

## Pinckney Island Tour Equipment Checklist

### Feb. 2, 2020

**Note:** Refer to Figure 1 (next page)

#### B.1 Enter/Exit Gate

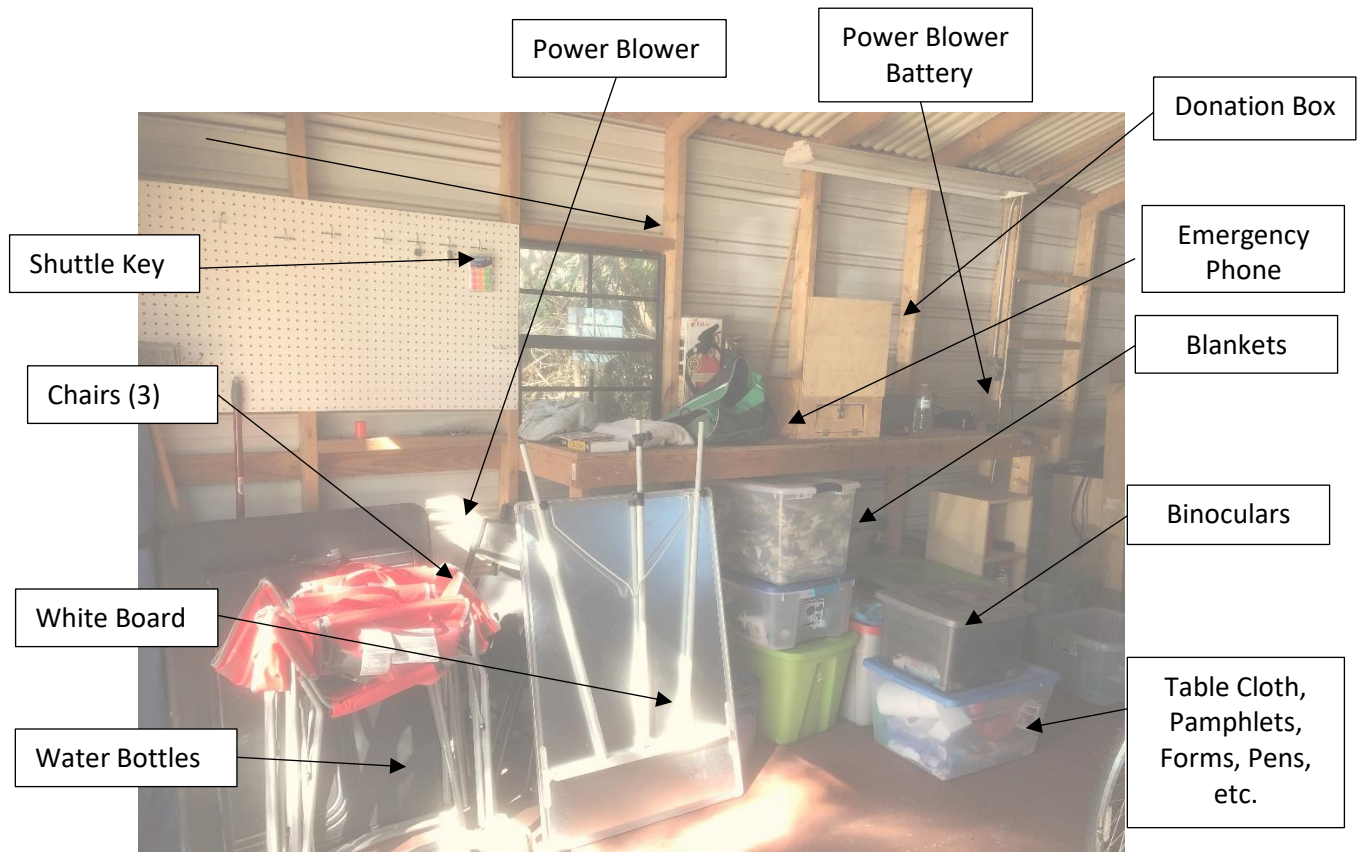
a.	<b>Enter Gate</b>	
1.	Unlock Gate – Passcode will be provided	
2.	Drive past gate and wait for gate to close	
3.	Put Volunteer NWR stickers on vehicle front doors – if available	

#### B.2 Shuttle Tours: Pickup Up Shuttle – Equipment - Supplies

a.	<b>Drive to Shed</b>	
1.	Open Lock – Passcode will be provided	
2.	Get Shuttle Keys – on hook on left wall	
b.	<b>Go to Shuttle in Pole Barn</b>	
1.	Record Mileage /Power Level /Your Name/Date in Log next to steering wheel	
2.	Drive to Shed	
c.	<b>Shed – Load Equipment into Shuttle</b> NOTE: All equipment is on left side of shed	
1.	Bin: Binoculars	
2.	Bin: Blankets (on colder days)	
3.	Table	
4.	Folding Chairs (3)	
5.	Bin: Forms, clip boards, pens, table cloth, brochures, cleaning supplies, etc.	
6.	Spotting Scope & Tripod	
7.	Power Blower – get battery from charger (on bench)	
8.	Emergency phone	
9.	Donation box	
10.	White board on tripod	
11.	Put Bottled Water into carry case – Go to <b>Maintenance area</b> to pick up ice (if needed)	
d.	<b>Drive to RV/Bus Space in Parking Lot &amp; Setup Equipment</b>	
1.	Clean Shuttle: windows, seats, floor	
2.	Blow debris around should and table	
3.	Check in Passengers: Sign liability waiver, provide butterfly/bird fliers and Pinckney brochure.	
4.	Offer binoculars, water and blankets	

#### B.3 Return Shuttle to Shed & Unload Shuttle

a.	Unload Shuttle at Shed	
b.	At Pole Barn	
1.	Record trip info into shuttle log	
2.	Attach Power - Be sure to keep shuttle power cord off ground when plugged in to shuttle	
b.	<b>Exit Gate</b>	
1.	Wait for gate to close	
2.	Remove Volunteer NWR stickers from vehicle doors	



**Figure B.1 Equipment Shed**