

Crew Resource Management Manual – Local Printing Checklist

Purpose:

This checklist is designed to help fire departments quickly and easily produce high-quality printed copies of the *Crew Resource Management (CRM) Manual* using the digital file provided online by the IAFC and NFFF.

1. File Information

- **File type:** PDF (print-ready)
- **Page size:** Standard US Letter (8.5" x 11")
- **Color:** Full-color printing recommended
- **Margins & layout:** Print as provided; do not adjust margins or scaling

2. Recommended Printing Specifications

- **Paper:** 80 lb text weight or heavier for durability
- **Cover:** Optional heavier cover stock (e.g., 100 lb glossy or matte) for a professional look, not required
- **Binding:**
 - Spiral or coil binding for training-room usability OR
 - Perfect binding for a professional book-style finish
- **Finish:** Gloss or matte finish based on department preference

3. Quantity

- Decide the total number of copies needed for:
 - Each fire station
 - Training center/academy space
 - Training officers/instructors

- Department command staff

4. Optional Department Customization

- Include a **custom first page** for internal training notes or a list of relevant department contacts

5. Delivery and Turnaround

- Confirm expected completion date with printer
- Confirm pick-up or delivery with printer
- Request a **proof copy** before the full order is printed to verify quality

6. Budget Tips

- Local office supply stores or municipal printing services often offer discounted bulk printing
 - Consider combining orders with neighboring departments to reduce cost per copy
- Many online printing companies offer discount codes around major holidays, back to school, etc.