



Apparatus Maintenance Request

To submit request, please fill out this form and save it as the truck number, followed by the date in the Maintenance Request Folder.

(Ex. 341-031917)

Apparatus Number: _____ **Member Finding Issue:** _____

Captain Reporting Issue: _____

Description of Issue:

Vendor Notified Date: _____ **Vendor Name:** _____

Description of Repair:

Repair Completed Date: _____

Confirmed by Mechanic: _____

Confirmed by Maintenance Chief: _____

Confirmed by Company Captain: _____

This section shall be filled out after repair is completed and signed/dated by each person listed. This section shall be attached to Invoice and fully filled out prior to Vendor receiving Payment.