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Walking Box Ranch Custodianship Quarterly Progress Report: Period ending July 10, 2009

Margaret N. Rees

University of Nevada, Las Vegas, peg.rees@unlv.edu

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QUARTERLY PROGRESS REPORT

**University of Nevada, Las Vegas
Period Covering April 11, 2009 – July 10, 2009**

Financial Assistance Agreement #FAA080093

Custodianship of the Walking Box Ranch Property

Executive Summary

- UNLV provides stewardship of Walking Box Ranch (WBR) by providing a caretaker who oversees the property, facilitating use of the property by researchers and educators, developing a use and research policy for the property, and coordinating these activities with BLM in accordance with TNC restrictions.
- UNLV currently addresses security issues for the property through the presence of the caretaker and two Metro Officers who stay on the property in rotation.
- UNLV and two METRO officers with CPTED (Crime Prevention Through Environmental Design) visited the ranch and discussed crime prevention strategies that can be incorporated in planning and design of museum and research center (5/19).
- UNLV is developing a Premises-use Process, which will be completed during 2009.
- UNLV has completed a draft inspection document, which will be tested during the next quarter and completed during 2009.
- UNLV is finalizing an agreement with METRO officers permitting the officers to stay on the ranch property, increasing security for the ranch.

Summary of Attachments

- CPTED Suggestions
- WBR CASHE Aud_UNLV.xls
- WBR standard operation procedures.doc

Project Management Plan Items:

- 1. Provide stewardship of the 40-acre Headquarters Parcel of the Walking Box Ranch.*

a. Maintained and used in accordance with the Conservation Easements and Section 106 of the National Historic Preservation Act and

b. Make available to researchers, educators, students, federal land management personnel, the citizens of the State of Nevada, and the general public during the time that the Walking Box Ranch Field Research and Training Center and Museum are being designed and constructed.

- UNLV provides a caretaker who lives on the premises, oversees the use of the property, and is in daily communication with UNLV regarding activities on the property.
- Work has continued on the process of formulating a WBR Use Policy describing appropriate uses of the ranch facilities during the three to five-year design and construction period. During this period, the existing buildings will be repaired and renovated and new museum and research center buildings will be constructed. This policy will be finalized during 2009.
- A total of 40 visitors stayed at the ranch during this reporting period for a total of 16 user days.
- The site was also visited by participants in the 100% Design Concept Plan meeting, who included member of EDAW's team and also UNLV participants, to ground truth plans to date for building location and use. In particular, we searched for the old well near the house and investigated water lines on the property.

2. *Be responsible for coordination and facilitation of site security; protection from vandalism; minor/routine repair; day-to-day upkeep of facilities and property; and protection of the 40-acre "Headquarters Parcel" of the Walking Box Ranch and Museum. The UNLV shall be responsible to ensure that the 40-acre "Headquarters Parcel" of the Walking Box Ranch property is managed in a manner consistent with the Conservation Easements on the ranch property; the BLM's management goals objectives, priorities and directives for the property; and within available funding.*

- Jean Cline visited the ranch with Crime Prevention Specialists Kathy Perkins and Steve Fuquay, of the Las Vegas Metropolitan Police Department. These officers are trained in CPTED (Crime Prevention Through Environmental Design). During the visit the officers were given a tour of the property and provided with information on the planned museum and research center. They made suggestions on how to incorporate design features to discourage criminal activity and vandalism into preliminary building and landscape designs for the project. See attachment "CPTED suggestions" for a list of suggestions made during their visit.
- UNLV provides a caretaker who lives on the premises, and who is a key component in maintaining security on the property.

- UNLV has an informal agreement with Metro officers who currently park two recreational vehicles on the property in which they live part of the week. UNLV provides hookups for the RVs. The officers provide increased security through their part-time presence and the presence of official police vehicles parked on the premises. UNLV is in the process of formalizing this agreement with the officers.

3. *Report any issues of safety or concern to the BLM within a reasonable time period.*

- There were no issues of safety or concern during this reporting period.

