

OPERATING DIRECTIVE

Hillsborough County
Aviation Authority

Number: D360.02.04

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Revised: _____

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Subject: Baggage Conveyors

PURPOSE: To provide procedures for the maintenance of the airport's baggage conveyor systems.

GENERAL: The baggage conveyors at the airport are owned and maintained by the Authority. Tenants are responsible for the operation of the systems assigned for their use.

PROCEDURES:

A. Maintenance and Repair of Baggage Conveyors:

1. Maintenance will establish a program to provide preventive and corrective maintenance on all baggage conveyors including response to bag jams.
2. Calls for repair of malfunctioning equipment should be directed to Work Control or the Communications Center. Systems recovery engineers will be dispatched as needed.
3. Maintenance will make every effort to minimize disruption to tenant operations when performing work on the conveyors. In the event of prolonged outage, Maintenance will coordinate the use of alternate equipment.

B. Reimbursable Expenditures:

Tenants are responsible for the proper operation of baggage systems. Any equipment damaged by accident or through improper operation will be subject to reimbursement by the tenant for all costs associated with the repair.

APPROVED: /s/ John Wheat

DATE: 12/10/02