Crew Leader Checklist - One Day Projects

Project Name: _____ Project Date: _____ Crew Leader: _____

When	Ck-Off	Task	minimum required	X
Prior weeks		**Scout** section, document maintenance needs		
		Develop **Project Plan**: ie; Logout, Brushing, Drainage/Slides, Tread work.		
		Determine project location, date, work to do, crew size.		
		Use Tool Checkout Form to plan tools needed for project.		
		Create project in PCTAConnect.		X
Week before		Email **Agency Contact** about trail crew (cc Regional Rep & Mt Hood Chair)		X
		Check roster on PCTAConnect.		
		If you need more volunteers, let the Mt. Hood Chapter volunteer coordinator know.		
		E-mail crew with any updated details not provided on PCTAConnect.		
		Pick up tools and safety gear from Tool Cache (use Tool Checkout form).		
		Ensure all tools and gear are clean and functioning.		
		Keep a copy (or photo) of Tool Checkout Form to track tools during the project.		
		Update Trailhead Communication Plan (TCP) to add current date, project description.		X
		Assemble forms for use at trail head.		
		Print roster with medical info from PCTAConnect.		X
		Print updated Trailhead Communications Plan (TCP) - 3 copies		X
		Print Emergency Action Plan (EAP) (on back of TCP).	review prior to project	X
		Print Tailgate Safety Session checklist (TSS).	review prior to project	
		Include copy of Tool Checkout Form.		
		If any volunteers have not signed online, they will need to sign hard copies at the TH:		
		Print blank Volunteer Sign-up sheet & COVID release.		
		Print blank COVID Release.		
		Print Job Hazard Analysis (JHA).	review prior to project	
		Include clipboards and pens for signing forms at trailhead (Sign-up, JHA's).		
Day before		**E-mail TCP** to Dispatch & Agency Contact (cc Regional Rep, Mt. Hood Chair) .		X
		Send on Friday for trail crew on Sat, Sun, Mon.		
		Get final crew list from PCTAConnect, in case of last minute changes.		
		Reprint roster with medical info if necessary.		
Day of project		Arrive early at Trailhead - Layout tools and gear for crew to use.		
		Greet Crew at trailhead, do volunteer introductions, answer questions.		
		Have volunteers sign the Sign-In sheet, COVID release, and JHA, if they did not online.		X
		Collect commute times.		X
		Discuss project goals; review tool types and uses.		
		Discuss **Trail Safety** (see Tailgate Safety Session checklist).		X
		Review JHA, PPE, TCP, EAP, tool safety.		
		Distribute group FA kit and radios.		
		Call Dispatch before starting work (use cell phone or radio).		X
During day		**Be Safe, Have Fun**, Get Some Work Done		
		Encourage proper tool use; don't overwork; take breaks. Drink water!		
		Record time on trail and work done, for later input into Project Report.		
		Take photos of project area, before and after work, to document accomplishments.		
		Take photos of volunteers to send with thank-you email.		
End of day		**Call Dispatch** after returning to TH.		X
		Collect Tools, clean if neccessary (use copy of Tool Checkout form as reference).		
Day after		E-mail thank you note to volunteers with a few photos.		
		Submit **online Project Report** via PCTAConnect.		X
		Send any hard copy forms to PCTA (snail mail or scan/email).		
		Return (clean) tools to cache. Put note on any that need repairs and leave on workbench.		