

County: Gaston

Date 07/24/07

**County Receiving and Distribution Point (CRDP)**  
**Local Receiving Site (LRS) Facility Checklist**

**Facility Name:**

Bertie County Water Maintenance Facility

**Street Address:**

207 County Farm Road

**City:**

Windsor, NC

**MOA in place?**

**NO - X**

**\*County-Owned Facility**

**Site's Physical Characteristics:**

(Site characteristics should include information on who owns the building. If the facility is owned by a private company or is a state or local government building.)

The Bertie County Water Maintenance Facility is a County owned facility.

**Contact Person(s)**

**Business Hours**

**Primary:**

Name:	Rickey Freeman
Work Phone:	252-794-5302
Cell:	
Pager:	800-979-7570
Email:	

**Alternate:**

Name:	Bertie Water Dept.
Work Phone:	252-794-5350
or:	252-794-4427
Pager:	
Email:	

**Emergency Contact**

**24/7 (After Hours)**

**Primary:**

Name:	Rickey Freeman
Work Phone:	252-794-5302
Cell:	
Pager:	800-979-7570

**Alternate:**

Name:	Communications
Work Phone:	
Cell:	
Pager:	

***Site Accessibility Information***

Is the facility located in an area with multiple major access roads? <i>(Since trucks will likely be your primary means of transportation your LRS facilities' should have clear unrestricted access to major highways and roadways.)</i>	Yes	
Is there convenient access to more than one major road or highway from the LRS including access from dispensing sites (PODs)? 1 <sup>st</sup> street name: US 17 2 <sup>nd</sup> street name: US 13	Yes	

Provide Directions to this site from:

From Williamston , Raleigh, and other points west, enter Bertie County on US 13/17. Travel north to Windsor city limits; see NC National Guard Armory on right (east side of highway). Turn right on County Farm Road, travel approximately  $\frac{3}{4}$  mile, past sewage treatment plant. See Water Maintenance / Receiving Point facility on left.

From Ahoskie, Points North : Enter Bertie County and Windsor on US 13. Travel South on US13 Bypass around Windsor; see National Guard Armory on left; turn left onto County Farm Road, as stated above.

Can all approaches to the site be blocked off if necessary?	Yes	
Are roadways within $\frac{1}{2}$ of a mile well lit for nighttime operations?	Yes	
Is the facility accessible in all weather conditions (flooding, ice, snow,etc) (If LRS accessibility is restricted due to weather an alternate must be identified)	Yes	
Availability on short notice: Can the site be available within 12-24 hours?	Yes	
Operating Hours: Can the site be open for 24-hours per day for several days and maybe longer?	Yes	

### Space/Building

Number of square feet available in the largest area If additional space is provided what is the square feet  <i>Recommended space approximately 5,000-7,000 square feet (3,000 to 4,000/storage, 1,000 to 2,000/staging, 1,000/office space)</i> <b>(Note: This estimation of square footage does not take into account any space that may be needed for donated items. If donations will be received at the LRS, additional square footage should be added.)</b>		
Does the facility have hard surface floors? <b>Concrete</b> Briefly describe what type of floor and if it has a load bearing rating.  <i>Hard surface floors such as concrete are required in the unloading area so containers, pallet jacks, and forklifts can be rolled through smoothly without hitting holes, rocks or door jams. Wooden floors commonly found in school gyms may be damaged by pallet jacks, fork lifts, etc.</i>	Yes	
Is the facility clean and free from insects, chemical and mechanical hazards? <i>This includes any petroleum products.</i>	Yes	

### Parking Area

Is adequate parking available for expected staff?	Yes	
Is the entry to and exit from parking areas controlled by a guard?		No
Who provides the guard service? *** <b><u>In an emergency (Sheriff)</u></b>		
Are parking areas watched by closed-circuit TV?		No
Are frequent inspections made of parking area and vehicles not guarded or monitored through closed-circuit TV?	Yes	
Is the parking area protected by a fence?		No