4. *The UNLV shall be responsible for all reasonable minor repairs to stabilize the ranch buildings and maintain a record of all repairs and costs. The UNLV threshold for single minor repairs shall not exceed \$2,500 per work-order and shall not require prior BLM approval.*

- UNLV received a spreadsheet listing repairs needed at the ranch determined by a BLM audit. UNLV is working through this list and includes as an attachment an updated version of the spreadsheet outlining what tasks have been completed. See attachment *WBR CASHE Aud_UNLV.xls*.
- During this report period the following repairs were made (in addition to the items on the spreadsheet above):
 - repair of the security lights
 - changing of all filters on heating units
 - installation of the cross support in the pumphouse to support the tank on the top of the building
 - the ladder on the outside of the pumphouse was removed
 - pressure relief valves were installed on all faucets that have water to them around the exterior of all buildings, around the tennis court, and in the vicinity of the barn
 - a hinge and lock were installed on the pump box by the pumphouse
 - the sink in the bunkhouse was repaired
 - a seal on the shower door in the bunkhouse was repaired
 - furnace in the mobile home was repaired

5. *Participate in effective and collaborative partnerships with the BLM.*

- UNLV continues to communicate with BLM regarding all aspects related to custodianship of the property, to take all possible precautions to protect the property, and to use the property in ways that advance BLM's mission.

6. Participate in relevant and required community and governmental meetings, scholarly conferences and educational activities that forward the purposes of this agreement.

- No such meetings were held during this quarterly reporting period.

7. Assist BLM with public outreach functions regarding activities at or in relationship to Walking Box Ranch, and the need to restore and protect this historic property.

- No public outreach activities occurred during this quarterly period.

8. Facilitate the efforts of the BLM to carry out tasks associated with any project to be performed on the Walking Box Ranch so as to in no way cause unreasonable delays or inhibit access to the BLM as required to carry out such projects.

- No such projects were conducted during this time period.

9. Premises-use Monitoring: Create and implement process to coordinate and process requests from universities, other educational institutions, and public and private entities or agencies to conduct research projects on the 40-acre "Headquarters Parcel" of the Walking Box Ranch property or utilize the facilities thereon. Research requests shall be forwarded to the BLM and The Nature Conservancy for approval. Research projects outside of the 40-acre "Headquarters Parcel" of the Walking Box Ranch property are not authorized under this Agreement. The created process will be documented in a report and will include requests forms.

- UNLV will develop a policy that will coordinate research requests and transmit these requests to BLM and TNC. UNLV has finalized a WBR Use Request Form; responses to this form will indicate if applicants wish to conduct research on the Headquarters Parcel. A second form, currently in preparation, will be triggered requesting detailed information on proposed research to be conducted on the Headquarters Parcel. This process will be formalized and described in a written report to BLM that will include a Research Request form. The report will be delivered to BLM during 2009.

10. Inspections: Create and implement process to conduct visual inspections of on-site facilities and contents and document their current/ongoing condition and prepare written recommendations for the BLM regarding repair, replacement, or upgrade. The created process will be documented in a report and will include inspection forms and recommendation forms.

- UNLV has completed a draft document of standard operating procedures that include: daily visual inspection of buildings, daily visual inspection of

SUMMARY OF PROJECT PLAN
Walking Box Ranch – Custodianship

Year One Deliverables	Percent Complete as July 10, 2009	Plan for Completion
1. Provide stewardship of the 40 acre Headquarters Parcel of the WBR	15%	Continue to provide caretaker; finalize WBR Use Request Form during the first quarter of 2009; Formulate WBR Use Policy during 2009.
2. Be responsible for coordination and facilitation of site security	15%	Continue to provide caretaker; complete agreement with Metro officers staying at ranch; assess ranch security, formulate security plan, and implement security plan.
3. Report safety or concern issues to BLM.	15%	Continue to report issues of concern to BLM
4. Be responsible for reasonable minor repairs.	15%	Make necessary repairs as the need arises
5. Participate in effective and collaborative partnerships with the BLM.	15%	Continue to work collaboratively with BLM to move project forward
6. Participate in relevant and required community and governmental meetings, scholarly conferences and educational activities.	15%	Participate in meetings whenever they occur.
7. Assist BLM with public outreach functions.	15%	Assist whenever these projects occur.
8. Facilitate BLM efforts with WBR associated projects.	15%	Facilitate whenever the projects occur
9. Premises – use monitoring: create and implement process to coordinate request to conduct research on the 40-acre Headquarters parcel.	15%	Develop a policy and provide policy and relevant documents to BLM. This report will be delivered to BLM during 2009.

