



**Facilities Operations
Policy Statement
OP-6
After Hours Access/Sales by SDI Warehouse**

Purpose: To establish after hours procedures for accessing the SDI warehouse to obtain materials in case of an emergency.

1. FO personnel needing access to the SDI Warehouse (to obtain parts for emergency work during non-working hours or when it is closed), shall contact their Supervisor, Area Manager, or the FO Director in the supervisor's absence for after-hours access.
2. The Supervisor, Area Manager, or FO Director will confirm the urgency and contact the Steam Plant Operator to arrange access. The Steam Plant operator will accompany the employee while obtaining necessary material.
3. Upon entering the SDI warehouse the employee shall complete the following steps:
 - a. Locate the required part(s).
 - b. Complete the Material Request Form (pink slip) located in front of SDI office. Form must be completed with following information; part number, quantity, description, Zone/Shop requesting part and employees signature.
 - c. Remove pink copy; this will be turned into the Zone/Shop PA for processing.
 - d. Slide completed form under SDI office door. No parts are to be removed without authorization and proper documentation.
4. The SDI warehouse will not be opened to unauthorized personnel or left unsecured. Personnel having access ability and authorized to permit access to facility for business purposes after non-working hours are as follows:

Steam Plant 2nd and 3rd Shift Operator (Tony Fink, Billy Poston and Reid Castor)
Director of Facilities Operations, Lee Snodgrass
All Zone Supervisors
All Shop Supervisors
Area A Manager, Bob Smith
Area B Manager, Paul Taylor
Central Operations Manager, Lee Beard
Grounds Superintendent, Joey Cochran
High Voltage Supervisor, Tom MacNab


Lee Snodgrass
Facilities Operations Director