

Fire Safety House Information Sheet

When checking out the trailer, the following procedure must be followed:

1. Secure the necessary paperwork-
Forms needed: Fire Safety House Check Sheet
Billing Document
Use Information (on control room door)
2. Enter the date and beginning mileage on *Use Information* and *Billing Document*
3. Perform *Prior to Travel* check on *Check Sheet*
4. Record daily use statistics on *Use Information* sheet
5. Upon return:
 - Perform checks for Check Sheet and submit
 - Assure the Use Information is complete
 - Complete and submit the Billing Document
 - Submit any receipt that need to be considered for reimbursement

All information can be mailed, faxed or left with the trailer – help us manage this resource by being accountable for your agencies use.

Bruce Millsap
Airport Fire
9000 W. Airport Dr. Suite 204
Spokane, WA 99224

Fire Safety House Check Sheet

Trailer Height 12' 2"

- | | |
|--|--|
| <input type="checkbox"/> Fuel | <input type="checkbox"/> Spare Keys in Glove Box |
| <input type="checkbox"/> Oil | <input type="checkbox"/> Generator Oil |
| <input type="checkbox"/> Transmission Fluid | <input type="checkbox"/> Inventory Teaching Props |
| <input type="checkbox"/> Power Steering Fluid | <input type="checkbox"/> Throw Rug |
| <input type="checkbox"/> Window Wash Fluid | <input type="checkbox"/> Television w/Remote |
| <input type="checkbox"/> Brake Fluid | <input type="checkbox"/> VCR/DVD w/Remote |
| <input type="checkbox"/> Radiator | <input type="checkbox"/> Tire Chalks x 4 |
| <input type="checkbox"/> Battery | <input type="checkbox"/> Ramp |
| <input type="checkbox"/> Fan Belts | <input type="checkbox"/> Trailer Jack Tool x 2 |
| <input type="checkbox"/> Lights/Signals | <input type="checkbox"/> Roof Vent Tool |
| <input type="checkbox"/> Tires and Spare | <input type="checkbox"/> Trailer Awning Up and Secured |
| <input type="checkbox"/> Jack | <input type="checkbox"/> Secure Trailer Batteries |
| <input type="checkbox"/> Lug Nut Wrench | <input type="checkbox"/> Secure Trailer Hitch |
| <input type="checkbox"/> Vacuum | <input type="checkbox"/> Hook Up Trailer Lights |
| <input type="checkbox"/> Smoke Machine Remote | <input type="checkbox"/> Check Lights and Signals |
| <input type="checkbox"/> Road Safety Triangles | |

Prior To Travel

- Secure All Inside Equipment
- Trailer Jacks Up x 4
- Trailer Steps Up x 2
- Grab Handles Secured
- Close All Roof Vents and Windows
- Close and Secure All Doors

Set Up On Level Ground For Display

- Set Wheel Chocks and Parking Brake
- Lower Jacks and Steps
- Connect To shore Power or Generator

CHECK UPON RETURN

- | | |
|--|---|
| <input type="checkbox"/> Truck Fuel Full | <input type="checkbox"/> Truck/Trailer Clean Inside and Out |
| <input type="checkbox"/> Truck Oil Full | <input type="checkbox"/> Inventory Teaching Props |
| <input type="checkbox"/> Generator Oil Full | <input type="checkbox"/> Ending Mileage: _____ |
| <input type="checkbox"/> Generator Fuel Full | <input type="checkbox"/> Date Returned: _____ |

Ready To Send Out Again? YES NO

Record comments/discrepancies on back and fax to Spokane Valley Fire Department (509) 892-4125 or for any immediate need call (509) 928-1700.

Inland Empire Public Fire Educators Fire Safety House Billing Document

Date: _____

Contact: _____

Agency: _____

Address: _____

Phone: _____

Driver: _____ Driver's License: _____

Ending Mileage: _____

Beginning Mileage: _____

Total Miles: _____ @ \$1.00 _____

Days used: _____ @ \$30.00 _____

Grand Total _____

Please make check payable to:

Inland Empire Fire Chiefs

Remit to: Bruce Millsap
Airport Fire
9000 W. Airport Dr. Suite 204
Spokane, WA 99224

Number of schools: _____

Number of Children: _____

Comments:

