

T-CRAFT OPERATIONAL PROCEDURES AND NEW MEMBER ORIENTATION

1. Removed
2. A member who continues to fulfill their obligations as directed by the club Constitution and By Laws, Policies and Procedures, and pays their flying account each month as agreed to by signature on the membership application, shall be considered a member in good standing.
3. A member wishing to fly shall schedule the aircraft through Schedule Master and is responsible to cancel with Schedule Master if the flight cannot be made.
4. The aircraft shall be logged out on the log sheet before the aircraft leaves the hangar noting the destination of the flight.
5. The keys for the aircraft shall be picked up from the wall desk in the hangar meeting room after the aircraft has been scheduled and logged out. The keys are in the bag along with the fuel card(s).
6. No parking is allowed on the north or south side of the hangar. There shall be no parking inside the hangar.
7. Entrance to the hangar shall be from the east door. After entry to the hangar member shall roll the combination to zeros for security purposes. The combination of the lock is changed each month on/or about the 1st of the month. The number will be printed on the member's monthly billing statement if the member is in good standing.
8. Prior to start up, the aircraft shall be pulled out of the hangar to the taxi way and turned 90 degrees from the doors. The bay doors shall be closed and locked (including chains), lights turned off and the entrance door shut and locked.
9. After the flight, the windows and interior are to be cleaned. All leading edges (wings, struts, nose, and tail) shall be cleaned and spray waxed. The aircraft shall be parked inside the hangar, gust lock installed and the doors locked.
10. After the aircraft has been hangared, the member shall return the keys, fuel card and black bag to the wall desk. Enter the HOBBS meter time and total time of the flight onto the log sheet. Member shall note the quantity of oil added and any concerns for other members' information.
11. Before exiting the hangar all maintenance and/or hazard concerns shall be noted on the appropriate squawk sheet. The hangar lights shall be turned off, doors shut and locked, and combination rolled back to zeros. The maintenance director shall be notified of any maintenance concerns as soon as possible.