

DCA09FR008
Lake Buena Vista, Florida
July 5, 2009



Monorail Coordinator
Pre-Opening Checklist

Pre- Opening Checklist

Monorail Coordinator

Day: SU M T W TH F **SA** Date: 7/4/09

NOTE: Contact your Manager immediately if any item marked with an asterisk (*) is not acceptable.

Item #	Monorail Three	
1.1*	Verify that all stations have the staffing and equipment:	
1.2.1*	Handheld Radio Device Units	<input checked="" type="checkbox"/>
1.2.2*	Appropriate number of Handpack Units	<input checked="" type="checkbox"/>
1.2.3	Paperwork	<input checked="" type="checkbox"/>
1.2.4*	Station Keys	<input checked="" type="checkbox"/>
1.2.5	Deploy Cast Members	<input checked="" type="checkbox"/>
1.3*	Verify that the opening drivers are prepared:	
1.3.1*	Handheld train radio device.	<input checked="" type="checkbox"/>
1.3.2	Drive the opening drivers and station openers to Monorail Shop or the appropriate station as necessary.	<input checked="" type="checkbox"/>
1.4	Communicate the operational status with the Guest Service Manager on Duty and other Coordinators as necessary.	<input checked="" type="checkbox"/>

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Item #	Monorail Four	
2.1	Assist Monorail Three Cast Member as necessary.	<input checked="" type="checkbox"/>
2.2	Record Cast Members' start times as they arrive.	<input checked="" type="checkbox"/>
2.3	Assist with transporting Cast Members to their work location as necessary.	<input checked="" type="checkbox"/>
2.4	Assist with issuing and verifying that the proper equipment is allocated to the opening Cast Members.	<input checked="" type="checkbox"/>
2.5*	Verify that all chains in the bus loading area (Mouse House) are up, in good condition, neatly attached and are ready for Guests.	<input checked="" type="checkbox"/> <i>MBS</i>
2.6*	Verify that the instructional signs at the bottom of the Monorail Concourse Station Ramp is in place, and that the script and symbols are legible and the times are correct.	<input checked="" type="checkbox"/>
2.7	Verify that the audience control queue, when utilized, is set-up appropriately.	<input checked="" type="checkbox"/>
2.8	Verify that the front cab queue is set up.	<input checked="" type="checkbox"/> <i>MBS</i>
2.9	Assist with staffing issues as appropriate.	<input checked="" type="checkbox"/>
2.10	Carry and maintain the ER/Extend List.	<input checked="" type="checkbox"/>
2.11	Verify that each Monorail Train cab is stocked with Monorail Co-Pilot Licenses.	<input checked="" type="checkbox"/>

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Item #	Monorail Central	
3.1	Verify that gates on the Monorail Concourse Station Load platform are closed.	<input checked="" type="checkbox"/>
3.2*	Verify that the <i>Epcot</i> [®] beam, including visible trough area, is clear of obstructions and debris.	<input checked="" type="checkbox"/>
3.3	Login into the computer.	<input checked="" type="checkbox"/>
3.4	Contact Monorail Shop to notify him:	<input checked="" type="checkbox"/>
3.4.1	Station is ready for power.	<input checked="" type="checkbox"/>
3.5	Make an announcement over the PA that you will be powering up the station.	<input checked="" type="checkbox"/>
3.6*	Initiate power.	<input checked="" type="checkbox"/>
3.7*	Test the following device: Handpack Unit(s).	<input checked="" type="checkbox"/>
3.8	Verify that the following communication equipment is in place and operating properly:	<input checked="" type="checkbox"/>
3.8.1	Test the Public Address System (PA) to verify that it is operational and can be heard in the appropriate areas of the attractions.	<input checked="" type="checkbox"/>
3.8.2	Test the Park phone by calling another Park phone, establishing two-way communication and request a call back.	<input checked="" type="checkbox"/>
3.8.3	Test the hand held and base radio devices by establishing two-way communication to verify they are operating properly and are set to the proper frequency.	<input checked="" type="checkbox"/>

