



Operations Memorandum

To: CVG Airlines and Tenants

From: Brian Cobb, VP - Customer Experience

Subject: Concourse A Common Dumpster Area Relocation and Compactor Guidance

Date: March 31, 2017

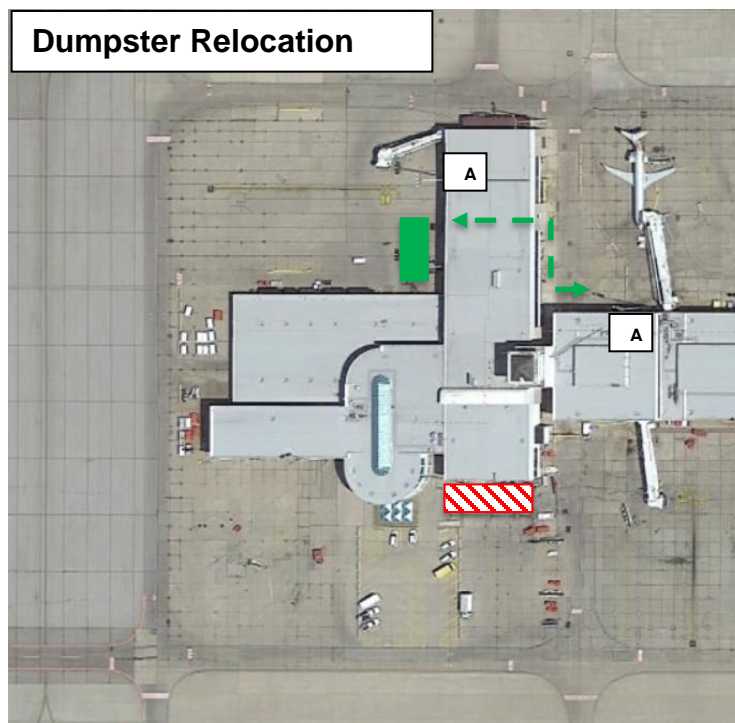
Effective **April 3, 2017:**

TRASH COMPACTOR



Operations Memorandum 2017-07 previously announced the planned replacement of trash containers with a single compactor and relocation of recycling containers at Concourse A. The guidance stated:

The multi-tenant dumpster and recycling containers will be relocated to the Gate A4 areas (depicted below). At the same time, the dumpsters will be replaced with a single compactor to conserve space. Additional guidance will be issued on how to use the compactor.

Users may access this area by using the service elevator near A6 to reach ramp level then transport through the near-by breezeway that joins the A6 and A4 areas.





Additionally, the following guidance addresses the proper use and safety features of the compactor. Please ensure all appropriate staff are familiar so that we may provide a safe and user-friendly environment among all tenants.



COMPACTOR SAFETY WARNINGS:

- 1) FEDERAL REGULATION PROHIBITS THE USE OF THIS EQUIPMENT BY ANYONE UNDER 18 YEARS OF AGE.
- 2) ONLY AUTHORIZED AND TRAINED PERSONNEL ARE ALLOWED TO OPERATE THE COMPACTOR.
- 3) STAY CLEAR OF ALL INTERNAL PARTS OF THE COMPACTOR DURING OPERATION. FAILURE TO DO SO COULD RESULT IN SERIOUS INJURY OR DEATH!
- 4) NEVER ENTER ANY PART OF THE COMPACTOR.
- 5) COMPACTOR IS EQUIPPED WITH A SECURITY DOOR ON BOTH SIDES OF THE CHARGE BOX ENCLOSURE. BE SURE THAT BOTH SECURITY DOORS ARE CLOSED BEFORE COMPACTOR IS STARTED.
- 6) BEFORE STARTING THE COMPACTOR, BE SURE NO ONE IS INSIDE AND EVERYONE IS CLEAR OF ALL POINTS OF OPERATION AND PINCH POINT AREAS BEFORE STARTING
- 7) DO NOT REMOVE ACCESS COVERS. ALL ACCESS DOORS ON THE COMPACTOR BODY SHOULD BE SECURED IN PLACE WHEN THE COMPACTOR IS OPERATING.
- 8) ONLY AUTHORIZED PERSONNEL SHOULD BE ALLOWED INSIDE THE MOTOR CONTROL PANEL. THE MOTOR CONTROL PANEL CONTAINS HIGH VOLTAGE COMPONENTS.

IN CASE OF EMERGENCY OR IF YOU EXPERIENCE ANY ISSUES WITH THE COMPACTOR PLEASE CALL THE AIRPORT COMMUNICATIONS CENTER (ACC) AT 859-767-7777.



COMPACTOR OPERATING INSTRUCTIONS:

- 1) OPEN SECURITY DOOR ON THE CHARGE BOX ENCLOSURE, PLACE THE MATERIAL TO BE DISCARDED INTO THE COMPACTOR.
- 2) CLOSE THE DOOR AFTER PLACING MATERIAL INTO THE COMPACTOR.
- 3) WALK OVER TO THE MOTOR CONTROL PANEL LOCATED ON THE RIGHT SIDE OF THE COMPACTOR.
- 4) TURN THE MANUAL-OFF-AUTOMATIC SWITCH TO THE MANUAL POSITION.
- 5) DEPRESS THE START SWITCH FOR 1 TO 2 SECONDS AND RELEASE. THE COMPACTOR WILL CYCLE, THEN STOP.
- 6) AFTER COMPACTOR CYCLE HAS STOPPED, REPEAT STEPS 1 THROUGH 5, IF NECESSARY.

**IN CASE OF EMERGENCY:
PUSH THE LARGE RED BUTTON
TO STOP COMPACTOR**

IN CASE OF EMERGENCY OR IF YOU EXPERIENCE ANY ISSUES WITH THE COMPACTOR PLEASE CALL THE AIRPORT COMMUNICATIONS CENTER (ACC) AT 859-767-7777.