Mill Creek - Material Handling Winterization Checklist

Perform Supply Inventory Checklist by October 1st annually. **Initial**

Ensure adequate Salt Supply in bays at Coal Handling Maintenance Shop _____

*(Minimum of two full bays, reorder if necessary. Contact Mill Creek Commercial Operations [redacted] to reorder)

Ensure adequate supply of Liquid Heat (stored in Dozer Shed) _____

*(Minimum of 1 full tote, reorder if necessary. Contact Mill Creek Commercial Operations [redacted] to reorder)

Ensure adequate supply of Oil Dry (stored in Dozer Shed) _____

*(Minimum of ½ Pallet, reorder if necessary. Contact Mill Creek Commercial Operations [redacted] to reorder)

Ensure Torpedo Heaters for Rail Unloading are in working order. _____

*(Contact Lennie Heath for repairs [redacted])

Ensure Sullair Portable Air Compressor is in working order. _____

*(Contact Lennie Heath for repairs [redacted])

Ensure adequate supply of hand tools are available (stored in Coal Handling Maintenance Shop). See List below: _____

Reviewed 9-12-2022

Tool	Quantity Needed	Quantity in Cage
Shovels	8	
Picks	5	
Hoes	5	
Scrapers	5	
Spades	3	
Sledgehammers	5	
Pump Sprayers (2 gallon)	5	
Rolls of Reinforced Plastic	2	
Rose Buds	2	
Propane Tank	2	
Extension Cords (50 ft)	2	

*(Contact Mill Creek Commercial Operations [redacted] to order)

Ensure all ceiling mounted heaters are in working order. (#1 Control House, _____
#2 Control House, #3 Control House, Barge Sample House, As Received Sample House, Dozer Shed, C.H. Maintenance Building, Fire System Valve House (by B House), Fire System Valve House (by I House), Barge Unloader Electrical Room. Issue Maximo Work orders for any that are not operating.

Ensure adequate supply of winter PPE (stored in Material Handling Office) _____

Reviewed 9-12-2022

(ice cleats, insulated work gloves, face socks, balaclavas, etc.)

Ensure Snow Removal Truck is operational (vehicle in running condition _____

and blade is operating and functional)

- (Contact Lennie Heath [redacted])

Reviewed 9-12-2022