



CHICAGO FIRE DEPARTMENT BUREAU OF OPERATIONS



Operations Memo: M-02-26
March 6, 2026

SUBJECT: ANNUAL GROUND LADDER INSPECTIONS 2026

Districts 1 and 4	March 8-14, 2026
Districts 2, 3, and 5	March 15-21, 2026

During Annual Ground Ladder Inspections, all ground ladders will be thoroughly cleaned, operated, and inspected. The Annual Ground Ladder Inspection will be conducted on Vector Solutions **Check It**.

Check It is available through the Vector Solutions platform. Members must access Check It the first time through a Desktop Version. After that, a Mobile Version is available to download and will be accessible to complete any checklists.

The checklist form must be completed for each ground ladder on the apparatus (see attached instructions). Any deficiencies shall be listed on the Ground Ladder Inspection Checklist in Check It. To complete the Ground Ladder Checklist, the Company Officer shall fill in all appropriate fields describing the ladder and then select “Pass” or “Fail” from each item’s drop down. If a “Fail” is marked, a comment is required to be entered on the reason for failing before submitting the Checklist. Photos may also be attached if desired **only on the Overall P/F**.

Work Orders shall be issued for damaged/defective ladders reported during the Annual Ground Ladder Inspection through Check It by Breathing Apparatus Services. Breathing Apparatus Services shall update the Check It Ticket for any damaged defective ladders by 1700 hours on the day of report submission.

All Ground Ladder Inspections shall be submitted by March 21, 2026. Company Captains shall submit the Ground Ladder Inspection Summary Form to their appropriate District by Monday, March 21, 2026.

By order of:

Donald Walker
Deputy Fire Commissioner
Bureau of Operations

TO BE READ AT FOUR (4) ROLL CALLS AND POSTED

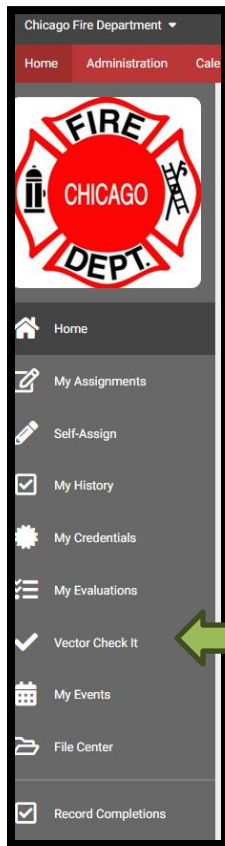
Distribution: A



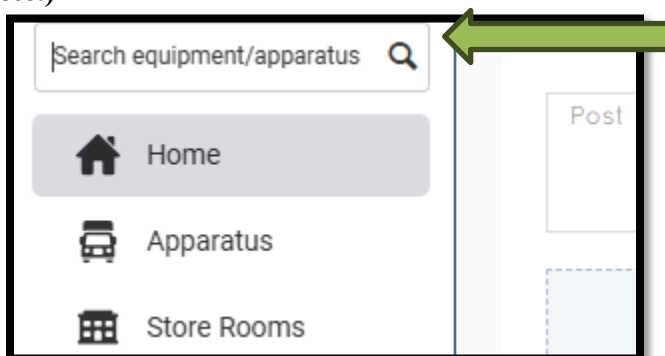
Instructions for Completing Ground Ladder Inspection Checklist Vector Solutions (Check It)



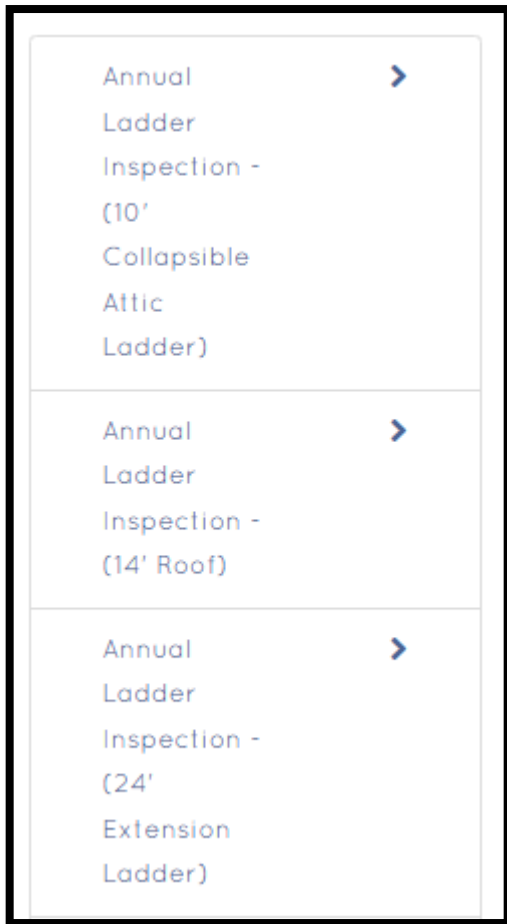
1. Company Officers must Login to Vector Solutions.
2. On the left margin, click “Vector Check It”.



