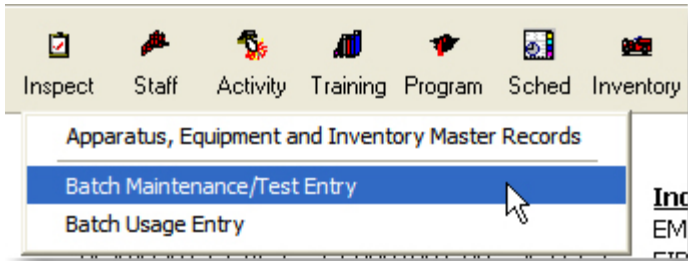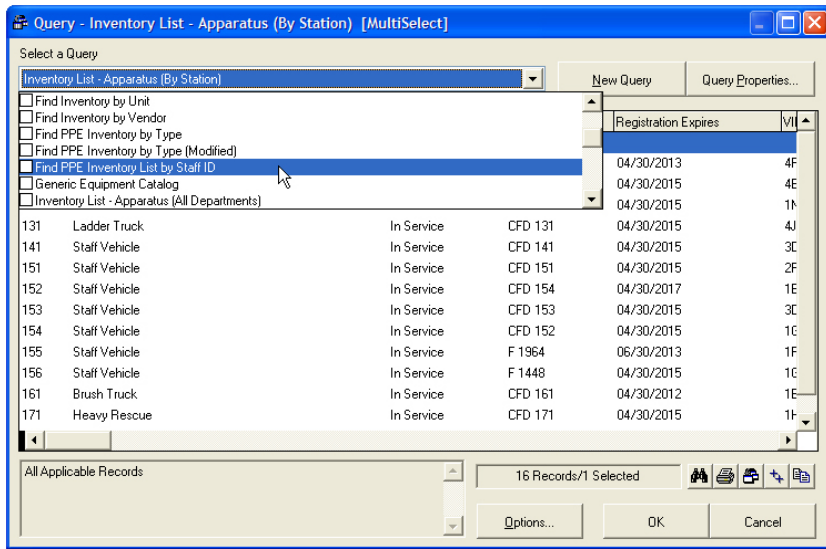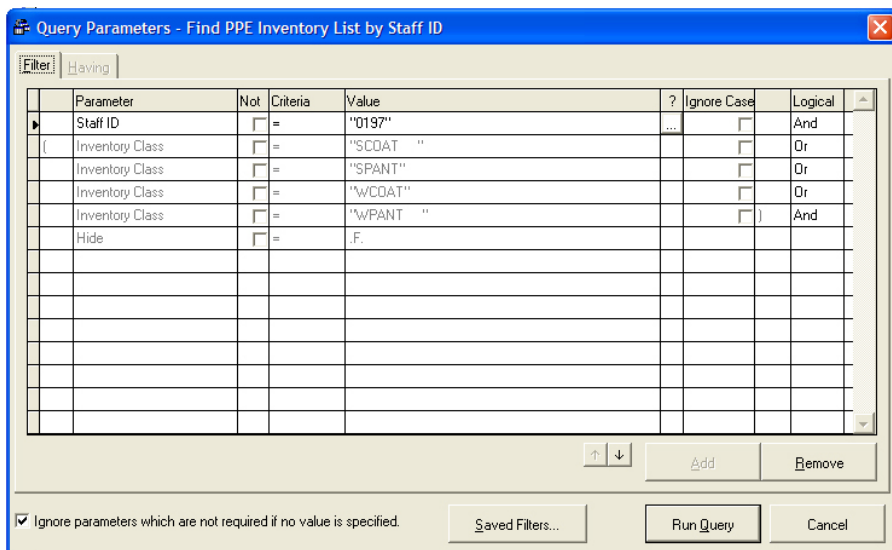## Entering Personal Protective Equipment Cleaning Records

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**.
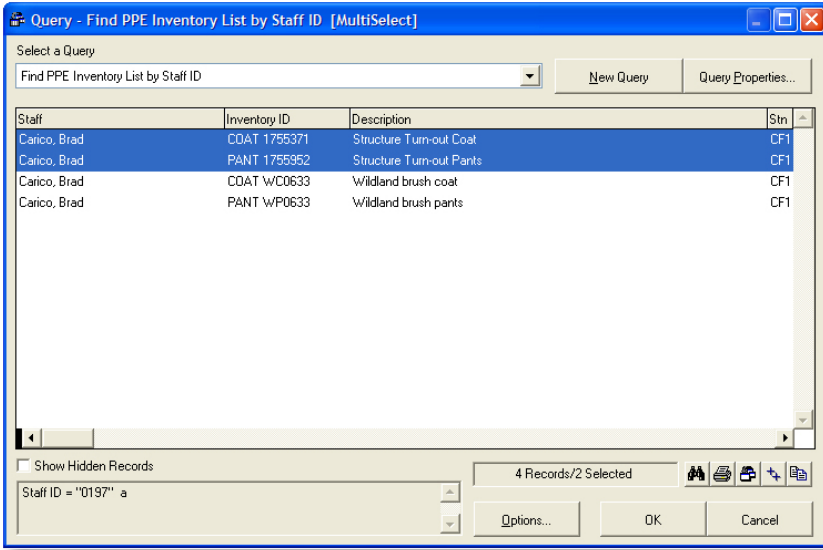

After you have right clicked on the **Inventory** button the default inventory query will open. Using the **Select a Query** field, scroll up until you find the **Find PPE Inventory List by Staff ID** query and select it.
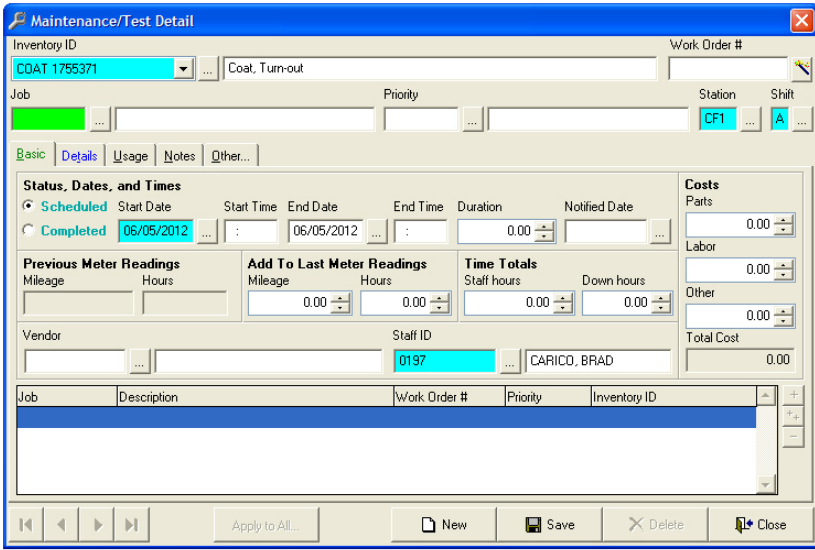

When the query first opens you will need to specify your **Staff ID** on the filter line.

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.
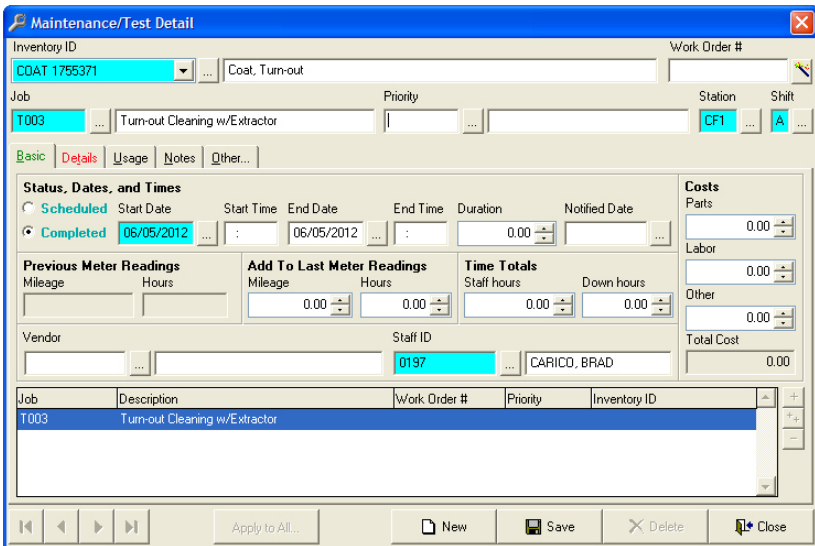

The "**Maintenance/Test Detail**" screen will open up.

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.

On the **Details** tab there are only two fields that need to be completed,

Inspected
Cleaned

At least one record is required in the findings table, select the double **++** to start an entry.

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.

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.