<b>Receiving/Docking</b>		
Are the loading docks 48" to 50" high?	Yes	
Are dock levelers or dock plates available? How many? <b>Two (2)</b> Type: <b>Self-Leveling</b>	Yes	
Can the driveway to the docks accommodate 53' trailers with 11' tractor and include adequate turning radius?	Yes	
Are the dock doors adequate in height? Standard is 100" wide x 14' high. Can use a minimum height of 8' What is the height and width of the dock doors? Standard Dock Doors	Yes	
Is the floor in receiving and staging area free of holes, door jambs or other obstructions? <i>Dock area should have at least 600 sq. ft. of obstacle free space for movement of materiel handling equipment in and out of trailers.</i>	Yes	
If loading dock(s) are not present can the driveway accommodate a tractor trailer and a have an area to off-load container/materiel <b>(Yes-Both)</b> (Are mobile ramps and/or forklifts available? How many? <b>1-Forklift on-site</b>	Yes	
Does the loading dock and receiving area have adequate lighting?	Yes	
<b>Material Handling Equipment (MHE)</b>		
Has an inventory of MHE been documented including materials that need to be procured at the time of and event?	Yes	
Are forklifts available? Yes-On Site? Yes-Off Site? If off site, how long to arrive on site? 24 hours  Numbers: 1 On-Site (Additional Forklifts can be obtained within 24 hours Types: Multiple forklifts that meet the 3-5K pound capacity are available  <i>If proper loading docks with levelers are present then a minimum number of forklifts could be utilized. However, if loading docks are <b>not</b> present then it is recommended that two 3000 – 5000 pound capacity forklifts will be needed to off-load materiel from the vehicles and an additional two forklifts will be needed to stage and load repackaged assets on trucks. (Note: Forklifts larger than 6000 pound capacity are not efficient and most cases the lifting times will be too wide.)</i>	Yes	
Are pallet jacks available? 2-On Site? 4-Off Site? If off site, how long to arrive on site? 24 hours  Numbers: 6 <i>Approximately six pallet jacks should be available. Three will support picking materiel, one for quality assurance, and two for staging and loading/unloading materiel onto to trucks.</i>	Yes	
Are empty pallets available? 10-On Site? 50-Off Site? If off site, how long to arrive on site? 24 hours Amount: 60 <i>The standard 40 X 48 inch pallet should be utilized. It is recommended that at least 100 pallets be made available to initially activate your LRS more should be made available as your LRS facility is in operation.</i>	Yes	
Are dollies/hand trucks available? 2-On Site? As needed-Off Site? If off site, how long to arrive on site? 24 Hrs Numbers: As needed	Yes	
Are adequate fuel and/or batteries available for forklifts? <b>Note:</b> Units that run on propane will require a tank of fuel every 8 to 12 hours. Electric units will require battery replacement every 8 to 12 hours and a charging station. <b>Safety Note:</b> It is not recommended to operate gasoline-powered forklifts in doors due to the	Yes	

<i>danger of carbon monoxide build up. In addition, individuals must be trained and certified to operate forklifts as required by Occupational Health and Safety Administration (OSHA).</i>		
<b><i>Environmental Controls</i></b>		
Heating and Air Conditioning: Does the facility offer a controlled room temperature between 59° F to 86° F?	Yes	

<b>Security</b>		
Has a written Hazard Vulnerability Assessment been completed for the facility? No—this is a new facility (opened June 2007)		No
Are written security plans completed and available?		No
Are there any facilities nearby which might pose a security threat (example: prisons, halfway houses, and chemical refineries)		No
Briefly describe any nearby facilities which might pose a security threat to the site.  None		
Is the site located in a high crime area?		No
What information was used as a basis for this determination? Gaston County Police Department		
Are there problems with vehicular traffic congestion in the area?		No
What information was used as a basis for this determination? Gaston County Police Department		
Briefly describe the type of neighborhood (i.e. residential, commercial, industrial) Commercial/County Government		
How close is the nearest police station? What is the police or sheriff facility name, address and phone number? <b>Sheriff's Department</b>	0.1 miles	
How close is the nearest fire station?	4.5 miles	
What is the fire facility name, address and phone number? <b>Windsor Fire Department</b>		
How close is the nearest hospital?	4.9 miles	
What is the hospital facility name, address and phone number? <b>Bertie Memorial Hospital</b>		

