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**Section: 6.9      Ambulance & EMS Equipment Maintenance**

Effective Date:      01/01/2007

Revision Date:      06/15/2006

Approved by: SMFD Officers 10/25/2006

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**SCOPE**

This guideline applies to all South Metro Fire Department personnel responsible for ambulance operations.

**PURPOSE**

The purpose of this policy is to provide a regular preventative maintenance program for South Metro Fire Department ambulances and equipment.

**PROCEDURE****General Cleanliness**

1. All equipment must be maintained in full operating condition and in good repair.
2. All equipment and containers used for storage of equipment must be kept clean so as to be free from dirt, grease and other offensive matter.
3. Sheets and pillowcases must be changed after each use.
4. Single-service equipment must be wrapped, store, and handled so as to prevent contamination and must be disposed of after use.
5. Reusable equipment must be cleaned after each use so as to be free from dirt, grease, and other offensive matter.
6. Equipment, soiled or otherwise not free from dirt, grease, and other offensive matter, must be kept in plastic bags or securely covered containers until disposed of or prepared for reuse.
7. If an ambulance has been used to transport a patient who is known or should be known by the attendant or driver to have a transmissible infection or contagious disease, other than a common cold, liable to be transmitted from person to person through exposure or contact, surfaces in the interior of the ambulance and surfaces of equipment and materials that come in contact with such patient must, immediately after each use, be cleaned so as to be free from dirt, grease, and other offensive matter and be disinfected or disposed in a secure container so as to prevent the presence of a level or microbiologic agents injurious to health.

**Daily Ambulance Checks**

1. Primary Ambulances will be checked daily to ensure the ambulance and its equipment is in working order and free from dirt, grease and other offensive matter. Daily Inspections will be documented according to current department data collection practices. Items found to be in non-working order or in an otherwise unusable condition will either be corrected or removed from service. Significant issues shall be reported to the shift officer and documented on the department website.
2. Back-up ambulances will receive this check anytime they are used in place of a primary ambulance.

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3. The following items will be checked during the daily inspection:
- Levels of both ambulance oxygen supply and portable oxygen supply. The levels will be recorded.
  - Fuel level
  - Portable Radio
  - CAD/ePCR Computers
  - Lock-Box Keys
  - Back-up Lights and Alarm
  - Vehicle Lights – Inside and Outside
  - Emergency Lights and Opticom
  - Siren and Horn
  - Tires
  - Blue Medical Bag
  - AED
  - Portable Suction
  - CPAP
  - Mark I Auto-Injector Kit(s)
  - O2 Bag
  - Patient Compartment
  - Fire Extinguisher

**Weekly Ambulance Checks**

1. On a weekly basis, primary ambulances will be cleaned, disinfected and maintenance checks performed. Weekly checks will be documented according to current department data collection practices. Items found to be in non-working order or in an otherwise unusable condition will either be corrected or removed from service. Significant issues shall be reported to the shift officer and documented on the department website.
2. Back-up ambulances will receive this check on a monthly basis.
3. The following items will be checked during the weekly inspection:
  - Fuel level
  - Portable Radio
  - CAD/ePCR Computers
  - Lock-Box Keys
  - Back-up Lights and Alarm
  - Vehicle Lights – Inside and Outside
  - Emergency Lights and Opticom
  - Siren and Horn
  - Tires
  - Coolant, batteries, fluids, belts
  - Rig washed
  - Interior cab cleaned

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- Patient compartment cleaned - **DISINFECTED AND DECONTAMINATED**
- Floor cleaned
- Biohazard trash/waste disposed of
- Map Books
- DOT - Emergency Response Guide
- Cab insurance card
- First responder forms
- Hand held spot light
- Ear protectors
- Clip board/box
- Ambulance run reports
- Safety vests
- Exam gloves
- Expiration Dates on all medical supplies

**Weekly Cleaning**

1. The following equipment will be cleaned as part of the weekly ambulance checks:
  - All Non-Porous Ambulance Surfaces
  - Portable Suction – Non-Porous Surfaces
  - Stretcher – Non-Porous Surfaces
  - Stair Chair – Non-Porous Surfaces
  - Stethoscopes
  - BP Cuffs
  - KED Boards
  - Splints – Non-Porous Surfaces

**Ambulance Maintenance and Repair**

1. South Metro Fire Department ambulances are maintained by City Of South St. Paul mechanics. When necessary third-party vendors are used to perform unique or specialized repairs that cannot be done by South St. Paul mechanics.
2. Ambulances with diesel engines will receive preventative maintenance after every 150 hours of use.
3. Ambulances with gasoline engines will receive preventative maintenance after every 3000 miles.
4. Any ambulance found to have a mechanical or other significant equipment problem in between scheduled preventative maintenance appointments will be immediately removed from service and scheduled for repair. These significant issues shall be reported to the shift officer and documented on the department website.
5. Preventative maintenance procedures shall address the following items on a scheduled or as-needed basis:
  - Annual DOT Inspection

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- Fluid and filter changes
- Tire rotation
- Fluid level checks
- Battery checks
- Inspection of lights and the electrical system
- Inspection of belts, hoses and clamps
- Inspection of doors and gaskets
- Brake service
- Evaluation of the heating and cooling system
- Schedule of other maintenance procedures particular to vehicle

**EMS Equipment Inspection and Maintenance**

1. South Metro Fire Department personnel will perform inspections and repairs of EMS equipment according to manufacturer recommendations or common practices.
2. Equipment inspections and maintenance shall include, but not be limited to, the following equipment:
  - Radios and other communications equipment
  - Stretchers and stretcher mounting hardware
  - AEDs
  - Pulse oximeters
  - Suction devices
  - Rechargeable battery powered lights
  - BP Cuffs
  - Patient stabilization/transportation/immobilization devices
  - Oxygen regulators and delivery systems
  - Ventilators
  - Infusion devices
  - Specialized pieces of equipment owned or operated by the department
3. Any issues discovered during these inspections or recommended maintenance activities shall be appropriately documented. Equipment that cannot be easily repaired shall be removed from service.
4. Inspection and maintenance of equipment should include, but not be limited to:
  - Perform inspection (according to manufacturer guidelines when available)
  - Perform manufacture's recommended calibrations
  - Perform manufacture's recommended service (including lubrications) and the proper materials to use in performing recommended service
  - Replace and service batteries (if applicable)
  - Proper cleaning and disinfecting
5. Where applicable, third party vendors may be used to perform manufacturer recommended inspections, calibrations, maintenance, or repairs of EMS equipment.