



## POST ORDERS

**400 Pine**  
**400 Pine Street**  
**Pawtucket, RI 02860**

### **ARRIVAL**

Text Ness Dispatch or call (401) 725-1500 (press 0)

Retrieve the keys from the box on the gate on the 400 Pine Street Gate.

**DANGER!! DO NOT ENTER THE BUILDINGS AT NIGHT!!! SAFETY HAZARDS (HOLES IN FLOOR).**

### **DURING THE ENTIRE SHIFT**

**Every 45 mins** a tour is conducted on **Building 8 & Building 6.**

**TAG LOCATIONS** (Must Be Scanned on a Tour)

1. Building 8 on the front door sign.
  2. Building 6 in the rear of the black lock box under the light up the stairs.
- Take new pictures of Buildings 6 & 8 and the surrounding areas at the beginning & end of shift.  
Attach photos in the DAR
  - Be careful walking in the area, use a very bright light.
  - Trespassers are not allowed. Approach from a safe distance, politely inform them that they are on private property and have to vacate or the police will be notified.
  - In-between tours you should park your vehicle near the **Radio Tower** facing **Building 6.**
  - Make sure to check in with dispatch hourly.
  - Before you end your shift, take a picture of the keys back in the box and send them to dispatch.
  - If any lights left on, document in the DAR

### **END OF SHIFT**

Take a picture of the KEYS in the LOCKBOX & send it to dispatch.

You Must submit a Company Specific DAR due at the end of your shift. It shall include times you did a tour. Other items to document include any contractors on site and the times they arrived and departed. Any Emergencies call 911 or If Police, Ambulance or Fire Department respond, you must immediately notify dispatch and also do an Incident Report.

Text Dispatch

