

Logistics – Reststop Supply Friday Distribution Sheets with Truck Loading

- Truck loading / Unloading is covered on the next 2 pages.
- Gear distribution at the church starts after that.
- Parking, Gavilan Lemonade, and SAG are at the end of this file

Reststop Captains						
Location ---->	UVAS	Henry Coe	San Martin	Gilroy Hot Springs	Calero	Machado School
Captain	Lisa Bjarke	Don Axtell / Kim Carr	Sandy Lorber	Roy West	Joanne Mitani Ahmed Masood	Paul Greene
Home Phone, (408)				408-683-4645		354-9293
Cell Phone, (408)		(408)386-1638	(408) 206-9648	408-219-9370		314-6458
Supporting Routes	60k & 100k	100M & 120M	100M & 120M	100K,100M,200K	100M & 200K	All
Estimated Riders	1200	700	700	1500	800	2000
Estimated Riders/Route	60K=400	100M=700		100K=800	200K=100	
Busy Hours	9AM-1PM	10am-2pm	8:30AM-12Noon	8AM-12noon	10AM-4PM	10AM-5PM
Estimated Time In This Year	3PM	3PM	12:30PM	1PM	5PM	6PM

<http://www.bikemaster.org/tb/index.htm>

Don Axtell has master copy

Updated March 2, 2017

Loading / Unloading the Truck



Goals –

- Do not do any more work that we have to
- Only take from shed what we will be using
- Only move items once
 - From shed straight into the truck
 - From truck straight to the reststop space
- Heavy items should move the shortest distance
- Unload the truck in the reverse order

Loading the Truck – Friday Morning at the Shed

Sheet #	Items	Quantity Needed	Notes
first items into truck for loading			
13	food service bins	7	but not the spare parts box
	food service dispensers	6	(#2 Henry Coe already taken)
	food box supports	all	Fragile - do not stack over 2 boxes high
	food bin supports	all	
12	ice chests	all	
	igloos	all	
	igloo drip catcher	all	
11	white plastic tables	3	can leave in truck, unload at Gavilan
	Boxes for Clothing Chair	3	can leave in truck, unload at Gavilan
	Box for Help Desk	1	can leave in truck, unload at Gavilan
10	buckets, utensil, loaded	6	preloaded for each reststop
	buckets, water and waste	all	
	hot water dispensers	6	will be 2 left in shed
	plastic tub, empty	1	
9	Roller, with 150' hose	3	only the marked ones
	tub with hoses	3	wil be 2 left in shed
	buckets, hose tools	3	orange buckets
	water trees	3	will be 2 left in shed
8	plastic trash cans	all	lids can be left in shed
	ground covers	all	
	bricks, for food prep tent	all	
	door mats	all	
	food prep (6) wall boxes	2	
	food prep (4) wall boxes	3	there should be 1 left in shed
	10x10 pop-ups	all	spare parts bag should be left in shed

Sheet #	Items	Quantity Needed	Notes
7	first aid kits	all	
	safety vests	all	
	safety flags	all	
	small 3" concrete blocks	all	to hold balloons at Gavilan
6	wash pan sets	6	
	reststop site boxes	6	
	logistics site boxes	2	
5	fire extinguisher	1	
	coffee pots, electric	all	100 cup -5, 30 cup -1
	pots & cookers	6	60 gal -4, 30 gal -2 (plus cookers)
	propane gas tanks	6	
	large 16" concrete blocks	all	
4	trash frames	all	
	wrist band signs	7	
	Toilet Stop signs	2	
	Folding signs (Blank)	9	other signs are left in the shed
	signs to clamp to table	4	should be some left in shed
	large route signs	2	
3	bike rack long poles	all	
	bike rack legs	all	
	bike rack wooden slats	all	
	bike floor pumps	all	
2	canopy joint boxes	9	leave the 4 marked "spare"
	canopy tarps (gray)	9	10x10 -1, 10x20 -6, 20x20 -2
	canopy long poles	9 sets	leave the ones marked "spare"
	concrete cans	all	
14	dolly	1	may be used to help move gear
	hand truck	2	may be used to help move gear
1	reststop signs	7	
Last item into truck, so it can be first item out			

Logistics Chair assigns one sheet at a time, starting with sheet #1. Some sheets have heavy loads (Tables) and so require a small team. Each sheet is completed before he/she/they are given another sheet.

Summary of Gear Distribution Sheets

Sheet #	Sheet Description	# Workers Needed for Friday Unloading	Friday Time Estimate (minutes)
1	Reststop Signs	1	5
2	Canopies	2	30
3	Bike Racks & Pumps	2	20
4	Other Signs & Trash Frames	2	15
5	Pot & Cooker	1	10
6	Wash Pan Sets & Site Supply Boxes	1	10
7	First Aid & Safety Vests	1	5
8	Food Prep Tents	2	15
9	Water Tree & Hoses	1	10
10	Buckets & Utensils	1	10
11	Tables & Cones	4	30
12	Igloos & Ice Chests	2	20
13	Bins & Wooden Supports	2	15
14	Hand Truck & Bottled Water	3	30

1 – Reststop Sign Placement



Logistics Area –
Back Parking Lot
of the Church

Use parking spaces to
separate the reststop
gear

Signs	UVAS	Henry Coe	San Martin	Gilroy Hot Springs	Calero	Machado School	Gavilan College
Folding Sign - "Reststop"	1	1	1	1	1	1	1

2 - Canopies



Poles below the Pink tape are to be left in the shed



Canopy	UVAS	Henry Coe	San Martin	Gilroy Hot Springs	Calero	Machado School	Gavilan / Logistics
10 x 10 Flat Top Joint Box			1				
10 x 20 Flat Top Joint Box			1				
10 x 20 Ridge Top Joint Box	1	1		1		2	
20 x 20 Ridge Top Joint Box					1		1
Gray Canopy of correct size	1	1	2	1	1	2	1
6 ft poles	4	4	10	4	6	8	6
7 ft poles	2	2		2	3	4	3
10 ft poles	7	7	11	7	12	14	12
Concrete Cans	10	6	10	6	9	12	9
Joint/Pole Color	Brown	Dark Orange	Yellow Orange	Green	Dark Blue	Blue Red	Gold

Canopy colors are assigned to each reststop

3 - Bike Racks and Pumps



Wooden bases are not needed if you can push the legs down into the ground/grass

Bike Racks	UVAS	Henry Coe	San Martin	Gilroy Hot Springs	Calero	Machado School	Gavilan / Logistics	Total
Top Pipe	10	3	7	8	6	8	13	55
Legs	40	12	28	32	24	32	52	220
Bases	20	6	14	16	0	0	0	56
Floor Pumps	1	1	1	1	1	1	1	7

4 – Other Signs & Trash Frames



There are many extra signs in the shed. Only take what we need.



Signs	UVAS	Henry Coe	San Martin	Gilroy Hot Springs	Calero	Machado School	Buena Vista & New	Gavilan / Logistics
Folding Sign - "Wrist Band"	1	1	1	1	1	1		
Folding Sign - Other	1 (blank)	1 (blank)	1 (blank)	1 (blank)	1 (blank)	1 (blank)	2 (toilet stop)	3 (blank) 2 (routes)
Sign to clamp onto table								4
Stop/Slow Hand Held - RENT								6
Flashing Barricade - RENT								3

Trash Frames & clips	UVAS	Henry Coe	San Martin	Gilroy Hot Springs	Calero	Machado School	Gavilan / Logistics
PVC Trash Frames	5	3	4	5	4	5	4
Trash bags & clips	are already included in the site supply box						

5 - Pot & Cooker



Pot & Cooker	UVAS	Henry Coe	San Martin	Gilroy Hot Springs	Calero	Machado School
Big (60-qt) Pot & Cooker	1			1	1	1
Small (30-qt) Pot & Cooker		1	1			
Electric coffee pots				3		2
Propane Gas Tank	1	1	1	1	1	1
16" sq. concrete block			1	1	1	1
Fire extinguisher	1					

Burner and all small parts are stored inside the big (60-gal) pots
 Burner for small (30-gal) pots are in a separate box

6 – Wash Pan Sets & Supply Boxes



Wash Pan Sets



Site Supply Boxes

Wash Pans & Supply Boxes	UVAS	Henry Coe	San Martin	Gilroy Hot Springs	Calero	Machado School	Gavilan / Logistics
Wash Pan Sets	1	1	1	1	1	1	
SiteSupply Box	1	1	1	1	1	1	1

7 - First Aid & Safety Vests



Concrete blocks are to hold down balloons at Gavilan



First Aid & Safety	UVAS	Henry Coe	San Martin	Gilroy Hot Springs	Calero	Machado School	Gavilan / Parking
First Aid Kit	1	1	1	1	1	1	1
Safety Flags							30
Safety Vests							30
small 3" concrete blocks							18

8 - Food Prep Tents



Single (10 x 10)



Double (10 x 20)



Food Prep Tent	UVAS	Henry Coe	San Martin	Gilroy Hot Springs	Calero	Machado School
Blue plastic ground cover 16x24					1	
Bricks to hold down floor						
Door mat	1	1	1	1	1	
Plastic trash cans	1	1	1	1	1	1
Mesh Wall Kit - single/4 walls		1	1	1		
Mesh Wall Kit- Double/6 walls	1				1	
10 x 10 Pop-Up	4	1	1	2	2	1
Pop-Up #s Assigned	3,4,5,6	2	7	8,9	10,11	1

Pop-up numbers are assigned to each reststop

9 - Water Tree and Hoses

All of the small parts are already in the orange water tool bucket



The other reststops do not need a water tree or hoses

Water Tree & Hoses	Calero	Machado School	Gavilan / Logistics
water tree	1	1	1
Total hose length needed, feet	380	275	140
Roller, with 150 ft hose	1	1	1
Tub, with hoses	1	1	1
hose bucket with parts	1	1	1

10 – Buckets & Utensils



Food/Utensil buckets are preloaded, and just need to be delivered to each reststop.



Buckets & Utensils	UVAS	Henry Coe	San Martin	Gilroy Hot Springs	Calero	Machado School
Bucket - Utensils/FOOD - pre loaded	1	1	1	1	1	1
WASTE Water Bucket	1	1	1	1	1	1
Bucket - to Haul WATER	1	3	1	1	1	1
Hot Water Dispenser	1	1	1	1	1	1
Plastic Tub - Large (empty)		1				

11 - Tables and Traffic Cones



Tables & Cones	UVAS	Henry Coe	San Martin	Gilroy Hot Springs	Calero	Machado School	Gavilan / Logistics	Total
6 Ft. Tables, Rental	10	5	9	10	8	0	10	52
Traffic Cones (rental)	12	2	12	6	20	10	34	96

12 - Igloos & Ice Chests



Drip catcher
Only needed
for inside use



Each igloo gets one
block of ice
(leave plastic on)



Ice chests might first go to food
chair, to be filled with wraps and
potatoes.

Igloos & Ice Chests	UVAS	Henry Coe	San Martin	Gilroy Hot Springs	Calero	Machado School	Gavilan / Logistics	Total
Igloo - 5 Gallon	7	5	6	7	5	9	4	43
Ice Chests	4	4	4	5	4	4	1	26
Igloo Drip Catcher								
Ice - 10 lbs. Block	15	15	7	8	15	19	9	88

13 - Bins and Wooden Supports



Bins & Wooden Supports	UVAS	Henry Coe	San Martin	Gilroy Hot Springs	Calero	Machado School
Food Box Support	3	2	2	3	3	3
Support for 4 Food Bins	1	1	1	1	1	2
Food Service - 4 Bins	1	1	1	1	1	2
Food Service - 4 Dispensers and Base	1	1	1	1	1	1
Box Number, Bins	1	2	3	4	5	6, 7
Box Number, Dispensers	1	2	3	4	5	6

Box numbers are assigned to each reststop. Henry Coe (#2) has theirs already.

14 - Hand Trucks / Dollies & Bottled Water



Uvas & San Martin –
to haul bottled water

Gavilan College –
for the lemonade



Hand Truck/Dolly & Bottled Water	UVAS	Henry Coe	San Martin	Gilroy Hot Springs	Calero	Machado School	Buena Vista / New	Gavilan / Logistics
Hand Truck	1		1					
Dolly								1
Bottled Water, 1 Gallon	200		150	200			10	
Bottled Water Returned								

Write down the number of gallons returned

Gavilan Parking Supplies



Item	Quantity
Stop/Slow Hand Held - RENT	6
Flashing Barricade - RENT	3
Folding signs, Blank	3
traffic cones	18
Safety Flags	30
Safety Vests	30
Small 3" concrete blocks	All

