



Take down procedures:

Effective: March 1, 2023

Stage 1 All members including module owners assist the group in stage 1.

- Shut off track power
- Remove joiner tracks by pushing joiners onto the joiner track (do not push them onto the module track), and remove all joiner tracks between all modules. SOME MODULES ARE PRIVATELY OWNED. PLEASE PUT A SIGN ON YOUR MODULE STATING THAT IT SHOULD NOT BE TOUCHED IF YOU DON'T WANT ANYONE FROM THE GROUP REMOVING JOINER TRACKS, UNCLIPPING WIRES UNDERNEATH ETC.
- Remove joiner tracks at Hoosic yard.
- Put HUB-only joiner tracks away in appropriate locations. Leave personnel joiner tracks with the owner's module. Be careful about losing rail joiners which stay on the joiner track, not on the module.
- Carefully separate wire connectors under all modules except Upton yard.
- Remove pins in Upton yard
- Carefully separate wire connectors under Upton Yard.
- Account for all handheld throttles-Lock throttle box
- Green skirts are collected and folded neatly and placed in the green skirts bin
- Black skirts collected and folded neatly and placed in black skirts bin
- Standoffs should be removed carefully. Place HUB-only standoffs in the appropriate bag and leave personally-owned module standoffs with the module
- HUB Sign taken down and rolled up, placed in a tube
- The sign frame taken apart and placed in the appropriate bag
- Bring the trailer down to show the location
- Cover signals with signal covers, do not cross thread or over tighten

WHOLE GROUP PAUSE - Confirm every step is completed on the above list before moving to stage 2.

Stage 2 Private module owners can start working on their own modules if they don't want assistance from the group.

- Unclamp modules
- Put HUB clamps away, leave personally owned claps with the owners' module
- Turn modules on their back (backboard on the ground or table. Remove the legs and secure connecting wires in the harness underneath the module.

- Put HUB legs only away in the leg box, and leave personally owned module legs with module
- Put Hoosic yard controls away
- Put Upton yard controls away
- Load modules on racks that are inside the layout
- Close-up throttle box
- Close up toolbox
- Close up the power supply, only when you know how to do it safely
- Get the remaining racks out of the trailer

WHOLE GROUP PAUSE - Confirm every step is completed on the above list before moving to stage 3.

- Load remaining modules onto carts
- Do not load the trailer until directed to do so by the trailer driver
- Order needed to load
- Bring corner modules out to the trailer, and pole bags. Assist trailer driver with loading at his direction
- Bring the blue Road Case, black Road Case, and red Road Case and assist the trailer driver with loading on the left side of the trailer, against the corner module furthest in the trailer corner.
- Bring the Housac yard rack out to the trailer
- Bring all Blue Storage boxes out to the trailer
- Bring the remaining modules out to the trailer
- Bring bridge out to trailer
- The last item to bring out to the trailer is the hand cart

When the trailer is closed take down is complete and credit is given to operate at the next show.