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## Daily Office Procedures

- 1) Arrive by 8:00 am (or 7:45 for each instructor who has a flight at 8:00)
- 2) Open office doors
- 3) Turn all lights on and open appropriate window blinds
- 4) Open Store
- 5) Adjust office temperature controls to a comfortable level
- 6) Turn on Neon Airplane
- 7) Ensure Ops Log is ready for use and
  - a) file any completed Ops Log sheets from the previous day
  - b) file Fuel Receipts
- 8) Complete daily audit of Aircraft Journey Logs
- 9) Ensure aircraft times in Scheduling Software and Journey Logs are synchronized
- 10) Update the "Status Board" – check for current time on each aircraft and make note of the next Out-of-Phase Maintenance task
- 11) Make coffee
- 12) Check and change water cooler bottle if required
- 13) Take out garbage
- 14) Ensure that the office is tidy:
  - a) put the previous day's newspaper on the pile in the kitchen
  - b) ensure classroom and briefing areas are tidy and the chairs are tucked neatly under the desks;
  - c) Desks are lined up and straight
  - d) Ensure desktops and Counter tops are clean and free of "coffee rings"
  - e) Clean kitchen sink area
  - f) make sure that the bathroom is stocked with toilet paper and paper towel
- 15) Check phone messages

All of these items must be completed each morning when we arrive. If there is only one instructor opening, it is their responsibility to complete this on their own. If there are two or more of us opening, these tasks should be divided up and shared.



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## Winter Operations

- 1) If frost or icing is suspected, visually check all aircraft that are scheduled for flight in the morning and turn them so their tail and majority of the wing are directed at the sun; prepare the de-icing fluid container and any brushes that may be required so there will be no delay when it comes time to de-ice the aircraft

As we get into the winter, the de-icing of aircraft will undoubtedly cause delays in our first departures of the day.

This can be reduced by checking each morning to see if there is frost, turning the aircraft into the sun if frost is detected, and then making sure that

- a) the de-icing container has sufficient fluid in it and
- b) the brushes are readily available for use.

If you empty the de-icing fluid container, either refill it yourself, or if you are flying, ensure you ask someone else to refill it so it is not empty the next time it is to be used. Even if you are not scheduled to fly yourself in the morning, it is necessary for each of us to check the planes and start thawing them out each morning.

All planes that are scheduled to fly at 8:00, 10:00. or 12:00 should be turned into the sun