

# 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

<b>Reststop Captains</b>						
<b>Location ----&gt;</b>	<b>UVAS</b>	<b>Henry Coe</b>	<b>San Martin</b>	<b>Gilroy Hot Springs</b>	<b>Calero</b>	<b>Machado School</b>
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 28, 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
<b>first items into truck for loading</b>			
13	food service bins	6	(#s 1,3,4,5,6,7) - fragile
	food service dispensers	4	(#s 3,4,5,6) - fragile
	food box supports	all	
	food bin supports	all	
12	ice chests	all	
	igloos	all	
11	white plastic tables	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	purple, for Henry Coe
	utensil container, empty	1	to Gavilan for after the ride
	stirrer, long wooden	1	to Gavilan for lemonade
9	Roller, with 150' hose	3	
	tub with hoses	5	
	buckets, hose tools	4	
	water trees	3	will be 2 left in shed
8	plastic trash cans	all	
	ground covers, 8x10	2	camouflage color
	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 (11)	spare parts bag should be left in shed
7	first aid kits	all	
	safety vests	all	
	safety flags	all	
	small 3" concrete blocks	all	to hold balloons at Gavilan

Sheet #	Items	Quantity Needed	Notes
6	wash pan sets	6	with permit packs
	reststop site boxes	6	
	logistics site boxes	2	
5	fire extinguisher	1	
	coffee pots, electric 100-cup	5	leave the smaller pots
	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	all	
	canopy tarps (gray)	all	
	canopy long poles	all	
	concrete cans	all	
	box of blue tarps	all	can be used at Gavilan food
14	dolly	1	may be used to help move gear
	hand truck	2	may be used to help move gear
	botled water	all	leftover from last year
15	cutting boards		
	other non-food items		
1	reststop signs	7	
<b>Last item into truck, so it can be first item out</b>			

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
15	Food List Non-Food Items		

# 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



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	3
20 x 20 Ridge Top Joint Box					1		2
Gray Canopy of correct size	1	1	2	1	1	2	all extra
6 ft poles	4	4	10	4	6	8	all extra
7 ft poles	2	2		2	3	4	all extra
10 ft poles	7	7	11	7	12	14	all extra
Concrete Cans	10	6	10	6	9	12	all extra
Joint/Pole Color	Brown	Dark Orange	Yellow Orange	Green	Dark Blue	Blue Red	Purple, Black, Mustard, Light Blue, Gold

Canopy pole 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  
(includes Permits packs)



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	2

# 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	
Camouflage ground covers 10x12		1	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	<b>3,4,5,6</b>	<b>2</b>	<b>7</b>	<b>8,9</b>	<b>10,11</b>	<b>1</b>

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

<b>Water Tree &amp; Hoses</b>	<b>Calero</b>	<b>Machado School</b>	<b>Gavilan / Logistics</b>
water tree	1	1	1
Total hose length needed, feet	380	275	140
Roller, with 150 ft hose	2	1	
Tub, with hoses	1	1	3
hose bucket with parts	1	1	2



# 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
<b>WASTE</b> Water Bucket	1	1	1	1	1	1
Bucket - to Haul <b>WATER</b>	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



<b>Tables &amp; Cones</b>	<b>UVAS</b>	<b>Henry Coe</b>	<b>San Martin</b>	<b>Gilroy Hot Springs</b>	<b>Calero</b>	<b>Machado School</b>	<b>Gavilan / Logistics</b>	<b>Total</b>
6 Ft. Tables, Rental	10	5	9	10	8	0	22	64
Folding chairs (Rental)							60	60
Traffic Cones (rental)	12	2	12	6	20	10	34	96

# 12 - Igloos & Ice Chests



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
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
wooden Food Box Support	3	2	2	3	3	3
wooden Support for 4 Food Bins	1	1	1	1	1	2
Box, Food Service - 4 Bins	1	*	1	1	1	2
Box, Food Service - 4 Dispensers and Base	none	*	1	1	1	1
Box Number, Bins	1	*	3	4	5	6, 7
Box Number, Dispensers	n/a	*	3	4	5	6

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



# 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



# 15 - Non-Food Items from Shed

Notes -

Item	Size	Total Needed	Total from Shed
Coffee - Instant	jar	6	
Coffee - Grounds	bag/can	2	
Tea	bags	170	
Sugar	packets	755	
Sugar Substitute	packets	175	
Creamer - Liquid	32 oz	4	
Creamer - Packets	packets	600	
Cocoa	60/	6	
Gatorade		41	
Cups	4 oz	600	
Cups Hot	8 oz	2700	
Plates	5"	1850	
Small Bowls		400	
Plastic Forks		325	
Plastic Spoons		850	
Stirrers		675	
Napkins		1700	
Toothpicks		5	
Tablecloths		38	
Plastic Table Cover		9	
Foil Pans - Large		79	
FoilPans - Small		113	
Cutting sheets		38	
Small Snack Bags - Fold Over		6300	
Small Snack Bags - Zip-lock		3100	
Paper Towels		21	
Sponges		15	
Gloves -Small		61	
Gloves - Medium		206	
Gloves- Large		111	
Gloves - Food Grade Plastic		101	
Tissues		7	
Hand Sanitizer		9	
Aluminum Foil Heavy Duty		5	
Freezer Bags - 1 Gallon		4	

# 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



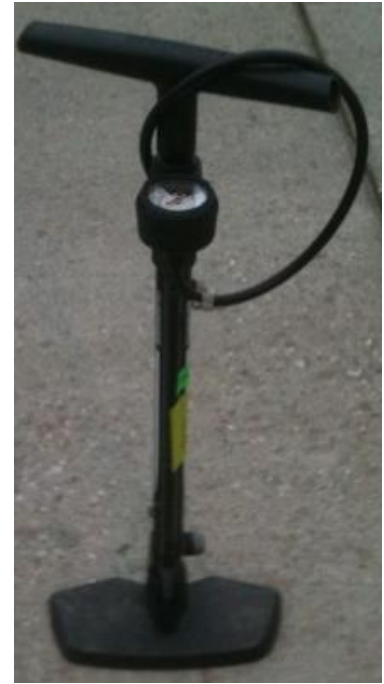
Concrete blocks are to hold down balloons at Gavilan

# Gavilan Lemonade Stand Supplies





## SAG Supplies



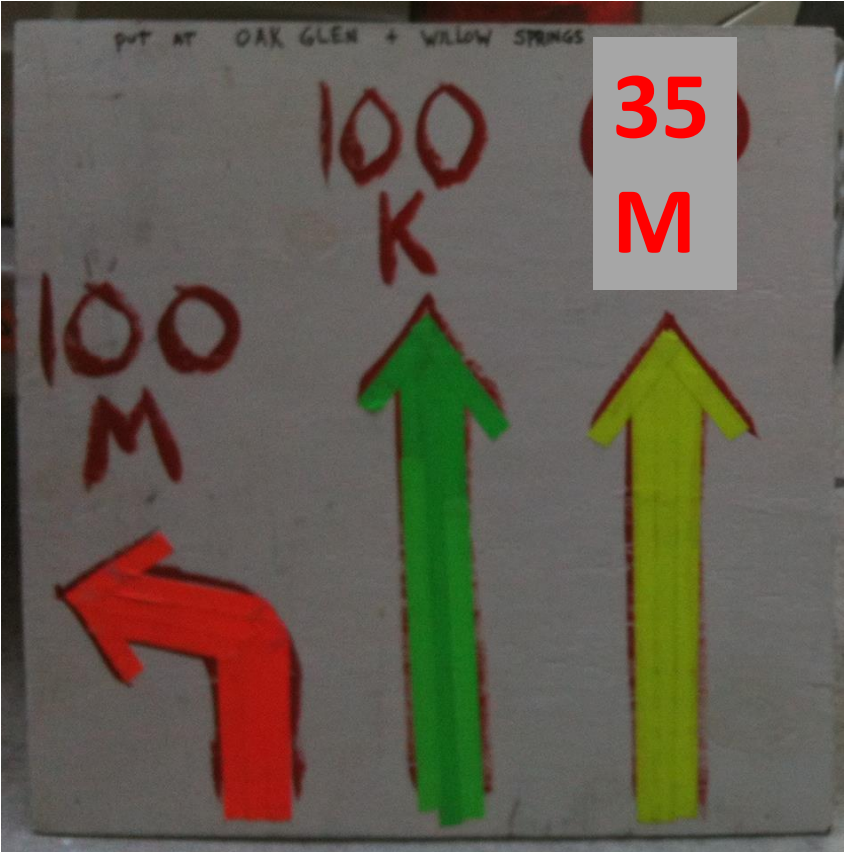
Item	Quantity
SAG magnetic signs	full box
First aid kits	15
bike pumps	15

