



1.0 Toilet Building

1. Clean floors and walls and wash toilet fixtures.
2. Pump vault.
3. Check building and take an inventory of needed repairs.
4. Turn off all lights.
5. Close and secure building. Surround building with orange safety fence.
6. At waysides with parking areas that remain open, place a "TOILET CLOSED" sign at a point near the parking area and the path to the toilet.

2.0 Well and Shelter

1. Check the operation of the pump and the condition of the platform and shelter. Make note of items that need to be repaired or replaced.
2. Check well drop pipe drain holes fitted with brass air cocks. Open them to allow water to drain to a point below the frost line. Drain electric pump pipes
3. Remove pump handle.

3.0 Information Board

1. Remove posted materials if the wayside's parking area is to be closed off. Leave posted materials if the parking area will remain open.
2. Make note of all needed repairs

3.0 Picnic Facilities and Accessories

1. Picnic Tables
 - a. Make note of tables that need to be repainted, restained, repaired or replaced. All repairs can be made over the winter.
 - b. Tables may be set on end and leaned against large trees or the toilet building so that snow will not accumulate on them.
2. Grills
 - a. Make note of any worn or damaged parts.
 - b. Place plastic waste bags over each grill and tie around the support post.
3. Waste and Recyclable Receptacles
 - a. Remove liners and clean the inside of each waste and recyclable receptacle.
 - b. Make note of bins and covers that need to be repainted, repaired or replaced. Repairs and repainting can be done over the winter.

- c. Waste and recyclable receptacles may be placed at a central location. The dome covers should be removed and the bins should be stored bottom up. The covers can be stored near the bins or inside the toilet building.

4.0 Grounds

1. Make note of any repairs or improvements needed.
2. Planted shrubs and evergreen trees should be watered thoroughly if soil moisture is low. Additional wood chip mulch may be placed where needed.

5.0 Historical Markers

Make note of any repairs required.

6.0 Lighting

1. For waysides that are completely closed, have all lights turned off.
2. Waysides with open parking areas should continue to be lighted.

7.0 Signing

1. At waysides to be closed completely, "CLOSED" plaques should be placed on advance guide and entrance signs.
2. At waysides with open parking areas, "TOILET" and "DRINKING WATER" plaques on advance guide signs should be covered, turned around or removed.

8.0 Parking Areas and Roadways

1. Make note of any repair or improvement work that needs to be done.
2. The entrances to completely closed waysides should be barricaded at the appropriate time.