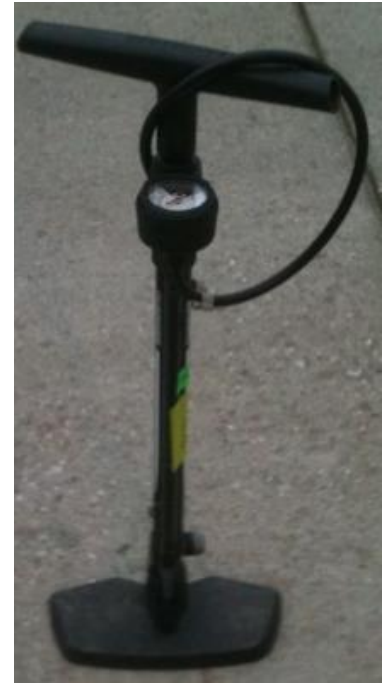


Concrete blocks are to hold down balloons at Gavilan

Gavilan Lemonade Stand Supplies



SAG Supplies



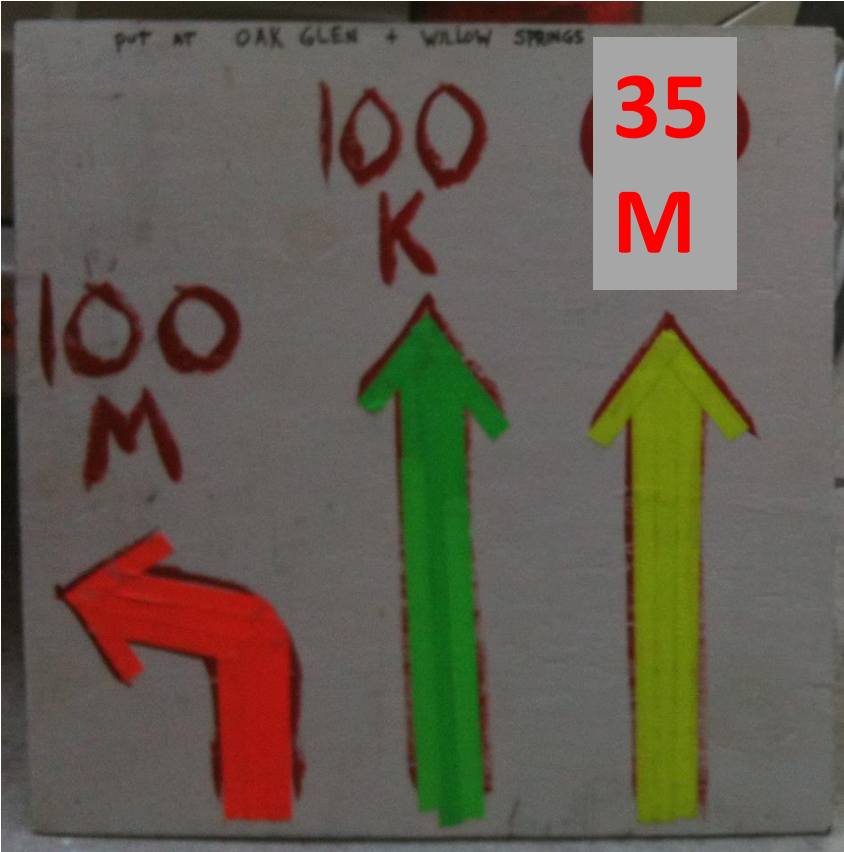
Item	Quantity
SAG magnetic signs	full box
First aid kits	15
bike pumps	15

The SAG captain will pick these up Friday at the Church

Route Directional Signs

Give these 2 signs to the SAG captain at Gavilan.

