

Feather River Rail Society

Portola Railroad Museum

Operations Department Bulletin #4

August 10, 1995

To All Train and Engine Crews

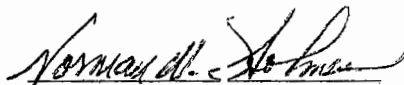
Effective immediately, the following instructions will apply:

1. At the beginning of each operating day, train crews will ensure that all equipment to be used to carry passengers (i.e, cabooses) has been checked for cleanliness prior to the first run. This includes, but is not limited to, dumping the trash buckets, sweeping/mopping floors, and ensuring seats are clean. Engine crews will ensure that the motive power to be used has been similarly checked/cleaned prior to operation.
2. At the end of each operating day, train and engine crews will conduct cleanup of the equipment used that day as outlined in #1 above. Brooms and mops will be provided. Trash buckets may also need to be rinsed out periodically.
3. Additionally, it will be the responsibility of the operating crews to conduct a walkdown of the Museum yard at the end of each operating day, closing doors and windows of all equipment accessible to visitors. This includes locomotives, cabooses, and coaches that are not in use, occupied, or being worked on, on all Museum trackage.

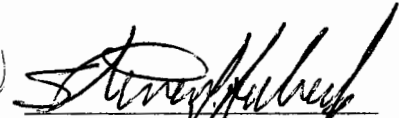
We have found it necessary to require these actions of the operating crews to help slow the deterioration of cabs and interiors of our equipment, present a better appearance to the public, and to help deter additional vandalism and theft. Questions and comments intended to improve this policy in making our Museum look and function better are welcome, as is your cooperation.



Gordon D. Wollesen
Operations Superintendent
Portola Railroad Museum



Norman W. Holmes
Executive Director
Portola Railroad Museum



Steven J. Habeck
President
Feather River Rail Society