10. Inspections: create and implement process to conduct inspections of facilities and contents and provide recommendations for BLM.	65%	Formalize the ranch inspection process and deliver report summarizing process and relevant documents. This report will be delivered to BLM during 2009.
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Submitted by:

**Margaret N. Rees,
Principal Investigator**

07/10/09
_____ **Date**

ATTACHMENTS

Security Suggestions from Kathy Perkins and Steve Fuquay, Crime Prevention Specialists for the Las Vegas Metropolitan Police Department trained in CPTED (Crime Prevention Through Environmental Design)

I visited WBR with these officers and they made the following suggestions as we walked around the property and discussed project plans. Their approach was to make many suggestions and to leave it to us to determine what works for the ranch. Below I summarize these suggestions.

Outside lighting is important. Building codes may require some emergency lighting. Test: can you read subheadlines in newspaper in available light? If no lighting is not sufficient.

“Dust to Dawn Motion Detector Lights” Infrared lights set off by motion; can be set to operate for selected times.

Use signage to designate public versus private locations. Shows visitors where they should NOT be and posted signs support caretaker/volunteers in enforcing rules.

Have a plan to protect the utility pole.

Beware that thieves will steal new Cu wire in ground used for landscape lighting. Locations of lights will tell them where the wiring is.

Vandals will wreck/steal what is most easily accessible first; for example, make sure benches are durable, recyclable material while nice is most easily defaced.

Use barrier plants where we don't want people to trespass; example: cactus (in rock gardens with sticker plants for example) under bedroom windows (by bunkhouse). Add cactus along with rail fences to deter further. Large potted plants can protect against vehicle entry by crashing through building in areas where there may be high-end computer equipment. Think about where the largest equipment investment is or where thieves might look for drugs and prevent access to those buildings. Eliminate dark spots, which are hiding areas.

Glass windows are easily broken and/or easy to remove. Use security film to prevent shattering.

There will probably be cash here. Build a concrete safe as part of the foundation. Have sign in sales area announcing that “Employees do not have access to safe” which is on a timer. Have money deposited at least once a week but do this on an irregular schedule.

Fake cameras do NOT work. The word gets out fast.

Cameras are not as preventative as people hope. They serve as pictures for liability/theft. People will fake falls, etc, so cameras especially for liability and employee theft.

Inventory control/employee theft – these are some of the areas that may need cameras. Lots of businesses go out of business because of employee theft. Even in small offices people can have personal problem that leads to theft. Need a 1/year independent audit of books.

Place crunchy rock where you want to hear people approach, under bedroom windows for example.

Have posted hours for picnic area and bathrooms and lock down when the site is closed. Do not permit access when site is closed. Do not have bathrooms available when site is closed.

The more activities with children the better as lots of kids running around discourages sneaky behavior.

Ranch house dead bold locks are old.

Windows that open up and down can also be protected with dowels so windows can't be opened (ranch house)

Can place metal bar with yolk under door knob to keep door from being kicked in

Windows and glass doors are vulnerable. Many glass doors in ranch house – possibly have security laminate applied to inside of glass. This is not visible but can't be broken. In Las Vegas go to "Las Vegas Window tinting or Nevada Window Tinting"

Cameras now operate through internet and not with wires. Can also come to cell phones. They can run off batteries and alarm goes off on cell phone. For new structures run cable for cameras. Include camera locations in blue prints

Consider having an observation tower not accessible to public that permits view of all grounds at once

Locks on windows should have "double cylinder deadbolt" so intruder can't break glass and open

General rule: bushes should not be more than 3-4' high so they are not hiding places. Trees should be trimmed to 6' up from ground to eliminate as hiding place.

Fencing, wrought iron is best, then security chain link (can't be cut)

Organize a neighborhood watch and/or outside volunteer patrols; get this program started well before opening. Have a specific schedule and outfit participants with a WBR vest for example. Have a President for this volunteer group and interact with this person.

Keep a log of incidents/events including when nothing happens. Will indicate when there is no activity, moderate activity, etc. Eventually patterns emerge.