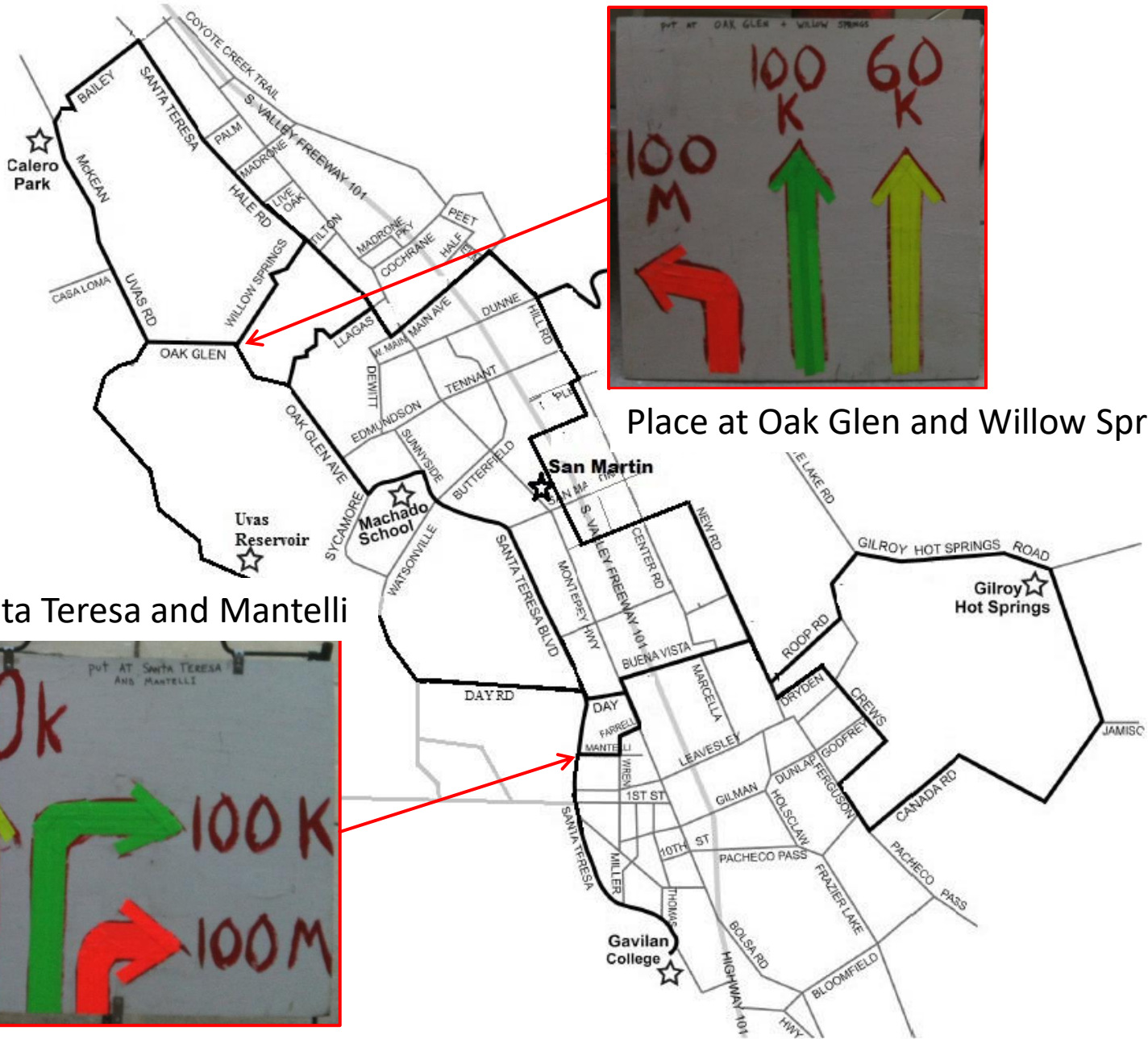
Place at Oak Glen and Willow Springs



Place at Santa Teresa and Mantelli



Give this sheet to SAG Captain



Place at Oak Glen and Willow Springs

Place at Santa Teresa and Mantelli

Rental Summary

Tables & Cones	UVAS	Henry Coe	San Martin	Gilroy Hot Springs	Calero	Machado School	Gavilan / Logistics	Total
6 Ft. Tables, Rental	10	5	9	10	8	0	10	52
Traffic Cones (rental)	12	2	12	6	20	10	34	96
Stop/Slow Hand Held - RENT							6	6
Flashing Barricade - RENT							3	3
Ice - 10 lbs. Block	15	15	7	8	15	19	9	88
Bottled Water, 1 Gallon	200		150	200			10	560
Notes								
There are 3 6ft tables in the shed								
there is 54 gallons of water in the shed (2/15/17)								