

Mount Hood Chapter, PCTA

Crew Leader Checklist - One Day Projects

revised 4/1/2022

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
	X	PCTAConnect will notify Agency Contact about trail crew (cc Regional Rep & Mt Hood Chair)		
Week before		Check roster on PCTAConnect.		
		If you need more volunteers, let the Mt. Hood Chapter social media person 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 updated Trailhead Communications Plan (TCP) - 3 copies		X
		Print Emergency Action Plan (EAP) (on back of TCP).	review prior to project	X
		Print roster with medical info from PCTAConnect.		X
		Print Tailgate Safety Session checklist (TSS).	review prior to project	
		Print Job Hazard Analysis (JHA).	review prior to project	
		If any volunteers have not signed online:		
	Print PCTA Volunteer Sign-In Sheet from PCTAConnect.			
	Include clipboards and pens for signing forms at trailhead.			
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.		
		If using an alternate (personal) dispatch instead of Columbia, send to alternate dispatch instead.		
		Check final crew list in 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 Volunteer Sign-In sheet, if they did not sign 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 summary of work done , for later input into Project Report.		
		Record number of logs cleared, number of feet of rehab, tenths of a mile of trail maintained.		
		Take photos of project area before and after work, to document accomplishments.		
		Take photos of work still needing to be done.		
		Take photos of volunteers to send with thank-you email.		
End of day		Call Dispatch after returning to TH.		X
		Collect Tools, clean if necessary (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.		