

CHAINSAW REPAIR SERVICE INCIDENT INSPECTION CHECKLIST

Date: _____ Time: _____

INCIDENT NAME: _____ INCIDENT NUMBER: _____ RESOURCE #: E-_____

COMPANY/CONTRACTOR: _____

AGREEMENT NUMBER: _____

VIN #: _____ LICENSE PLATE, STATE/#: _____

LEAD MECHANIC NAME: _____

EQUIPMENT and REQUIREMENTS – CHAINSAW REPAIR SERVICE

#	Minimum Requirements	Yes	No
---	<i>Not all inclusive; for additional clarification refer to agreement (SF-1449 section D)</i>	-----	-----
1	Agreement: One complete copy. Note, must have arrived at incident with at least 1 complete copy <i>(May verify with Finance/Equipment Times)</i> (D.8) (D.21.9.1)		
2	Check-In Process: Completed <i>(Note: Also includes; Finance, and Plans)</i> (D.6.5.3)		
3	Resource(s) on Contract/Agreement and Resource Order matches resource(s) assigned to incident. (D.2.1.1_24_a) (Schedule of Items) (D.6.3) (D.21.9.1) Additional Mechanic Name(s):		
4	Incident Pre-Use Inspection (OF-296 Vehicle/Heavy Equipment Mechanical Inspection): This Vehicle has successfully completed a Mechanical Inspection for this Incident (D.17) (D.17.1)		
5	Fully Self Contained Unit: Sufficient size with protective covering to perform all duties in all types of weather conditions (D.2.1.1)		
6	Power Source: AC power source (i.e. generator, quiet type) that is adequate to provide sufficient power for all onboard and external systems (with a decibel rating no greater than 68 at 50 feet) with extension cords and power distribution box(s) (D.2.1.1)		
7	All necessary fuel (the Contractor is authorized to purchase fuel from the fuel vendor if provided at the incident) (D.2.1.1)		
8	Customer Service Area: Provide adequate covered customer service area, with a minimum of (2) 6 ft. folding tables or equivalent (D.2.1.1)		
9	Lighting: Sufficient to provide light in all entrance ways, work areas, including customer service area(s) (D.2.1.1)		
10	Parts Cleaner: Self-contained (D.2.1.1)		
11	Air compressor with tools and attachments (D.2.1.1)		
12	Chain Breaker Tool (bench mounted) and Chain Rivet Spinner (D.2.1.1)		
13	Chain Grinder(s): Electric (D.2.1.1)		
14	Chain: 1,000 feet. Chain must be compatible with STIHL and Husqvarna (D.2.1.1)		
15	Parts Inventory: Must maintain sufficient amounts of commonly used inventory - chainsaw/portable pump parts, and accessories, which will meet incidents needs (D.2.1.1)		
16	Tools: Appropriate chain saw & portable pump repair tools (D.2.1.1)		

#	<u>Minimum Requirements</u>	Yes	No
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17	Contractor provided tracking log: Documentation sheets will include: name of the individual requesting service, the name of the resource, type of resource (i.e. crew, engine, faller (module), resource order number, and brief description of work to be done, and signature block. (D.2.1.1)		
18	Customer Receipts: Provides customer receipt(s) at time of drop off (D.2.1.1)		
19	Ability to accept credit cards from other contracted vendors for on-site purchasing of inventory parts needed for repairs of equipment to any contracted vendor resources assigned to the Incident (D.2.1.1)		
20	Maintain itemized invoicing records for all parts and labor cost associated with contracted resources needing repaired and/or serviced. The invoices must include the name of the individual requesting service, the name of the contracted resource, type of resource (i.e. crew, engine, faller module), resource order number, and brief description of work that was completed. (D.2.1.1)		
21	Maintain invoicing and payment records for all parts and accessories that were provided for the repair of Agency/Government equipment in support of the current incident. (D.2.1.1)		
22	Reconciling all invoices with incident finance on a regular/daily basis (D.2.1.1)		
23	Be open daily for receipt, pickup, and repair of equipment during peak service times as directed by the Supply Unit Leader. Peak service times generally are from 0530-0900 and 1800-2200. (D.2.1.1)		

Equipment meets agreement specifications Equipment does not meet agreement specifications

Inspector: _____ Date: _____
(Print and sign)

Contractor: _____ Date: _____
(Print and sign)

- Contractor given the opportunity to correct noted deficiencies (*See Remarks*)
- Contractor successfully corrected noted deficiencies

Inspector: _____ Date: _____

REMARKS: _____

