



Arizona Radio Observatory

Steward Observatory
The University of Arizona
Tucson, Arizona 85721

Telephone: 520-621-5290
Telefax: 520-621-5554



MEMORANDUM

To: All ARO Personnel
From: Thomas Folkers
Date: March 21, 2006
Subject: **MGIO Access Road Gate**

All,

This memo is just a reminder of the proper procedures involving the access road gate. There have been a few instances, lately, where someone has locked up the access gate improperly and prevented others from getting in/out. So, here is a quick review of the procedures.

1. Be careful when approaching the gate under icy road conditions to avoid sliding into the gate.
2. Watch your footing when unlocking the gate to avoid slips and falls.
3. During winter weather the lock tumblers may be frozen and may need to be heated to function. A small lighter should be carried during winter months.
4. Make sure to properly lock gate after passing through. The rectangular metal bar goes through the vertical pin with the two locks on either end of the bar.
5. Do not leave the gate open after you pass through.
6. Do not allow any other vehicles to following you through unless they too are authorized.
7. See memo on radio instructions: http://aro.as.arizona.edu/smt_docs/radio_instructions.htm for information on travelling the dirt roads during winter.

Thanks,

Thomas Folkers

Operations Manager