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Item #	Monorail Central		
3.9*	Confirm the following for all stations: > Confirm the test of all station hand held and base radio devices. > Confirm that all stations have power. > Confirm that all stations Handpack Units are operating properly.		
3.9.1	Monorail Concourse Station	<input checked="" type="checkbox"/>	3.9.2 Monorail Polynesian Station <input checked="" type="checkbox"/>
3.9.3	Monorail Base Station	<input checked="" type="checkbox"/>	3.9.4 Monorail Grand Floridian Station <input checked="" type="checkbox"/>
3.9.5	Monorail MAGIC KINGDOM® Park Station	<input checked="" type="checkbox"/>	3.9.6 Monorail Contemporary Station <input checked="" type="checkbox"/>
3.9.7	Monorail Epcot® Station	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <i>MS</i>
3.10*	Confirm the following for each operating Monorail Train when they are first turned on: Operating cab. Test of the hand held and base radio device units. Status of the train. Status of the type of spiel in the Binloop. Status of the cab audio.		
3.10.1	Monorail Blue	<input checked="" type="checkbox"/>	3.10.2 Monorail Black <input checked="" type="checkbox"/>
3.10.3	Monorail Purple	<input checked="" type="checkbox"/>	3.10.4 Monorail Gold <input checked="" type="checkbox"/> <i>MS</i>
3.10.5	Monorail Red	<input checked="" type="checkbox"/> <i>MS</i>	3.10.6 Monorail Silver <input checked="" type="checkbox"/>
3.10.7	Monorail Orange	<input checked="" type="checkbox"/>	3.10.8 Monorail Lime <input checked="" type="checkbox"/>
3.10.9	Monorail Yellow	<input checked="" type="checkbox"/>	3.10.1 Monorail Coral <input checked="" type="checkbox"/>
3.10.1	Monorail Green	<input checked="" type="checkbox"/>	3.10.1 Monorail Pink <input checked="" type="checkbox"/>
3.11	Complete the procedures to switch the appropriate number of Monorail Trains to the Resort Monorail Beam.		<input checked="" type="checkbox"/>
3.12	Complete the appropriate procedures to open the Resort Monorail Beam.		<input checked="" type="checkbox"/>
3.13	Complete the procedures to switch the appropriate number of Monorail Trains to the Epcot® Monorail Beam.		<input checked="" type="checkbox"/>

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Item #	Monorail Central		
3.14	Complete the appropriate procedures to open the <i>Epcot</i> [®] Monorail Beam.		<input checked="" type="checkbox"/>
3.15	Complete the procedures to switch the appropriate number of Monorail Trains to the Express Monorail Beam.		<input checked="" type="checkbox"/>
3.16	Complete the appropriate procedures to open the Express Monorail Beam.		<input checked="" type="checkbox"/>
3.17*	Confirm the following for each operating Monorail Train: Forward MAPO check. Reverse MAPO check. Status of the Monorail Train PA. Status of the Monorail Train Intercoms. The Monorail Train is free from any other safety or show related concerns.		
3.17.1	Monorail Blue	<input checked="" type="checkbox"/>	3.17.2 Monorail Black <input checked="" type="checkbox"/>
3.17.3	Monorail Purple	<input checked="" type="checkbox"/>	3.17.4 Monorail Gold <input checked="" type="checkbox"/>
3.17.5	Monorail Red	<input checked="" type="checkbox"/>	3.17.6 Monorail Silver <input checked="" type="checkbox"/>
3.17.7	Monorail Orange	<input checked="" type="checkbox"/>	3.17.8 Monorail Lime <input checked="" type="checkbox"/>
3.17.9	Monorail Yellow	<input checked="" type="checkbox"/>	3.17.1 Monorail Coral <input checked="" type="checkbox"/>
3.17.1	Monorail Green	<input checked="" type="checkbox"/>	3.17.1 Monorail Pink <input checked="" type="checkbox"/>
3.18	Verify proper operation by one Monorail Train completing one full cycle of each Monorail Beam checking for abnormal or unusual conditions before carrying Cast or Guests. > Record the Cycle Times > Enter GIT Data		<input checked="" type="checkbox"/>
3.18.1	Monorail Resort Beam		<input checked="" type="checkbox"/>
3.18.2	Monorail Express Beam		<input checked="" type="checkbox"/>
3.18.3	Monorail <i>Epcot</i> [®] Beam		<input checked="" type="checkbox"/>

Pre-Opening Checklist


Monorail Coordinator

Day: SU M T W TH F SA Date: 7/24/09


Monorail Three

Name (print): Lillian Eugene
Name (signature): 

Monorail Four

Name (print): Scott Patrick
Name (signature): 

Monorail Central

Name (print): Bary Dickson
Name (signature): 

Manager

Name (print): MICHAEL STRUBER
Name (signature): 