



OPERATIONS MEMO O-17-02

To: All Pilots/Mechanics

From: Bob Fell
Director of Operations

Date: February 15, 2017

Subject: **Aircraft Cleaning**

To insure aircraft are clean and presentable for our clients, the following procedures must be followed after flights have concluded for the day.

1. Aircraft windows must be cleaned.
2. Interiors (if dirty) must be wiped clean.
3. Floors (if dirty) must be vacuumed or wiped clean.
4. Headsets organized and stowed.
5. Seatbelts must be folded.
6. Electronic Flight Bag shall be placed on the charger
7. iPad Charging cord and adapter must be placed in the helicopter (unless they are being used for iPad charging)

If the aircraft returns during normal business hours to a base where mechanics are present, maintenance shall take care of these duties. If it is after hours when the aircraft returns, the pilot shall take care of these duties.

When the aircraft is working in the field (away from Homer/Fairbanks hangar), the assigned mechanic is expected to take care of these duties. If no mechanic is assigned to the trip, the pilot shall take care of these duties.

The appearance of the aircraft is important to our image making these steps necessary.

If you have any questions contact Steve Slade or Dave Buzga in Homer at 907-235-7771 or Isaac Mackey or Dave Jones in Fairbanks at 907-452-1197.