PLAINTIFF'S EXHIBIT
UCC-2358

WINTERIZATION PREPARATION 1985

- NOW IS THE TIME TO BEGIN PREPARATION.

- CHECK TRACER SYSTEMS FOR LEAKS AND BAD TRAPS.

  (1) PROVIDE LISTS OF DEFICIENCIES AND SHOP ORDERS TO AREA SUPERINTENDENTS.

  (2) AREA SUPERINTENDENTS WILL SCHEDULE AND COMPLETE TRACING DEFICIENCIES BY JULY 1.

- SURVEY INSULATION FOR DEFICIENCIES.

  (1) PROVIDE LISTS OF DEFICIENCIES AND SHOP ORDERS TO AREA SUPERINTENDENTS.

  (2) EACH MAINTENANCE ZONE SUPERVISOR WILL BE RESPONSIBLE TO MAINTAIN THIS LIST - UPDATING THE STATUS OF COMPLETIONS AND ADDING TO THE LIST ANY INSULATION THAT IS REMOVED FOR MECHANICAL REPAIRS.

  (3) AREA SUPERINTENDENTS WILL BE RESPONSIBLE FOR SCHEDULING THE LISTED REQUIREMENTS FOR COMPLETION BY NOVEMBER 1.

- BEGINNING NOW WILL ENABLE US TO:

  (1) COMPLETE NECESSARY WORK PRIOR TO WINTER.

  (2) SPREAD THE COSTS OF WINTERIZATION WORK THROUGHOUT THE SUMMER MONTHS.

  (3) COMPLETE AS MUCH OF THE WORK AS POSSIBLE ON STRAIGHT TIME.

  (4) TAKE ADVANTAGE OF MORE DAYLIGHT HOURS WHERE OVERTIME IS REQUIRED.

  (5) HAVE WORK PLANNED SO THAT BETTER UTILIZATION OF "SWAP" PEOPLE CAN BE REALIZED.

  (6) KEEP YOU UPDATED ON THE STATUS OF WINTERIZATION REQUIREMENTS.

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