

Fitness Equipment  REPAIRS	<b>PHOENIX FIRE DEPARTMENT HEALTH &amp; FITNESS</b>  M. P. 1-A08.02 03/2012-R Page 1 of 1
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## PURPOSE

This procedure establishes the guidelines for the repair of fitness equipment and the recording of those activities.

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## REPORTING

All repairs on fitness equipment are to be performed by authorized personnel only. Do not send the equipment in with the Red Shirt.

Fitness equipment in need of repair that may cause a potential safety hazard should be red tagged and placed out of service. The Fitness Coordinator should be notified by submitting a Fitness Equipment Repair Request Form.

Fitness equipment that is in need of minor repair and does not represent a hazard should be reported to the Fitness Coordinator by submitting a Fitness Equipment Repair Request Form. To access the form, go to our website at <http://phoenix.gov/fire/forfiredepts/pfdhealth/healthfitness/equipment/index.html>. This form will also be available through FireWire. The form can be printed and sent into the Health Center via interoffice mail or via email automatically by clicking on the email button at the top of the page.

## REPAIRS

Repairs are categorized by priority. There are two priority levels.

Priority 1: repairs represent a safety hazard and cannot be immediately repaired on site, i.e., frayed cable on a lat machine. These repairs must be red tagged and placed out of service (rendered unusable).

Priority 2: repairs do not represent a safety hazard, but cannot be repaired immediately, i.e., torn upholstery on a bench. These repairs are to be completed within three months.

After receiving the notification of repair request, the Fitness Coordinator will make the necessary notifications and assignments to ensure their timely completion. For equipment under warranty, the responsible vendor will be contacted. Repairs not under warranty can be performed by assigned vendor. All repair work must receive pre-authorization.

Access the **Fitness Equipment Repair Request** Form on our website at: <http://phoenix.gov/fire/forfiredepts/pfdhealth/healthfitness/equipment/index.html>. This form will also be available through FireWire. The form can be printed and sent into the Health Center via interoffice mail or via email automatically by clicking on the email button at the top of the page.