RED ROCK/SLOAN FO

		UNLV Electrician/facilities					
		Deal w/ during renovation					
		Caretaker handle					
		Paula handle					
		Jean handle					
		BLM handle					
	Finding Number	Finding	Page No.	Person Assigned	Due Date	Date Completed	Est. Cost/Cost Code
	AIR-08-001	The Walking Box Ranch ice house may contain an excess compressor.	5.3-2	BLM - Taylor	1/30/2009		Unknown
	ELEC-08-001	Exposed electrical wires are present at National Conservation Area facilities.	5.3-39		1/30/2009		
		Walking Box Ranch residence house kitchen (an outlet on the left side of the sink is loose)					
		Walking Box Ranch attached bedroom (an electrical panel is missing all of its circuit breakers)					
		Walking Box Ranch outdoor light fixture in front of weight room door (exposed wires above the light bulb)					

RED ROCK/SLOAN FO

	Finding Number	Finding	Page No.	Person Assigned	Due Date	Date Completed	Est. Cost/Cost Code
	ELEC-08-004	Circuit breakers in the electrical panel box at the Walking Box Ranch are not labeled.	5.3-44		1/30/2009		
?		BLM policy requires that each circuit be identified on the switch itself or the panel box's index. The identification must include the following: the room, office number(s), and specific areas or machinery where they control the electricity. Other markings indicating voltage, current, or wattage are also required.					
	ELEC-08-005	Circuit testing indicated improper wiring at the maintenance shop electrical receptacles.	5.3-45		1/30/2009		
		The Walking Box Ranch contains outlets that the circuit tester indicated the grounding path has been compromised and is no longer permanent or continuous in the downstairs guest bedroom bathroom, upstairs master bedroom, upstairs master dressing room, and outdoors by the swimming pool bar-b-cue.					
		The outdoor outlet in front of the barn registered a false ground.					
	ELEC-08-006	Lamp lights are not protected, are missing bulbs, or the connectors are broken.	5.3-46		1/30/2009		

RED ROCK/SLOAN FO

	Finding Number	Finding	Page No.	Person Assigned	Due Date	Date Completed	Est. Cost/Cost Code
	EXIT-08-005	The landing from the Walking Box Ranch weight room exit door is not properly constructed.	5.3-56		1/30/2009		
		There is a 13-inch step down from the building to the landing. The step down poses a hazard under normal circumstances and especially in an emergency situation when people are rushing through the exit. The IBC and NFPA require a landing that is at least 36 inches deep and at least as wide as the exit door. The landing must be flush with the door threshold unless the doors swing inward. For doors that swing in, the landing can be up to 8 inches lower than the door's threshold.					
	FIRE-08-001	Smoke detectors are not located in the three bedrooms within the Walking Box Ranch bunkhouse where UNLV employees sleep.	5.3-57		1/30/2009		
COMPLETED		Smoke detector in Kitchen area only.					
	FIRE-08-002	Fire extinguishers located at Walking Box Ranch are past due for inspection.	5.3-58		1/30/2009		

RED ROCK/SLOAN FO

	Finding Number	Finding	Page No.	Person Assigned	Due Date	Date Completed	Est. Cost/Cost Code
		The CASHE Team identified the fire extinguishers in the following locations: downstairs guest bedroom bathroom (a fire extinguisher was last inspected in November 2004); bunkhouse (a fire extinguisher was inspected in November 2007); barn (a fire extinguisher was last inspected in October 2000, and the dial is in the recharge area); and outdoors by the water storage tank (a fire extinguisher was last inspected in November 2007).					
	GEC-08-001	Confined spaces that not locked or signed.	5.3-59		1/30/2009		
COMPLETED		Walking Box Ranch valve box					
	HWMIN-08-001	Potentially excess and expired shelf-life hazardous materials are stored at assessed facilities.	5.1-15 and 5.3-8		1/30/2009		
COMPLETED		Walking Box Ranch potable water pump house (three 5-pound containers of potassium permanganate for the water system that is no longer used, five 1-gallon cans of paint, and five 1-quart containers of primer and PVC glue).					
	MED-08-001	Expired medications.	5.3-66		1/30/2009		

RED ROCK/SLOAN FO

	Finding Number	Finding	Page No.	Person Assigned	Due Date	Date Completed	Est. Cost/Cost Code
COMPLETED		expired medications in the Walking Box Ranch bunkhouse (a first-aid kit contains a bottle of eyewash that expired in February 2008 and a can of Swift burn spray that expired in November 2007).					
COMPLETED	PPE-08-001	Personnel who use dust masks and comfort masks on a voluntary basis have not been provided with proper training or hazard evaluations.	5.3-67		1/30/2009		
		Dust masks located at the Walking Box Ranch (an individual dust mask in lying on the floor).					
There is no water treatment system in the bunkhouse	PW-08-001	Formal preventative maintenance schedules and records are not maintained for the water treatment systems at District Office facilities.	5.1-17 and 5.3-10		1/30/2009		
		A formal preventative maintenance schedule and record are not maintained for the water treatment system in the Walking Box Ranch bunkhouse.					

RED ROCK/SLOAN FO

	Finding Number	Finding	Page No.	Person Assigned	Due Date	Date Completed	Est. Cost/Cost Code
		Hose bibs without vacuum breakers were observed in the residence house laundry room and the potable water pump house. In addition, a yard hydrant without a vacuum breaker is located adjacent to the tennis court.					
	PW-08-007	There is a dime-sized opening on the Walking Box Ranch potable water well cap providing a direct pathway for contaminants to enter the groundwater.	5.3-21		1/30/2009		
		The hole has a tube running through it that once provided water treatment chemicals. In addition, it does not appear that there is a sanitary seal on the well cap. The hole in the well cap provides a pathway for small animals; their feces, insects, and dirt to get contaminate the water. This is an issue that would be identified in a State-conducted sanitary survey if the site was a regulated public water system. Even though it is not a public water system as defined by the State, BLM policy requires it be managed as if it were.					
	PW-08-008	The drinking water at Walking Box Ranch and Red Rock Canyon Campground is not sampled to determine if it is potable.	5.3-22		1/30/2009		
		The care taker and facility personnel at Walking Box Ranch are not aware if the drinking water is tested.					

RED ROCK/SLOAN FO

	Finding Number	Finding	Page No.	Person Assigned	Due Date	Date Completed	Est. Cost/Cost Code
	SW-08-001	Bulky waste has accumulated at Oliver Ranch.	5.3-37		1/30/2009		
		An old generator, batch mixer, military trailer, and a house trailer are stored at Oliver Ranch. The items have been stored for an extended period of time and it appears as if it has no value		Tanaka-Sanders Baribault			
	THS-08-001	Paint, possibly lead-based throughout the interior of the Walking Box Ranch residence house is cracked and peeling.	5.3-71		1/30/2009		
		Due to the age of construction, the paint chips falling off the wall may contain lead. If the peeling paint contains lead, it poses a hazard to the public. In addition, the concentration of the lead in the paint chips may be high enough that the paint itself fails TCLP criteria, and therefore, the paint chips would be a hazardous waste.					
	TSCA-08-001	A radon survey has not been conducted.	5.3-38		1/30/2009		

RED ROCK/SLOAN FO

	Finding Number	Finding	Page No.	Person Assigned	Due Date	Date Completed	Est. Cost/Cost Code
		Title 15, Section 2669 of the United States Code required that Federal agencies complete radon surveys of Federal buildings occupied 8 hours per day by June 1, 1990. The Federal Government's objective is that indoor radon levels be equivalent to outdoor, ambient background levels (15 USC 2669). BLM has instituted a program of testing, mitigation, and reporting in an effort to attain the goal set by 15 USC 2669.					
	WWS-08-001	The master bedroom balcony of the Walking Box Ranch residence house is not equipped with proper railings.	5.3-72		1/30/2009		
		The railing on the balcony extends 36 inches from the platform, does not include an intermediate rail, and is not steady. The balcony extends from the second floor of the residence and is at least 8 feet above the ground.		Taylor -- pending final design and approval			
	WWS-08-002	Fixed ladders at the Walking Box Ranch are not equipped with fall protection.	5.3-73		1/30/2009		
		The fixed ladder on the potable and non-potable water tanks at the Walking Box Ranch is over 20 feet high and is not provided with fall protection. The potable water tank at Walking Box Ranch is no longer in use. In addition, a rung has been cut off of the bottom of the Walking Box Ranch potable water tank ladder.					
COMPLETED							

RED ROCK/SLOAN FO

Action Taken

When renovating the Walking Box Ranch, move the duct work so the electrical panel has clear access. Report and action plan submitted to Safety Officer. NO ACTION REQUIRED AT THIS TIME
Replaced with recommend heater
Replaced with recommend heater

RED ROCK/SLOAN FO

Action Taken

Recommendation: Install proper landings at all exit doors.

