



POLICY MANUAL

Daily Operations - Miscellaneous General Services Request

Revised: 12-06-05

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Book Chapter Subject

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1.0 Purpose: Establish procedure for making General Services Requests for station repairs.

1.01 Scope: All Fire Department Personnel.

1.02 PROCEDURE

All General Services requests for station repairs can be made by using the City E-mail system. E-mail requests need to be sent to “**Facilities Maintenance**” along with a brief description of the repairs needed.

If your department has a facility maintenance service need after hours or on weekends, please call the following individuals in the order they are listed:

Ron Lipinski – Cell 392-2315

Larry Louie – Cell 260-5752

If either individual is not available, call the following vendors for the indicated problems:

1. For plumbing problems, i.e., plugged toilets and plugged drains, contact Fresno Plumbing and Heating, Inc., at 255-8353.
2. For water system problems, contact the on-call Public Utilities Supervisor through the Police Department Dispatch at 324-2800.
3. For heating/air conditioning problems, contact Valley Trane Services, Inc., at 252-7896.