

Author	Status	Effective Date
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1.0 Purpose

The purpose of this SOP is to provide details for any employee that needs information pertaining to the Gemini 501 warehouse.

2.0 Scope

This SOP includes information that may be needed in emergency situations, general information for maintaining the facility, and contact information.

3.0 Safety



4.0 Gemini 501 Warehouse Information

4.1 Map of 501 Warehouse

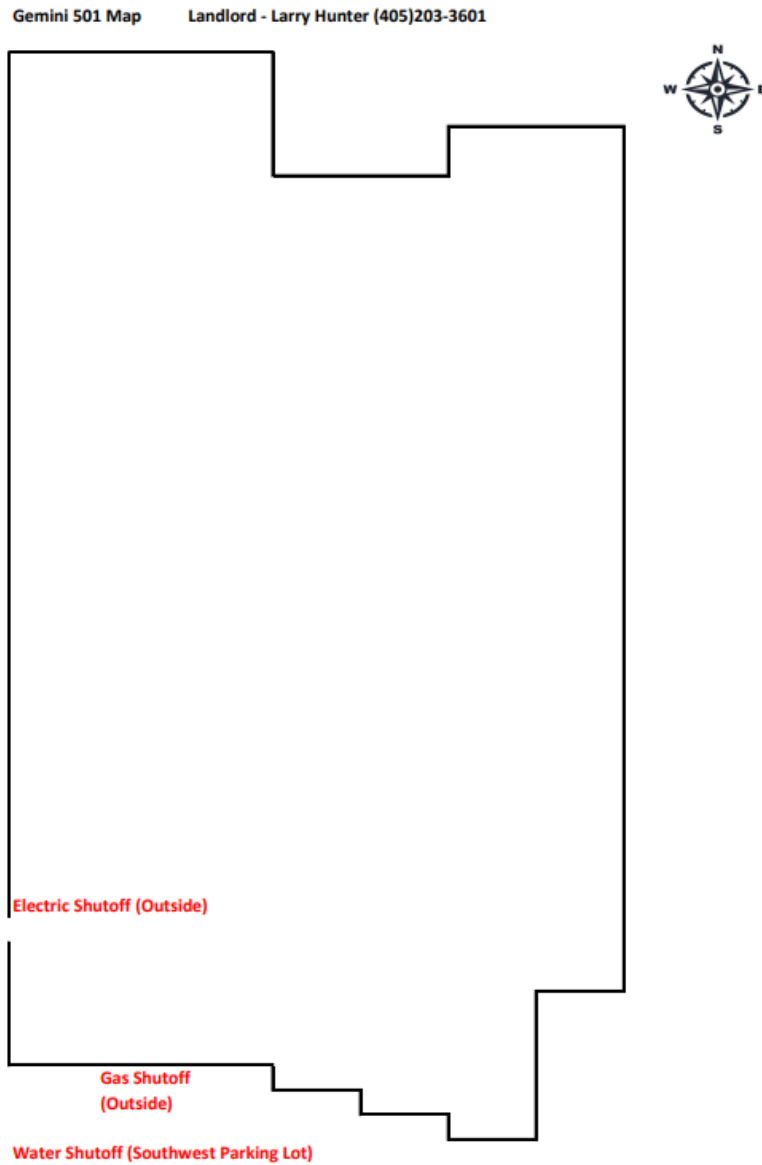


Figure 1: Map w/ Shutoff Locations

4.2 Electric Shutoff



Figure 2: Electric Shutoff (Outside West)

4.3 Gas Shutoff #1



Figure 3: Gas Shutoff #1 (South)

4.4 Gas Shutoff #2



Figure 4: Gas Shutoff #2 (South)

4.5 Water Shutoff



Figure 5: Water Shutoff (SW Parking Lot)

4.6 General Maintenance

4.6.1 The water shutoff tool is located inside the west walkthrough door.



Figure 6: Water Shutoff Tool

- 4.6.2 For cold weather preparations, drip all faucets including the water valve in the northwest portion of the warehouse. Also, ensure heat is applied to the water pipes in the north room.
- 4.6.3 Ensure pilot lights on the warehouse heaters are lit when the heaters are operating. The wind will sometimes blow them out.
- 4.6.4 Maintain all landscaping including spraying for weeds.
- 4.6.5 Contact Larry Hunter @ 405-203-3601 with any questions or concerns.

5.0 References

Reference	Title
1	None