Cashe Team Recommendation: Mount smoke detectors in each sleeping room of all bunk houses and residences and remove smoke detectors from kitchen area.

RED ROCK/SLOAN FO

Action Taken

Cashe Team Recommendation: Contact a fire extinguisher inspection company and arrange for the inspection, recharge, and/or replacement of all fire extinguishers that are past due for inspection.

Recommendation: **A)** Properly secure the confined space s with locks; and **B)** Label the covers “DANGER – PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER.”

RED ROCK/SLOAN FO

Action Taken

Cashe Team Recommendation: Replace all expired medications and update the labels on the kit covers.

Recommendations: **A)** Evaluate the cost of providing bottle water versus maintaining the treatment system according to manufacturer recommendations; and **B)** Provide bottled water if more cost effective; or **C)** If continued operation and maintenance of the treatment system is more cost effective do the following: **1)** establish a formal maintenance record/schedule based on manufacturers' recommendations, **2)** post it inside the cabinet where the treatment system is located, **3)** contract for the preventative maintenance in accordance with the water treatment systems manufacturers' recommendations, and **4)** require the contractor who services the system to annotate the record/schedule.

RED ROCK/SLOAN FO

Action Taken

Cash Team Recommendation: A) Email the CASHE Program Lead for information on the type of chlorine residual analyzer that should be purchased; B) Purchase the chlorine residual analyzer and train personnel on its use; C) Monitor the chlorine residual in accordance with the procedures discussed in this finding to determine the correct setting for the chlorine feed pump and a replacement schedule for the chlorine solution; D) After the initial monitoring, monitor for chlorine residual at least once a week at a different tap each week; E) Replace the chlorine solution at the frequency determined by the initial monitoring chlorine residual program; F) Take a chlorine residual reading every time a coliform sample is taken; G) Prepare a log to record chlorine residual monitoring results; and H) Test the chlorine residual and record the concentration at the same point in the distribution system and at the same time the quarterly coliform sample is taken.

Recommendation: A) Install the shelves in the flammable storage cabinet that is located in the barn; and B) Move the PVC solvent cement from the pump house and the bucket in the barn into the flammable storage cabinet.

RED ROCK/SLOAN FO

Action Taken

Recommendation: Equip all hose bibs with self-draining vacuum breakers.

Recommendation: Arrange to have the well properly sealed.

Recommendation: A) Sample the water at the facility at least quarterly for coliforms, and annually for nitrate, and nitrite; and B) Maintain the coliform sampling records for at least 5 years, and the nitrate and nitrite sampling records for at least 10 years.

RED ROCK/SLOAN FO

Action Taken

Remove bulky wastes accumulated around the facility at least once every 3 months.

Recommendation: **A)** Collect a sample of paint chips and analyze it for total and TCLP-lead; **B)** If the chips have a TCLP-lead concentration over 5.0 mg/L, they are a hazardous waste and must be collected and disposed of as such; and **C)** If the chips have a total lead concentration over 5,000 mg/kg, the paint is considered lead-based by EPA and HUD, and scraping and repainting of the building must be done by a contractor who is licensed by the State for lead-based paint abatement and complies with the OSHA construction regulations for lead. **Report and action plan submitted to Safety Officer. NO ACTION REQUIRED AT THIS TIME.**

RED ROCK/SLOAN FO

Action Taken

Recommendation: A) Arrange to test the caretaker quarters and bunkhouse and maintain the results in the facility files; and B) Perform radon mitigation at all facilities where radon exceeds 4 pCi/L.

Cashe Team Recommendation: Install a sturdy railing that extends 42 inches from the platform and is equipped with an intermediate railing. This facility is undergoing evaluation for preservation as a historical property. The balcony is currently closed to access and final determination will be after evaluation and recommendation by the SHPO. **Report and action plan submitted to Safety Officer. NO ACTION REQUIRED AT THIS TIME.**

Recommendation: A) Construct a safety cage for the Walking Box Ranch non-potable water tank ladder; or B) Provide fall protection devices and the related training; and C) Remove the ladder from the Walking Box Ranch potable water tank.

