

Preventive Maintenance Procedures

Cupertino 469
Cupertino Office of Emergency Service

8 January 2020

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1 Preventive Maintenance Introduction

(To be filled in later)

Notes

- (1) Requires at least two people
- (2) May be done as part of a deployment but needs to be logged.

2 Weekly PM

Prerequisites: All AC, DC Breakers are on.

VEHICLE SYSTEMS

- _____ 1. Check fuel level – refill if less than $\frac{3}{4}$ of a tank.
- _____ 2. Run generator for at least 15 minutes with shore power disconnected.
- _____ 3. Verify that overhead lights work while off of shore power.

COMPUTER SYSTEMS

RADIO SYSTEMS

3 Monthly PM

Prerequisites: Weekly PM complete

All AC, DC, DC Rack Breakers are on.

NOTE: Start Computer Systems test first; updates may take time.

VEHICLE SYSTEMS

- _____ 1. Check all lights
 - Headlights
 - Turn Signals
 - Brake lights
 - Clearance lights
 - Backup lights
 - Exterior lighting (left, right, rear)
 - Interior lights
 - Mast light
 - Spotlight in mast compartment
 - Compartment lights
- _____ 2. Test traffic advisor in all modes
- _____ 3. Check operation and aiming of back up camera
- _____ 4. Do visual inspection of exterior of van
- _____ 5. Check mast oil level, and fill if needed
- _____ 6. Road test of at least 30 minutes (include some freeway time) (1) (2)
- _____ 7. Wash van as needed.

COMPUTER SYSTEMS

- _____ 8. Power up all PCs. Log in to each PC. Check for network connectivity.
- _____ 9. Check for system updates; apply as required.
For each PC:
 - a. Start > Settings > Update&Security > Windows Update
 - b. If it is not already running, select “Check for Updates”
 - c. Reboot when done, and check for additional updates

RADIO SYSTEMS

- _____ 10. Install Mast Antennas for this test.
Kenwood TM-V71 radio test; all positions. (1) (2)
- _____ 11. Packet Radio system test; perform a round-trip message to W1XSC.
- _____ 12. County EOC-to-EOC radio test
- _____ 13. City Trunk Radio System, Position 4 test; call Cupertino 2 for the radio test (Service Center Office).
- _____ 14. City Trunk Radio System, HT test; Qty 2. Include battery check; replace AAs as necessary.
- _____ 15. Cupertino Union School District (CUSD) radio test⁽¹⁾ (charge quarterly).
- _____ 16. City Cell Phone test. Put cell phone on the charger and top off the charge.
- _____ 17. Yaesu FT-60 radio test, Qty 2. (charge quarterly).

NOTES:

(1) Cupertino Union School District (CUSD).

To set up the test, contact Donna Bills, 408-252-3000 x61341.

She is always monitoring the CUSD **Emergency** Talk group.

Exchange: "Cupertino Union School District, this is Cupertino OES, Radio check." She responds. Give her a signal report: such as: "Loud and clear"

4 Quarterly PM

Prerequisites: Weekly PM complete
Monthly PM complete
All AC, DC, DC Rack Breakers are on.

VEHICLE SYSTEMS

- _____ 1. Verify proper mast operation with full extension (2)
- _____ 2. Use mast manual valve to purge moisture.
- _____ 3. Test van leveling (2)
- _____ 4. Verify operation of mast and leveler cab alarms.
- _____ 5. Partial inventory (maps, radio accessories, etc.).

COMPUTER SYSTEMS

- _____ 6. Test network, computers and phones.

RADIO SYSTEMS

- _____ 7. Satellite Phone test
- _____ 8. Cross-band battery pack; Put pack on the charger and top off the charge.
- _____ 9. DOC Battery pack; Put pack on the charger and top off the charge.
- _____ 10. CUSD Battery pack; Put pack on the charger and top off the charge.
- _____ 11. Yaesu FT-60 battery packs, Qty 2. Put radios on the charger and top off the charge.

ADMIN

- _____ 12. Check position binders
- _____ 13. Verify supply of forms

Prerequisites: none

VEHICLE SYSTEMS

- _____ 1. Perform full inventory.
- _____ 2. Change cabin filter.
- _____ 3. Service Center vehicle maintenance.
- _____ 4. Service Center generator maintenance.

COMPUTER SYSTEMS

RADIO SYSTEMS

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