

Fitness Equipment REQUESTS FOR REMOVALS	PHOENIX FIRE DEPARTMENT HEALTH & FITNESS M. P. 1-A08.03 03/2012-R Page 1 of 1
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PURPOSE

To maintain inventory control over department issued fitness equipment.

PROCEDURE

The request for the removal of fitness equipment will require a memo with signature lines for Company Officers. Send the memo via interoffice mail to the Health Center, Attention: Fitness Coordinator. The memo must contain detailed information regarding the equipment including: make, model, any identifying information and quantity of equipment requesting to be removed. The memo must be signed by all Company Officers assigned to the station or work location containing the fitness equipment, as an indication of their joint approval.

Upon receipt of the memo, the Fitness Coordinator will make the necessary arrangements to pickup the fitness equipment. The Equipment Coordinator or Technician will adjust the inventory database to reflect this change.