cancel

After you have right clicked on the **Inventory** button the default inventory query will open. Using the **Select a Query** field, scroll up until you find the **Find PPE Inventory List by Staff ID** query and select it.

ID ntory Class	N)(=	"0197"			1	ignore Lase	Logica	1
ntory Class			=	1 0197					1 A	
ntory Llass		_		1000AT 11						+
			=	"SCUAT "			_		Ur	+
ntory Llass		Γ	=	"SPANT"				Г	0r	+
ntory Class		Г	=	"WCOAT"				Г	Or	
ntory Class		Г	=	"WPANT "				Г) And	
		Γ	=	.F.						
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When the query first opens you will need to specify your **Staff ID** on the filter line.

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elect a Query				
Find PPE Inventory List by S	aff ID		▼ <u>N</u> ew Query	Query Properties
ltaff	Inventoru ID	Description		Stn 🔺
Carico, Brad	COAT 1755371	Structure Turn-out Coat		CF1
Carico, Brad	PANT 1755952	Structure Turn-out Pants		CE1
Carico, Brad	COAT WC0633	Wildland brush coat		CF1
Carico. Brad	PANT WP0633	Wildland brush pants		CF1
				×
•				Þ
Show Hidden Records			4 Records/2 Selected	M 😹 🏞 🔩 🖻
Staff ID = "0197" -		A .		

The query will display the results of the record search. At a minimum you will see one set of structure turn-outs and one set of wildland gear. Select the set that you are entering the record for.

To do this highlight the first record and then holding down the **Ctrl** key click on the other items that you cleaned or inspected.

🔎 Maintenance/Test Detail						
Inventory ID				1	√ork 0rder #	
COAT 1755371 💽 Co	iat, Turn-out					*
Job		Priority			Station	Shift
					CF1	🔺
Basic Details Usage Notes Other]					
Status, Dates, and Times					Costs	
Scheduled Start Date Start	rt Time End Date	End Time Duration	on Not	ified Date	Parts	
C Completed 06/05/2012 :	06/05/2012	:	0.00 🛨			0.00 🛨
Previous Meter Beadings	Add To Last Meter Be	adings Time	a Totale		Labor	
Mileage Hours	Mileage Hou	rs Staff	hours	Down hours		0.00 =
	0.00 🗧	0.00 🕂	0.00 🕂	0.00 🕂	Other	0.00
Vender		Shaff ID			L.	0.00 =
			CADICO I	DAD.	Total Lost	0.00
		Totas	LARICU, I	SHAD	J	0.00
Job Description		Work Order #	Priority	Inventory ID		▲ +
						++
						-
	pply to All	🗅 New	🔛 Save	X Dele	te 🚺	l• Close

🔑 Maintenance/Test Detail	
Inventory ID	Work Order #
CDAT 1755371 Coat, Turn-out	×
Job Priority	Station Shift
T003 Turn-out Cleaning w/Extractor	CF1 A
Basic Details Usage Notes Other	
Status, Dates, and Times C Scheduled Start Date Start Time End Date End Time Duration Notified Date	Costs Parts
Completed 06/05/2012 : 0.00 ÷	0.00 🛨
Previous Meter Readings Mileage Hours Add To Last Meter Readings Mileage Hours Staff hours Down hours	0.00 🛨
	0.00
Vendor Staff ID	Total Cost
0197 CARICO, BRAD	0.00
Job Description Work Order # Priority Inventory ID	▲ +
T003 Turn-out Cleaning w/Extractor	*+ -
14 🔸 🕨 Apply to Ali 🗋 New 🔛 Save 🗙 Del	ete 🏾 📭 Close

The "Maintenance/Test Detail" screen will open up.

In the "**Job**" field, enter the code "**T003**" for turn-out cleaning with extractor or click on the 3-dot box to find the job code.

Fields that are required to be filled in are highlighted in yellow. Fields include

Station Completed Staff ID

* Make certain that the "**Completed**" button next to the Start Date is checked.

When the job code of T003 is entered, the "**Detail**" tab will turn red. Select this tab to enter the results of your cleaning inspection.

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Inventory ID Work Order # COAT 1755371 Job Priority Station Shift TO03 Turn-out Cleaning w/Extractor Basic Details Usage Notes Pindings	On the Details tab there are only two fields that need to be completed, Inspected Cleaned
Maintenance/Test Detail - T003 - Turn-out Cleaning w/Extractor Work Order # Inventory ID Work Order # COAT 1755371 ,, Coat, Turn-out Job Priority Station Shift T003 , Turn-out Cleaning w/Extractor Basic Details Usage Notes Qther Endings Findings Findings Finding Description Retired Finding Disposal Special Incident Equipment Condition ,,,,,,,	At least one record is required in the findings table, select the double ++ to start an entry.
Code Description 0 No Defects Noted 1 Seams Need Repair 2 Reflective Material Need Repaired 3 Pocksts Need Repair 4 Holes Need Repair 5 Velston Needs Repair 6 Snaps for Liners Need Repair 7 Suspenders Need Repair 8 PANTS-Suspender Button Needs Replaced 99 Equipment Needs Repair 99 Equipment Needs Repaired Due to Poor Condition	Once the Protective Equipment Maintenance Findings look-up table opens select as many choices as necessary. If more than one choice is needed, highlight the first record and then using the 'CTRL' key select you're remaining choices.

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ОK

Cancel

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🔎 Maintenance/Test Detail	- T003 - Turn-out	Cleaning w/Extractor				×
Inventory ID				Work	Order #	
COAT 1755371 🗾	Coat, Turn-out					*
Job		Priority		9	Station	Shift
T003 Turn-out Cleani	ng w/Extractor				CF1	Α
Basic Dețails Usage Notes	Other					
Activities Performed	Findings	Description			anninal 🔺	1 - 1
☐ Issued	2	Beflective Material Need Ben	aired		epaileu -	Ē.
	8	PANTS - Suspender Button N	eeds Replaced	Г		-
Cleaned						
E Betired						
I Disposal						<u>↑</u>
Special Incident					•	
Equipment Condition						
II I F FI	Apply to All	🗅 New	🔚 Save	🗙 Delete	₽ • c	lose

If you were able to repair the problem found with this piece of PPE, check the **Repaired** box on that line.

Once all the required fields have been completed select **Save** and then **Close** to complete the record.