<b>Exterior</b>		
Is the perimeter of the facility's grounds clearly defined by a fence, wall, or other type of physical barrier?		No
Does the barrier limit or control vehicle or pedestrian access to the facility?		No
Are the gates in good working order? <b>N/A</b>		
Can the gates be locked? <b>N/A</b>		
Briefly describe the barrier and its condition		
Do landscape features provide places for potential intruders to hide?		No
Are there items such as bricks, stones, or wooden fence pickets which could be used by intruders as weapon and/or tools?		No
<b>Lighting</b>		
Is the entire perimeter lighted?	Yes	
Are the lights on all night?	Yes	
Are light fixtures suitable for outside use (i.e., are they weather and tamper resistant)?	Yes	
Lights are controlled automatically (or have the capability for automatic control)?	Yes	
Are control switches accessible to authorized persons only?	Yes	
Do any exterior or perimeter lights have an auxiliary power source?		No
Excluding parking areas, is the lighting of the building grounds adequate?	Yes	
Interior lighting: Does the interior have sufficient lighting to work safely?	Yes	
Is there emergency lighting?	Yes	
Are the interior lights key controlled? Who has access to the light switches?		No
<b>Doors, Windows, and Other Openings</b>		
Are all exterior doors properly equipped with cylinder locks, deadbolts, or solid locks and hasps?	Yes	
Are doors with windows equipped with double-cylinder locks or quality padlocks?	Yes	
Are windows that could be used for entry protected with locks?	Yes	
Are windows that could be used for entry protected with secondary closures?	Yes	
Are openings to the roof (doors & skylights, etc) securely fastened or locked from the inside?	Yes	
Is key-control system in effect?	Yes	
Who is responsible for the key control system? <b>County Water Department</b>	Yes	
Are master keys kept securely locked and issued on a strictly controlled basis?	Yes	
Locked area inside building for controlled substances	Yes	

<b>Utilities</b>		
Adequate power with back-up electricity and lighting: Available as needed Portable generators and floodlights: Available as needed within 24 hours	Yes	
<b>Communications</b>		
Are communications resources adequate?	Yes	
If not, what is needed?	N/A	
What communications are available in the facility?		
Telephone (describe system)	Yes	
Radio (describe system) - 800MHZ Portables (Emergency Management)	Yes	
Public Address (describe system) - Telephone Paging System	Yes	
Other (describe system)	N/A	
Is there one or more communications system used exclusively for security purposes?		No
<b>Amenities</b> <i>(Located within the LRS is convenient but not required. But access to facilities nearby is necessary)</i>		
Bathrooms (male – female)	Yes	
Rest Areas		No
Vending machines	Yes	
Eating and break areas	Yes	
Other equipment (coffee makers, refrigerators, ice machines, microwaves)	Yes	
Drinking water fountains	Yes	
<b>Supplemental Information</b>		
Are packing supplies available? (i.e., shrink wrap, box cutters, empty boxes)	Yes	
Will garbage removal be available at the facility?	Yes	
<b>Office space</b>		
Has an inventory of office equipment been documented including any supplies that need to be procured at the time of an event?		No
Indoors or weather protected	Yes	
Adequate working space? Defined as: minimum 3 folding tables and 6 chairs Immediate accessibility to SNS material. Adequate lighting Low noise level (preferable not necessary)	Yes	
Working power outlets available	Yes	
A LAN or high-speed internet connection	Yes	
Are analog phone lines available?	Yes	

<b>Staffing</b>				
Have the following been identified with POC and Backup and job action sheets?	POC and Backup?		Job Action Sheet created?	
LRS Manager	Yes		Yes	
Security Coordinator	Yes		Yes	
Safety Coordinator	Yes		Yes	
Communications/IT Coordinator	Yes		Yes	
Inventory Control Manager		No	Yes	
Shipping and Receiving Manager		No	Yes	
Pick Team Manager		No	Yes	
Quality Control Manager		No	Yes	
Other:		No	Yes	
Other:		No	Yes	
Is there adequate staff available?			Yes	
Operating Hours: Can the LRS staff operate for 24-hours per day for several days and maybe longer?			Yes	
Availability on short notice: Can staff be available within 12-24 hours?			Yes	
Is there LRS operating guide for the staff?				
Has the LRS staff be trained?				No
If not will the staff receive just-in-time training?			Yes	
How many staff are available and trained?				



***Supplemental Information:***

***Diagrams:***

Diagrams are currently being drawn as this is a newly designated Receiving Site. (June 2007)

***Pictures (Interior & Exterior)***

Bertie County CRDP Arial View:



North Side Loading Dock:

Main Office Entrance:

South Side Loading Dock:

Warehouse and Secure Cages:

Interior North Loading Dock (Entrance/Exit):

Interior North Loading Dock (Entrance/Exit):

On-Site Forklift: