Purpose

The purpose of this checklist is to provide the steps to be used by any TAAS member to open and close the GNTO site when they use the Observing Field anytime the site is not being fully opened.

Safety:

☑️ You are strongly encouraged to not be alone at GNTO. If at all possible, have one or more other TAAS members or guests with you.

☑️ First Aid Kits are in the Cocina and the Outhouse.

☑️ If there is an emergency, use the Emergency Guidance posted in the Cocina. It will direct you to call the 911 Operator, request assistance, provide requested details, and provide driving directions.

Responsibilities and Notes:

Access to the Observing Field and Cocina is a privilege of TAAS membership. It must not be abused.

☑️ There will be no power for the Cocina stove and lights, but the heater will work.

☑️ You are responsible for cleaning the Cocina and hauling away any trash you create.

☑️ If you use any water from the Cocina water containers, replenish them with the water you brought with you.

☑️ Toilet paper and paper towels are available from the Cocina.

☑️ You may use any of the supplies in the Cocina. If you use the last of an item, tell Jim Fordice or Gordon Pegue when you make your "After Returning Home" notification.

Before Departing for GNTO:

☑️ Review the GNTO Emergency and Safety Procedures. Bring a printed copy of the procedures with you.

☑️ Notify Jim Fordice (505-803-3640) or Gordon Pegue (505-206-7954) that you will using the Observing Field. This notification is for your safety and to obtain the combination for the locks. The lock combination is periodically changed, so do not assume you know the current combination.

☑️ Send an email to TAAS_Talk@googlegroups.com to inform TAAS members that you will open the Observing Field. Provide the approximate time you will arrive. Since any TAAS member may use the Observing Field, this notification will allow others to join you.
GNTO Observing Field Access Checklist
14 October 2018

❑ You should bring the following supplies/items:

  ❑ Sufficient water for personal use plus two to three gallons to replace any site water used.

  ❑ Trash bags for any trash you create.

  ❑ A Wi-Fi capable cell phone or computer/tablet.

Opening the Observing Field:

❑ Unlock the padlock and open the main gate.

❑ Place the gate on the block to the left. Wrap the chain around the steel post to keep the gate from moving in the wind.

❑ If you need to use the Outhouse, unlock the padlock on the outhouse door. It has the same combination as the gate. Be careful to check for snakes and insects. Clean the toilet seat with paper towels from the Cocina and with the cleaning fluid kept in the outhouse.

❑ If you need illumination in the Outhouse use the switch mounted on the top of the green ammo can. Place the switch in the “RED LIGHT” position. The two red lights mounted to the top that will illuminate. The LED readout will show the system/battery voltage. The center position is the “OFF” position. When the toggle switch is moved to the “EMERGENCY FLASHING BEACON” position the red flashing beacon mounted on the top of the outhouse will flash at a rate of two times per second. Both of these lights are independent of one another and only one can be operated at a time.

❑ If you have the means, send a “GNTO is Open” email to TAAS_Talk@googlegroups.com.

Opening the Cocina:

❑ Unlock the door with the same four-digit combination used for the Gate and Outhouse locks. Use the illustration below as a guide.
The combination lock may time out if it has not been used. If it does, re-enter the combination.

When you open the door the alarm system keypad will begin to sound. You have 45 seconds to enter a code to turn off the alarm. The code is the same four-digit combination you used to open the Cocina door. If you make an error entering the code, press the # key and enter the code again.

If it is cold, set the thermostat on the north wall to about 65°F.

Unlock and open the windows if it is hot or if you want some airflow.

**Closing the Cocina:**

- Close and lock the windows.
- Clean the counter and sink.
- Clean the table and sweep out any food from under and around the table and/or floor.
- Empty the trashcan and haul the trash to town.
- Turn off the heater by moving the thermostat to the OFF position.

**Arm the alarm system:**

1. While you are inside the Cocina, close the door.
2. Check that the green check mark is illuminated on the keypad. If the green check mark is not illuminated the Cocina door may not be completely shut. Check that the door is fully shut.
3. When the green check mark appears, press the and hold the “Away” button for two seconds.
4. The keypad will beep rapidly 5 times and the red Armed light will turn on.
5. The keypad will begin to beep once per second. You now have 60 seconds to exit the Cocina and
close and lock the door. During the last 10 seconds of this interval, the keypad will beep twice each second.

6. After you are outside the Cocina, listen to the beeping, and make sure that it stops after 60 seconds, so that you know the system is armed.

☐ Lock the door's combination lock as illustrated above.
Closing the Observing Field:

- Check the site for trash and haul any back to town.

- Turn off the internal illumination in the Outhouse using the switch mounted on the top of the green ammo can. The center position is the “OFF” position.

- Lock the padlock on the outhouse door. Check to be sure it is locked by pulling HARD on the lock.

- If you have the means, send a “GNTO is Closed” email to TAAS_Talk@googlegroups.com.

- Drive out the GNTO gate and shut it. Wrap the chain around the post and lock the padlock. To close the lock the combination needs to be entered. Check to be sure it is locked by pulling HARD on the lock.

After Returning Home:

- After you have returned to town, call or send email to Jim Fordice (jim@fordice.net) or Gordon Pegue (gpegue@comcast.net). Let them know you have returned safely and report any unusual conditions.

- Include any observations about supply replenishment, site problems, maintenance needs, or security issues.

- This notification will ensure that you have returned safely. If we do not hear from you we will contact you and may need to send someone to the site to check.