RON DO OPTION C

RED ROCK/SLOAN FO

Action Taken
Recommendation: Install standard railings that extend the full length of the stairs. Pending evaluation for historic preservation by the SHPO and the final restoration plan. Report and action plan submitted to Safety Officer. NO ACTION REQUIRED AT THIS TIME.

WALKING BOX RANCH STANDARD OPERATING PROCEDURES



Managed by:
University of Nevada, Las Vegas
Public Lands Institute
Current as of June 29, 2009

WALKING BOX RANCH STANDARD OPERATING PROCEDURES

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- SOP 001 Signature Authority for Walking Box Ranch Activities
- SOP 002 Daily Visual Inspection of Buildings
- SOP 003 Daily Visual Inspection of Property
- SOP 004 Water Tank Inspections
- SOP 005 Maintenance / Repairs Records
- SOP 006 Daily Visitation & Outside Maintenance Log

WALKING BOX RANCH STANDARD OPERATING PROCEDURES

SOP Number: 002	Revision Number: 001	Issue Date: 7-15-09	Issued By:	Page 1 of 2
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Title: Daily Visual Inspection of Buildings

Purpose: To visually note any needed repair, replacement or upgrade on structures and any security issues. Also to note potential future issues that may occur.

Scope: The scope of these inspections are divided into major groups:

- Structural: building structure; foundation, windows, etc
- Mechanical: air handling systems, water system
- Electrical: lights, outlets, etc
- Interior appliances: refrigerator, oven, microwave, etc
- Interior furnishings: beds, couch, table, etc
- Interior goods: towels, window coverings, sheets, glasses, pots, dishes, etc
- Interior disposable goods: paper towels, toilet tissue, garbage bags, etc.

Procedure:

1. Each morning the caretaker or temporary caretaker will perform visual inspections of each building.
2. Inspections will include structural, mechanical, electrical, interior appliances, interior furnishings, interior goods and interior disposable goods.
3. If the items are acceptable the caretaker or temporary caretaker will initial in the appropriate box on the "Visual Inspection of Building" form. If the items are not acceptable or issues needing attention, he/she will star the box and write in the comment box below what the issue is (see example).
4. Any non acceptable or issues needing attention are notified to Walking Box Ranch Program Associate within 72 hours by email (phone contact is acceptable but must be followed up by email notification).

WALKING BOX RANCH STANDARD OPERATING PROCEDURES

SOP Number: 002 | Revision Number: 001 | Issue Date: 7-15-09 | Issued By: | Page 2 of 2

Building:

Month:

Year:

Day of Month	Structural	Mechanical	Electrical	Interior Appliances	Interior Furnishings	Interior Goods	Interior Disposable Goods
1							
2							
3							
4							
5							
6							
7							
8							
9							
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28							
29							
30							
31							

NA=not applicable, ND=not done, *=issue, S=storm event, Initials of inspection person necessary on each day, add additional comment if needed

WALKING BOX RANCH STANDARD OPERATING PROCEDURES

SOP Number: 003	Revision Number: 001	Issue Date: 7-15-09	Issued By:	Page 1 of 2
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Title: Daily Visual Inspection of Property

Purpose: To visually note the physical appearance of the ranch.

Scope: The inspection of the 40 acre parcel of the ranch include; walking the perimeter of the ranch, checking gates and fencing, and looking for general signs of intrusion or damage.

Procedure:

1. Once each day, the caretaker or temporary caretaker will perform a visual inspection of the property.
2. Inspections will include walking the perimeter of the property and checking the fencing and gates. If any damage or issues needing attention are noted, they will be noted on the "Weekly Visual Inspection of Property" form.
3. If the items are acceptable the caretaker or temporary caretaker will initial in the appropriate box. If the items are not acceptable or issues needing attention, he/she will star the box and write in the comment box below what the issue is (see example).
4. Any non acceptable or issues needing attention are notified to Walking Box Ranch Program Associate within 72 hours by email (phone contact is acceptable but must be followed up by email notification).

