

GULF WARS STANDARD OPERATING PROCEDURES

PUBLIC WORKS

Ongoing:

Maintain Public Works purchased equipment and tools.

Answer emails from autocrats and staff in a timely manner.

Work with Deputy for two years, if possible, be deputy for transition year and step away from the department for at least two more years.

At least 8 months before:

Update SOP if necessary. Add or clarify rules if necessary.

Ask Autocrat of any upcoming changes (i.e. opening date time changes)

At least 7 months before:

Send Public Works information to Web Administer to add to web site.

Look at last year's Gulf War notes, make sure any issues have been addressed and corrected.

A few months before the war

Order any items that need to be made and shipped, i.e. parking signs.

Signs need to be replaced every 2 or 3 years as they seem to get beaten down by the weather and people driving over them. (Normally shared with Parking/Traffic)

At least one month before the site booklet deadline:

Work on site map to review issues with camps and water/power.

Contact site owner water and electrical issues.

Thursday before the war Early On:

- Get golf cart and radio as soon as possible; PW is issued two carts for Thursday through Saturday.
- Gather Public Works tools and equipment from Inventory as soon as possible.
- Gather and inspect propane tanks. Exchange any tank over two years old.
- Buy Ant Killer

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Friday before the Early On:

- Inventory opens at 8:00, get tools and equipment if not already done.
- Use the spare utility cart to load the Flatwood family and get them set up on Kings Highway as early as weather allows. (The Flatwoods will no longer be placed on the left side of Kings Highway as you enter Kings Arrow Ranch.)
- Inspect and insure Kingdom torches are ready for use.
- Ensure all camps are complying to KAR and Land directives regarding power, water, kitchen, and sumps.

Saturday (The beginning of War and majority of the players come in to their camps.

- Assist Parking and Traffic as requested
- Use ant killer on fighters' fields, rapier fields, leave one bag for each field and another for Equestrian

Sunday thru Friday

- Ensure Kingdoms have their torches for their socials on Tuesday
- Assist GW and KAR with power and water issues as they arise.
- Friday pick up Flatwood family and return them to Inventory.

Saturday

- Assist Parking and Traffic as needed
- Turn in all PW equipment to Inventory by noon if possible.
- Turn in Golf Carts/keys

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LEGAL INFORMATION

IMPORTANT: Kings Arrow Ranch is a private property with the right to limit the hours, location and operation of any and all activities on its premises.

Gulf Wars XXXIII

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