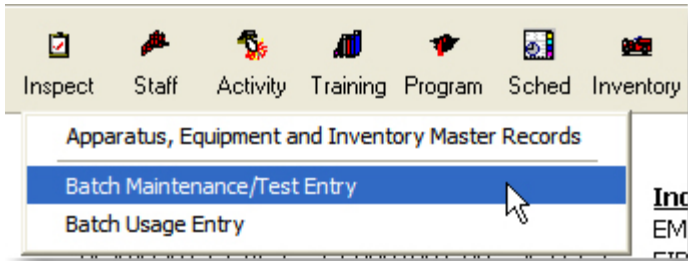
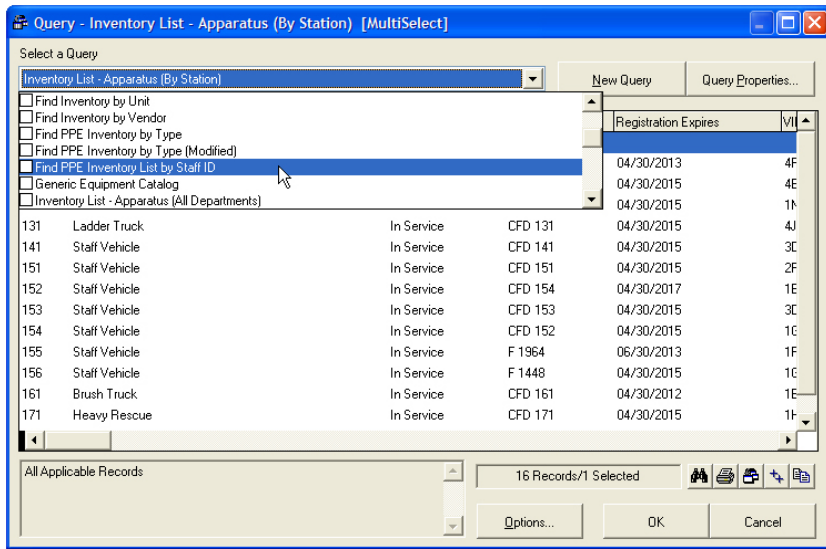


Entering Personal Protective Equipment Cleaning Records

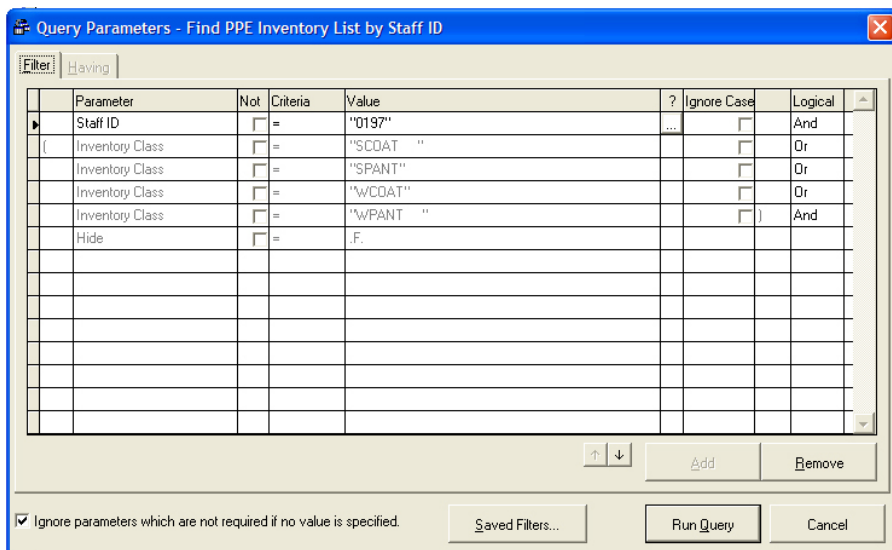
Use the following steps when entering a personal protective cleaning record into Firehouse. Caldwell Fire Department policy requires that all personal protective ensembles, structure and wildland, be cleaned every six months or sooner depending upon how dirty they are. A record is to be entered into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

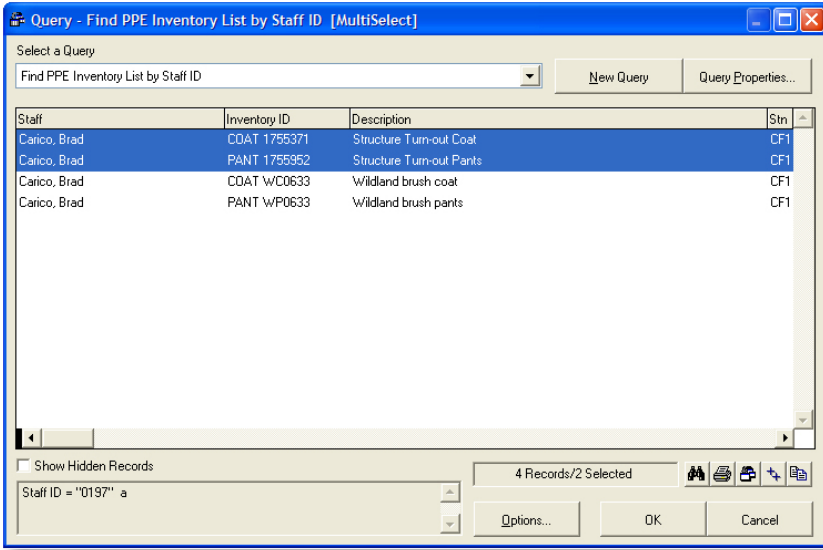


After you have right clicked on the **Inventory** button the default inventory query will open. Using the **Select a Query** field, scroll up until you find the **Find PPE Inventory List by Staff ID** query and select it.



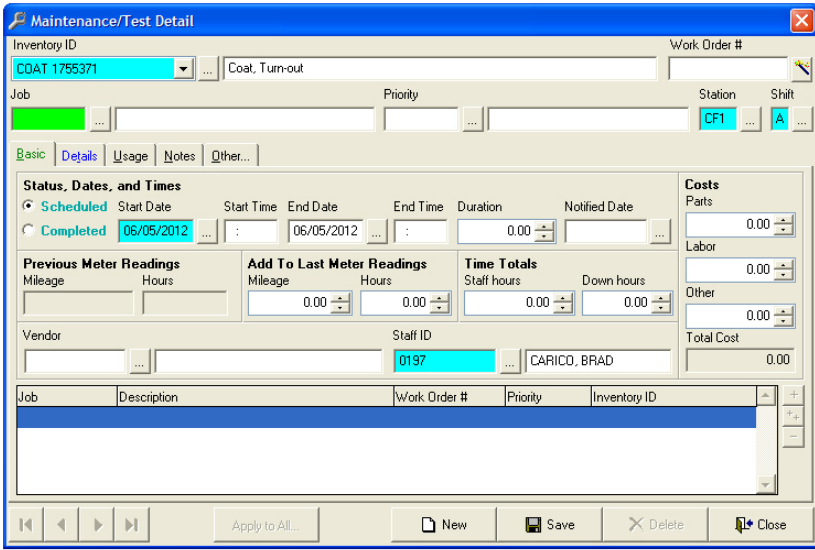
When the query first opens you will need to specify your **Staff ID** on the filter line.

FIREHOUSE USER MANUAL



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.



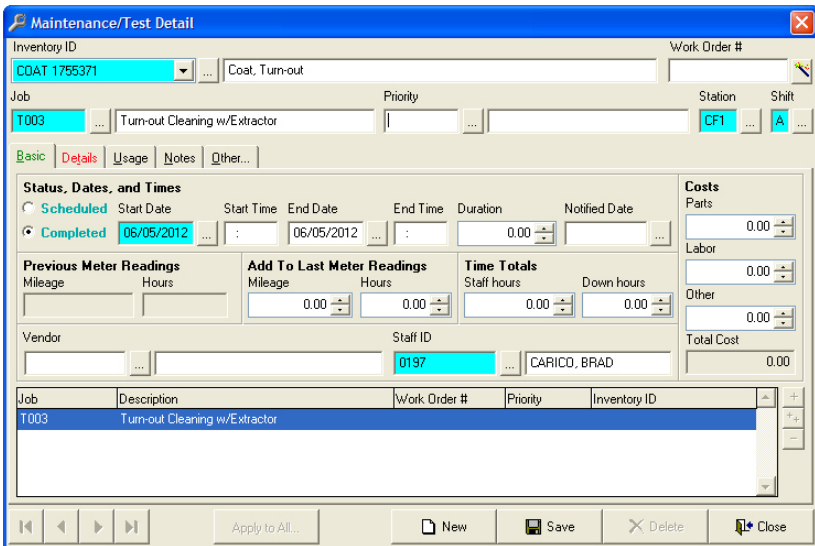
The **“Maintenance/Test Detail”** screen will open up.

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.

FIREHOUSE USER MANUAL

Maintenance/Test Detail

Inventory ID: COAT 1755371 | Work Order #: Coat, Turn-out

Job: T003 | Turn-out Cleaning w/Extractor | Priority: | Station: CF1 | Shift: A

Basic | **Details** | Usage | Notes | Other...

Activities Performed

- Issued
- Inspected**
- Cleaned**
- Retired
- Disposal
- Special Incident

Findings

Finding	Description	Repaired

Equipment Condition: |

Apply to All... | New | Save | Delete | Close

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

Inventory ID: COAT 1755371 | Work Order #: Coat, Turn-out

Job: T003 | Turn-out Cleaning w/Extractor | Priority: | Station: CF1 | Shift: A

Basic | **Details** | Usage | Notes | Other...

Activities Performed

- Issued
- Inspected**
- Cleaned**
- Retired
- Disposal
- Special Incident

Findings

Finding	Description	Repaired

Equipment Condition: |

Apply to All... | New | Save | Delete | Close

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

Lookup - Protective Equipment Maintenance Findings (MultiSelect)

Code	Description
0	No Defects Noted
1	Seams Need Repair
2	Reflective Material Need Repaired
3	Pockets Need Repair
4	Holes Need Repaired
5	Velcro Needs Repair
6	Snaps for Liners Need Replaced
7	Suspenders Need Repair
8	PANTS - Suspender Button Needs Replaced
99	Equipment Needs Retired Due to Poor Condition

Show Hidden Codes | Default Sort by Description

Find... | New | Edit | Delete | Merge... | Groups... | OK | Cancel

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.

FIREHOUSE USER MANUAL

The screenshot shows a software window titled "Maintenance/Test Detail - T003 - Turn-out Cleaning w/Extractor". The interface includes several input fields and a table. At the top, there are fields for "Inventory ID" (COAT 1755371), "Work Order #", "Job" (T003), "Priority", "Station" (CF1), and "Shift" (A). Below these are tabs for "Basic", "Details", "Usage", "Notes", and "Other...". The "Activities Performed" section has checkboxes for "Issued", "Inspected" (checked), "Cleaned" (checked), "Retired", "Disposal", and "Special Incident". The "Findings" table has three columns: "Finding", "Description", and "Repaired". The table contains two rows: one with "2" in the Finding column and "Reflective Material Need Repaired" in the Description column, and another with "8" in the Finding column and "PANTS - Suspender Button Needs Replaced" in the Description column. At the bottom, there are navigation buttons (back, forward, etc.), an "Apply to All..." button, and "New", "Save", "Delete", and "Close" buttons.

Finding	Description	Repaired
2	Reflective Material Need Repaired	<input type="checkbox"/>
8	PANTS - Suspender Button Needs Replaced	<input type="checkbox"/>

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.