



MEMO: New Radio's

To: All SRL Staff

From: Jennifer

August 11, 2016

As of Friday, August 12th we will be using a brand new line of radios. These radios have been tested for several days, have a longer range than the old one's, do not shut off on their own, plus additional benefits.

The channels remain the same, sans the '11.'

1= Admin, Interp III, Store

4= House & LH

7= Maintenance

8= Tour Guides

Morning radio checks remain the same, as well.

What has changed is the following:

1. Radios are now located in the Conference Room.
2. Use the radios in the bucket marked "Charged and Ready for Use."
3. All the radios have been assigned to each job position; check back for label, i.e. Sales, T1, T2, etc.
4. The radio will alert you to when the battery needs to be recharged.
5. If a radio is still charged at the end of the day, be sure to shut it off and place it back in the "Charged and Ready for Use" bucket.
6. It only takes 3-hours to charge the radios and then they MUST be removed from the charger.
7. NEVER carry the radio by its antenna.
8. LH: hereafter, pick up the desk radio each morning and return it to the Conference Room at day's end.

Charging: If your radio 'dies' during the day, grab the back-up assigned to your role. If it is after 3:00, just put the radio on Jenn's desk; they must be recharged the next morning. If before 3 pm, put the radio on the assigned charging dock. Either Jennifer, Winston or Diane will make sure the charged ones are pulled at the end of the day and placed in the "Charged and Ready for Use" bucket.

Obviously with anything new there will be a learning curve and we can adjust this plan as needed for the sake of fluidity.

Lastly, because of the moving of the radios the Interpreter timesheets are now located in the Conference Room as well.



SPLIT ROCK LIGHTHOUSE

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Thank you, j.