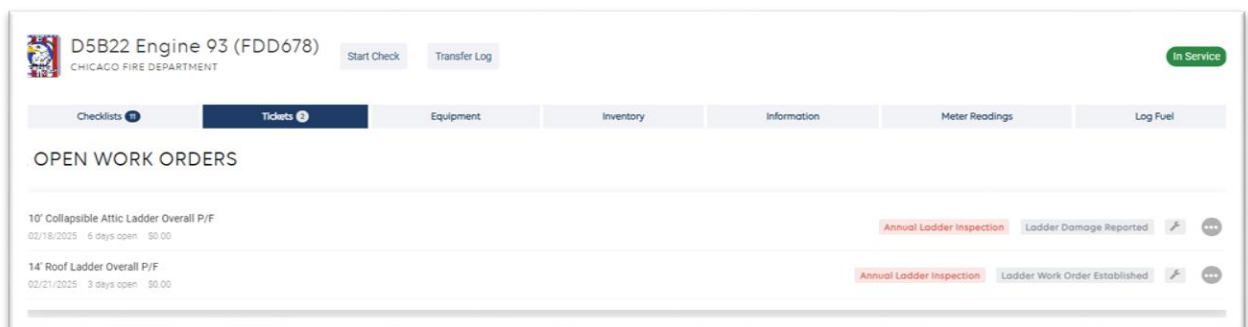
3. In the top Left corner, search for your apparatus by typing the name of the company. Company names are in full words (Engine, Truck, Tower Ladder, Squad, etc.)



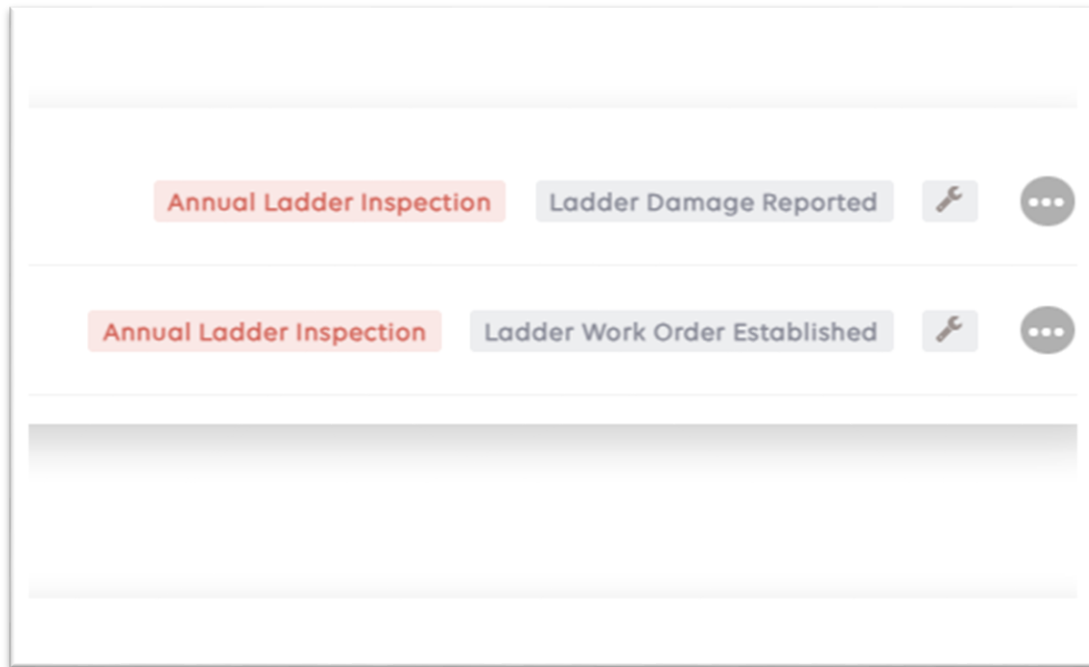
- Click “Start Check” to start a ladder inspection. Select the appropriate ladder type and begin the Annual Ladder Inspection.



- Reminder: If you mark “Fail” for any item, a comment must be included for each item. Any photos attached should only be on the Overall P/F submission.**
- For any failures, a “Ticket” will be created in your companies Check It platform. Logistics will have real time access to this ticket and will enter the Work Order number on the ticket. Officers can obtain the work order number from ticket by 1700 hours day of the ticket being created.**



7. Note in the Open Work Orders the change in the Work Order status to the right of the Open Work Orders. Here it can be seen that a Work Order number has been established. Click on the Ticket to Open up the Work Order and see the number or comments entered:



8. Restart the Checklist for the next ground ladder inspection. If the company has multiples of a single ladder type, a separate inspection must be completed for each one (for example, if a Truck has two 35' ladders, two separate inspections must be completed).
9. Complete the attached Ground Ladder Inspection Summary Form to track the overall status of the company's ladder inventory and recording of the completion of the Vector Solutions Check It submission. This form is to be submitted through the Chain of Command to District Headquarters.
10. Districts shall retain a copy of the Ground Ladder Inspection Summary Form for a period of one year.
11. Members wishing to use the Mobile App may do so by following the same process.

Chicago Fire Department "Site Path" is "chicagofd" for the mobile app found on the Android or Apple stores.
12. Any issues with Check It, please email fire-vectorsolutions@cityofchicago.org for assistance.