

APPENDIX 2

Controller's Day and Night Shift Checklist

COORDINATOR'S CHECKLIST - DAY SHIFT

DATE _____ DAY _____

6:30 - 7:00 am

- Check lunchroom board and map for Balancing Deals and Upcoming Maintenance

Change Interconnect Set Points:

- | | |
|-----------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Franklin | <input type="checkbox"/> NorAm |
| <input type="checkbox"/> Del Norte | <input type="checkbox"/> La Maquina |
| <input type="checkbox"/> Grama Ridge | <input type="checkbox"/> Sunray |
| <input type="checkbox"/> Winkler County | <input type="checkbox"/> Llano Leveland |

7:05 - 7:15 am

- Enter numbers for Executive Report
 File Operations Status Report

8:00 - 8:30

- Review Checklists from Night Shift and previous day. Report any problems noted.

Weekends and Holidays:

- Update Unavailable Horsepower and Comments on Executive Report. Print Report.
 Print Trip Report
 Sunday (or Monday holiday) Prepare Weekend Summary

Hourly:

- Overview System

Every Two Hours:

- Check Interconnects (Use TRACK)
 Check for Hung Numbers and Communications Failures

3:00 - 4:00 pm

- Review Maintenance Schedule. Prepare system as necessary.
 Call APS to schedule electric units
 Check Town Hall / Departmental Memo Notebook for new information
 Update your DOT file and/or verify Controller's DOT files to document any significant experience during the shift.

Index or Computer Problems:

Notes:

COORDINATOR'S CHECKLIST - NIGHT SHIFT

DATE _____ DAY _____

6:30 - 7:00 pm

- Check lunchroom board and map for Balancing Deals and Upcoming Maintenance
- Check Town Hall / Departmental Memo notebook for new information

Hourly:

- Overview System

Every Two Hours:

- Check Interconnects
- Check for Hung Numbers and Communications Failures

3:00 am

- Get SoCal's split for the new day. See that they take scheduled rate or above at Topock.
- Review Maintenance Schedule. Prepare system as necessary.
- Fill out paperwork for the new day.
- Enter numbers in the Map Board.
- Log numbers for the Executive Report.
- Run MONITOR to double check for Hung Numbers

6:00 - 6:00 am

- Print Deviation Report. (Weekends file with the Executive Report.)
- Sunday and Thursday: Clean work area.
- Update your DOT file and/or verify Controller's files for any significant experiences.
- Review MONITOR report with relief

Index or Computer Problems:

Notes:

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Coordinator's Initials _____