

SITE AND UTILITIES MAINTENANCE INSPECTION REPORT **3266**
(Sept. 1999)

PURPOSES **3266.1**
(Sept. 1999)

To collect site and utility maintenance data in a uniform manner; provide a ready checklist evaluation and rating system; substantiate the needs for maintenance funds; and provide backup information for future capital outlay budget requests.

GOALS **3266.2**
(Sept. 1999)

To arrange site and utility maintenance data in an orderly and meaningful manner; assist managers in making site and utility maintenance plans, including funding; make Forestry's physical plants the best maintained possible, using all resources available, resources being time, money and staff.

INSTRUCTIONS **3266.3**
(Sept. 1999)

This information will assist in accurately completing the Site and Utilities Maintenance Inspection Form ([see exhibit](#)).

Headings-Fill in blank spaces at top of report.

- Facility--name of the facility, i.e., Sunshine Forest Fire Station, Mt. Bullion Repeater, etc.
- Location--county in which facility is located.
- Date Built--The year site was built and utilities installed.

Maintenance Schedules

Posted--is a question asking for two important maintenance facts.

- Is there a plan or schedule?
- Is the plan or schedule readily available to all that accomplish and manage maintenance?

Up-to-Date--is asking if the schedule has been used and the maintenance operations accomplished.

Inspected by, Title and Date

- Inspected by--to be printed and signed by person making report.
- Title--CDF job title of person making report.
- Date--fill in date of inspection.

Column Headings

NO	Number of items on report; note there are 79 items possible. One or two spaces are left open under each section for special items not covered elsewhere. These spaces are available for use by the inspector.
ITEM	The identification of a particular portion or part of a site or utility.
DOES NOT APPLY	Column to be checked if item does not apply to the portion of site or utility being checked, e.g., access roads does not apply when the site is adjacent to a city street.
GOOD CONDITION	To be checked when the item is in good condition.
SATISFACTORY	To be checked when item is satisfactory, but does not qualify as Good Condition.
LOOSE/INSECURE/LEAKING	To be checked when the item is loose or insecure or leaking.
CRACKED/BROKEN	Check when the item is cracked or broken.
WARPED/DEFORMED	Check when item is warped or deformed. NOTE: When more than one column applies to an item, check all that apply.
CORROSION/EROSION	Check when item is exhibiting signs of corrosion and/or erosion.
NOT OPERATING PROPERLY	Check when item is not operating properly.
POOR APPEARANCE	Check when item has a poor appearance. NOTE: An item can be sound and functioning properly, yet have a poor appearance.

Rating--Priority Rating--See not on back of form for written description instruction for items rated A, B, C. or D.

Example: Assume the first nine items on the form are all checked in one of the first three columns; then priority rating or description would not be required. On the tenth item assume that malfunctioning, poor appearance, and inadequate were checked. This tells us there are problems with the ditches and should be rated in accordance with the instructions. Ditches in bad shape, but not endangering life, would have a priority rating of "B" or "C", poor--correct when convenient. With the rating of C, the instructions direct us to describe the item on the back of the report. On the back, at the top of the page, we would write: "10- Ditches--the ditches are full of silt, debris, and are overgrown with weeds. Weeds, debris, and silt will be removed as soon as possible, with fire crew personnel and tools." Upon completion of the description, we return to the front of the form and continue the inspection.

Operation

The form is designed so that most personnel levels at varying skills in construction and building maintenance, including foremen and drivers, can make a maintenance survey. Each item listed is a reminder to look, ask, and evaluate that item.

Evaluations should be made using "General Maintenance Standards" as a guide. The age and design of the particular site or utility will have some effect on the evaluation. Another variable is the experience and judgment, in the field of maintenance of the person making the inspection. From the reports, managers can schedule the proper technically skilled people for more detailed evaluations and correction of the problems where required.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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