



TOLEDO FIRE & RESCUE DEPARTMENT



Directive: 24-01 - Building Maintenance Requests

2024 Directives

Date Issued: 05/09/2024

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When either an emergency or routine station repair request is submitted, the submission shall go thru the Station Dashboards, not email. The Station Dashboard is located on TFRDweb.com, after logging in, the station dashboards link is in the main menu.

On the Station Dashboard page, under "Bureau Forms" there is a [300-12](#) Building Maintenance Request form. This streamlines the process and helps to ensure that these requests are found and addressed in a timely manner. These submissions are sent immediately to the directed persons, whereas emails may wait for many reasons.

This directive is to create a little more efficiency to getting the repairs taken care of.

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