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

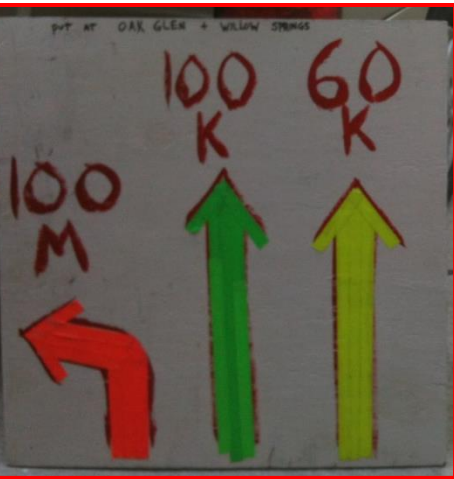
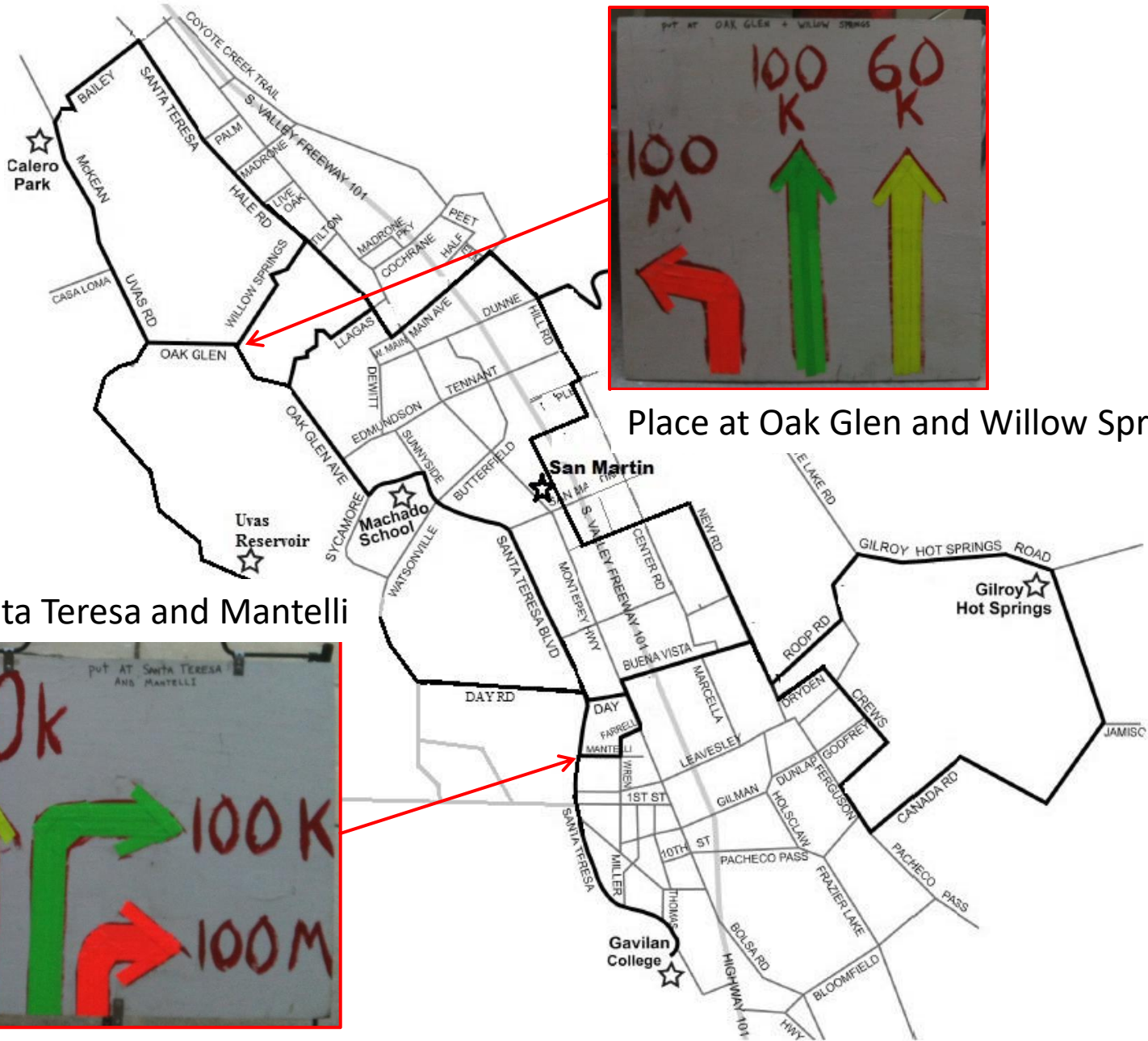


Place at Santa Teresa and Mantelli





Give this sheet to SAG Captain



Place at Oak Glen and Willow Springs

Place at Santa Teresa and Mantelli



# Rental Summary

<b>Tables &amp; Cones</b>	<b>UVAS</b>	<b>Henry Coe</b>	<b>San Martin</b>	<b>Gilroy Hot Springs</b>	<b>Calero</b>	<b>Machado School</b>	<b>Gavilan / Logistics</b>	<b>Total</b>
6 Ft. Tables, Rental	10	5	9	10	8	0	22	64
Folding chairs							60	60
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