

CALIFORNIA STATE RAILROAD MUSEUM

SACRAMENTO SOUTHERN RAILROAD

CIRCULAR –24

STORAGE OF EQUIPMENT AND SUPPLIES

APRIL 25, 2014

1. GENERAL

- a. Equipment and supplies supporting the work of Sacramento Southern Railroad (SSRR) crewmembers are stored in locations at the Central Pacific Freight Depot (CPFD), on the west side of the 1000 block, Front Street, between “J” and “K” Streets.
- b. Unless otherwise stated, key access is via the Best “1BB1” key. Copies of the key are mounted on paint brushes stored in the key cabinet on the north wall of the Crew Dispatchers’ Office.
- c. Security Alarm System: Installed at Crew Center. Security codes are issued to specific crewmembers. Assure the alarm system can be cleared immediately upon entry

2. STORAGE LOCATIONS

- a. **Cabinet** – Inside Crew Center, two-door metal cabinet directly facing door – no key required.
- b. **High Security Closet (label on door: “HIGH”)** – Last door facing west in South building of CPFD.
- c. **Middle Closet (label on door: “MIDDLE”)** – North facing door in South building of CPFD.
- d. **South Closet (label on door: “SOUTH”)** – South facing door around the corner from the High Security Closet, next to the Women’s Restroom..

- e. **Space 180 – (brass numerals “180” on exterior wood post)** – Roll-up door on East side of South Building immediately north of breezeway leading to restrooms.
- f. **North Closet – (label on door: “NORTH”)** – Storage used for special operations, including but not limited to Polar Express.

3. LOCATION OF EQUIPMENT AND SUPPLIES

- a. A complete Master Chart of Storage ID's listing equipment or supplies stored at each location is published as an Annex to this Circular,
- b. The chart is posted with this Circular on the bulletin board in the Crew Center.
- c. At each storage location, the portion of the Chart for that location is also posted inside its door. EXCEPTION: In Space 180, no such list is posted.
- d. If appropriate, diagrams for placement of specific items within a storage area will also be posted or marked in the storage location.

4. DISTRIBUTION OF MASTER CHART OF STORAGE ID'S

- a. Changes to the Master Chart of Storage ID's will be primarily published via an updated copy posted on the bulletin board in the Crew Center and the.
- b. Changes to the Master Chart of Storage ID's will also be sent to the SSRR crew via e-mail.
- c. At each storage location affected, the portion of the chart related to that space will be updated and posted. .

5. CREWMEMBER RESPONSIBILITIES

- a. A crewmember discovering items missing or depleted shall notify the Trainmaster or if no Trainmaster is on duty, other EIC without delay, so the situation can be promptly rectified or notification made to SSRR proper authority.
- b. Crewmembers shall return equipment and unused supplies to the locations specified in the Annex to this Circular.

End of Circular 24

Richard N. Noonan

Manager of Railroad Operations

SACRAMENTO SOUTHERN RA

CIRCULAR -24

**STORAGE OF EQUIPMENT
SUPPLIES**

ANNEX A

Supplies and Equipment

Brakeman lanterns and batteries

Car cleaning supplies
Mops, window squeegees, rags, chemicals,

Cash Register tape supply
Top drawer north filing cabinet

Chain and stanchion for north end CPFD
platform Middle Closet

Cold water supply for Train and Engine crews High Security Closet

El Dorado supplies dry storage
Water, iced tea, lemonade

Extra ice—predicted high temperature days Freezer South Closet

Extra supplies Crew Center Mess
Metal cabinet south side of space

Glad Hand gaskets
Manila envelope on lower shelf

Ice for crew water container

Lay off forms
Slot inside left door

Portable (Sandwich Board) Signs

PA system cables and speakers

PA system cables and speakers

North end on racks east of north access door

Polar Express Equipment and supplies

Uniforms

Umbrellas

Clear plastic raingear

Cups, Lids, Napkins, garbage bags,

Bags for cups

Cups, Lids, Napkins, garbage bags

Paper towels

Bags for cups

Flashlights/batteries

Hand-held vacuums

Hand sanitizer

Portable (Sandwich Board) Signs

North end east side of north access door

”

Raingear

Red white and blue bunting

Ropes for queuing areas Boarding Points

Middle Closet

Spookomotive decorations

Skeletons, other interior decorations

Signs and decorations for locomotive

SSRR Sales Reports

Ticket Stock—Children

Children:

Bottom drawer south filing cabinet

Adult/Youth and First Class:

Top drawer south filing cabinet

Storage of stock

Trash barrels

Wheeled Basket

LOCATION

Cabinet

Brakeman Lanterns and Batteries

Caution Tape, Yellow

First Aid Kits

Glad Hand Gaskets

Manila envelope

Hat Covers—Rain

Highly Visible Vests

Lay-Off Forms

Blank: Slot on inside left door

Tool Box

Crew Center

Burger King Order Forms

Station Agent Office

Car Attendant Caps

North wall

Brakeman Club— to check car windows

Corner behind main door

Crew Center Mess Supplies

Wood cabinet

Dry Storage—Metal cabinet--Space 180

Signs for Platform Posts

Counter south side

Flags—U.S. and California

Northeast corner behind door

Marker Lamps

Hangers west wall by Rest Room

Lay-Off Forms

Blank: Slot on inside left door

Completed: Slot on south wall

Acknowledged by Dispatcher: Slot on south wall

Membership Roster Blue Binder—CSRMF

Narrator Equipment Bag—Station Agent Office

Hanging on north wall

Paint Brush Key Holder

Key Cabinet, north wall Crew Dispatcher Office

Radios

South wall and desk Crew Dispatcher Office

Ticket

Stock—Ticket Office

Children: bottom drawer south filing cabinet

Adult/Youth: top drawer south filing cabinet

First Class: top drawer south filing cabinet

Trash Barrel Liners—two sizes

Bathroom cabinets

High Security Closet

Blue Flags—Car Department

Car Cleaning Supplies

Mops, window squeegees, rags, chemicals,

Cold Drinking Water Supply: SSRR crews

Extension Cords

Ice: Exterior Crew Water Container

Journal Oil

Ice: High Temperature Days
Refrigerators

Power Washers

Repair parts

Service Connection Sign Locks

Trash Barrels

Window Cleaning Supplies--as marked
Shelves
Bags for clean and soiled rags

Vacuum Cleaners

Water Hoses

Middle Closet

Cart, four-wheel

Chain and Stanchion: north end CPFDD platform

El Dorado Signs
Use hand truck to move

Hand Truck

PA System: Cables, Speakers
Portable Boarding Point Signs

Portable Sandwich Board Signs

Ropes: queuing North and South Boarding Points

Stepladders—Wood

Step Stool—speaker installation

Sandwich Board Signs

South Closet

Duct Tape

El Dorado Refreshments--Refrigerated
Cookies

Iced Tea

Lemonade

Water

Wheeled Basket

Space 180

Bunting--USA

El Dorado Supplies--dry storage

Water

Iced tea

Lemonade

First Train Supplies

Raingear

Sales Reports, SSRR—marked boxes

Stored by Operating Season

Spookomotive

Decorations

Crew Shirts

Step Boxes

Ticket Stock—long-term supply—all classes

North Closet

Polar Express Equipment and Supplies

Uniforms

Umbrellas
Clear plastic raingear
Cups, Lids, Napkins, garbage bags,
Bags for cups
Cups, Lids, Napkins, garbage bags
Paper towels
Bags for cups
Flashlights/batteries
Hand-held vacuums
Hand sanitizer

