

**EATON CORPORATION FLIGHT - OPERATIONS
DAY SHIFT DUTIES AND PROCEDURES
FOR
W.K. KELLOGG AIRPORT FACILITY
BTL
165 NORTH HELMER ROAD
BATTLE CREEK, MICHIGAN 49017**

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EATON CORPORATION FLIGHT OPERATIONS-CGF MAINTENANCE DEPARTMENT DAY SHIFT DUTIES & PROCEDURES

I. EVERY DAY

A. As you approach the building

1. Check all facility exterior lighting for proper operation.
2. Check the facility grounds for litter and security.
3. Collect the daily newspapers and bring them into the building for distribution.
4. Observe the operation of security gate while it opens.

Note: If you are in the building alone wear the “man down” security system pendant, located on the wall next to the maintenance office, as your first course of action. The pendant is to be worn until more than one person is in the facility.

Note: Inclement weather may necessitate snow/ice removal of walkways and fuel farm area at this time.

B. Enter the building through the eastside of the building.

1. Proceed to the utility room and turn on the hangar and office lights. Check lights for proper operation.

C. Proceed to the pilot and maintenance area.

1. Turn on lights in maintenance office and hallway.
2. Check message board and turn over log in maintenance office for detailed instructions.
3. Turn on the arinc radio and key the mic.
4. Check fax machine in hallway and distribute them as required.

D. Proceed to passenger reception area.

1. Turn on lights and check for proper operation.
2. Distribute newspapers to the passenger reception area.
3. Make one pot of regular coffee.
4. Turn on light in passenger bathroom and check for proper operation.
5. Check for sufficient supply of hand soap, toilet paper and C fold towels.

6. Check passenger area for cleanliness and clean as necessary.

E. Proceed to hangar area.

1. Put one of each newspaper in aircraft if scheduled to fly.
2. With flight crew present sump aircraft fuel system, check and service tires and check and service Oxygen if aircraft is on the flight schedule.
3. Check hangar floor for evidence of any fluid leaks. Clean up any areas where leaks have occurred.
4. Assist flight crew with getting aircraft ready for flight and position for departure as directed by flight crew.
5. Inspect fuel farm and record fuel amount on fuel sheet.
6. Comply with section II (on condition) items as required.
7. Be productive and flexible throughout the day.

Note: Launch and receive aircraft as required throughout the day as a top priority.

II. ON CONDITION

A. Address these items any time the need exists.

1. Correct any facility discrepancies noted while performing steps A1 through A3.
2. Clean hangar bathroom and ensure there is adequate supply of hand soap, toilet paper and C fold towels.
3. Clean offices as required.
4. Clean building windows as required.
5. Clean conference room and upstairs sleeping room.
6. Clean upstairs bathroom and ensure adequate supply of showering articles, hand soap, and toilet paper.
7. Take inventory of aircraft stocking items and make note of shortages.
8. Clean hangar floor.
9. Check and replace any necessary water cooler bottles, paper cups at water coolers and paper towels above sink.
10. Restock and clean both refrigerators as required.
11. Wash company van and tug.
12. Police facility grounds of trash and litter.
13. Cut grass as needed in warm months.
14. Plow snow on aircraft ramp in winter months if needed.
15. Take the recyclable paper to the recycling center.

A. SPECIFIC DAYS

1. MONDAY

- a. Comply with fuel farm weekly and monthly inspections as required.
- b. Updated and circulate the shop safety posters. Take poster with earliest date from the shipping table and put it in break room frame. Put break room poster on the maintenance pinboard. Send poster from maintenance pin-board to BTL – COMMAT.
- c. Police facility grounds of trash and litter.

2. TUESDAY

- a. Generate, review as current, and post updated aircraft status “due list” reports for all aircraft.
- b. Fill paper trays in shop area and parts room copiers and printers.
- c. Empty the recyclable paper containers for pickup.
- d. Ensure that toilet paper, paper towels, C-fold towels and soap containers are stocked.

3. WEDNESDAY

- a. Check GSE fuel quantity and service if level is at or below ¼ full tank.
- b. Dispose of shop, hangar and storage room trash and newspapers.
- c. Fill all C fold towel dispensers and check all hand soap stations. Service as required.
- d. Clean hangar washbasin, replenish hand soap and C fold towels.

4. THURSDAY

- a. Generate, review as current, and post updated aircraft status “due list” reports for all aircraft.
- b. Open and close ramp gate for trash pick up.

5. FRIDAY

- a. Generate, review as current, and post updated shop status “due list” report.
- b. Ensure that toilet paper, paper towels, C-fold towels, and soap containers are stocked at all stations.
- c. Collect aircraft entranceway mats for pick up. Stow or position clean mats.
- d. Clean out both refrigerators, stock soda as necessary.