WALKING BOX RANCH STANDARD OPERATING PROCEDURES

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Month:

Year:

Day of Month	Gates	40 acre Fencing	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			

NA=not applicable, ND=not done, *=issue, S=storm event, Initials of inspection person necessary on each day, add additional comment if needed

WALKING BOX RANCH STANDARD OPERATING PROCEDURES

SOP Number: 004	Revision Number: 001	Issue Date: 7-15-09	Issued By:	Page 1 of 2
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Title: Water Tank Inspections

Purpose: To inspect the water tanks for general operation and integrity.

Scope: To ensure adequate maintenance and recognition of any repair, replacement or upgrade needs, the water tank systems will be inspected on a weekly basis for operation and for water quantity.

Procedure:

1. Once each week, the caretaker or temporary caretaker will perform a visual inspection of the water tank system.
2. Inspections will include checking the pump to check if it is operating correctly, checking the domestic water tank for proper fill level and no leakage, and checking the fire suppression tank for proper fill level and no leakage.
3. If the items are acceptable the caretaker or temporary caretaker will initial in the appropriate box. If the items are not acceptable or issues needing attention, he/she will star the box and write in the comment box below what the issue is (see example).
4. Any non acceptable or issues needing attention are notified to Walking Box Ranch Program Associate within 72 hours by email (phone contact is acceptable but must be followed up by email notification).

WALKING BOX RANCH STANDARD OPERATING PROCEDURES

SOP Number: 004 | Revision Number: 001 | Issue Date: 7-15-09 | Issued By: | Page 2 of 2

VISUAL INSPECTION OF WATER TANKS

Month:

Year:

Day of Month	Domestic Water Tank	Pump Operating Correctly	Fire Suppression Tank	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
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25				
26				
27				
28				
29				
30				
31				

NA=not applicable, ND=not done, *=issue, Initials of inspection person necessary on each day, add additional comment if needed

WALKING BOX RANCH STANDARD OPERATING PROCEDURES

SOP Number: 005	Revision Number: 001	Issue Date: 7-15-09	Issued By:	Page 1 of 2
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Title: Maintenance/Repair Records

Purpose: To record any maintenance or repair activity that occurs on the property.

Scope: To ensure adequate maintenance and recognition of any repair, replacement or upgrade needs.

Procedure:

1. Within 1 hour of completing a maintenance activity a maintenance record form will be completed by those completing the maintenance activity.
2. The form will be completed in its entirety then submitted to the caretaker.
3. After submission, the caretaker will collect the forms and place them in the Maintenance / Repair Activity Binder located in the Caretaker's trailer.
4. Once per month the forms will be collected and placed and taken to the PLI offices. Copies will be made and a copy will be kept at the ranch, the original with the Walking Box Ranch documents, and a copy with Jean Cline, Paula Garrett and Rochelle Boyd.

WALKING BOX RANCH STANDARD OPERATING PROCEDURES

SOP Number: 005 | Revision Number: 001 | Issue Date: 7-15-09 | Issued By: | Page 2 of 2

MAINTENANCE/REPAIR ACTIVITY AT WALKING BOX RANCH

DATE		LOCATION OF MAINTENANCE / REPAIR	
DESCRIPTION OF MAINTENANCE / REPAIR			
PERSON/GROUP DOING MAINTENANCE / REPAIR			
MAINTENANCE / REPAIR COMPLETED?		PERSON COMPLETING FORM	
COMMENTS			

NA=not applicable, ND=not done,

WALKING BOX RANCH STANDARD OPERATING PROCEDURES

SOP Number: 006	Revision Number: 001	Issue Date: 7-15-09	Issued By:	Page 1 of 2
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Title: Daily Visitation & Outside Maintenance Log

Purpose: To monitor visitation on the ranch and maintenance activities.

Scope: Currently the Walking Box Ranch is at the physical state it was purchased and restoration and building has not begun. Routine and occasional maintenance is done periodically to maintain current status. To keep a record of presence on the ranch and maintenance activities, anyone besides the caretaker and police officers sign in and out when entering the property.

Procedure:

1. The caretaker or temporary caretaker is to have anyone coming in to sign into the ranch sign in.
2. The caretaker or temporary caretaker can sign the person in or out if the visitor was not available to sign the form.

