

# Logistics – Reststop Supply Friday Distribution Sheets with Truck Loading

- Truck Loading / Unloading is covered on the next 2 pages.
- Gear distribution at the church starts after that.

Reststop Captains				
Location ---->	Uvas Reservoir	Henry Coe	San Martin	Gilroy Hot Springs
Captain	Barry and Janet Chaffin	Holly Wong	Dave Adler	Mike Konzem
Cell Phone, (408)		(408) 505-6558	(408) 230-7164	
Email	<a href="mailto:bjbike@charter.net">bjbike@charter.net</a>	<a href="mailto:cyclinggirl505@gmail.com">cyclinggirl505@gmail.com</a>	<a href="mailto:dave@dlainstruments.com">dave@dlainstruments.com</a>	
Supporting Routes	Green, Blue, Orange	Orange	All	Blue, Orange
Estimated Riders	650	180	800	400
Busy Hours	11:00AM-3:30PM	10:30AM-2:00PM	8:30AM-12:30PM	7:30AM-10:30AM
Estimated Time In This Year	5:00PM	3:00PM	2:00PM	12:00 noon

<http://www.bikemaster.org/tb/index.htm>

Don Axtell has master copy  
Updated 4/29/2025

# Loading / Unloading the Truck



## Goals –

- Do not do any more work than we have to
- Only take from shed what we will be using
- Only move items once
  - From shed straight into the truck
  - From truck straight to the reststop space
- Heavy items should move the shortest distance
- Unload the truck in the reverse order of loading

# Loading the Truck – Friday Morning at the Shed

Items	Quantity Needed	Notes
First items into truck for loading		
food service bins	7	(#s 1,2,3,4,5,6,7) - fragile
food service dispensers	5	(#s 1,2,4,5,6) - fragile
food box supports	all	
food bin supports	7	
ice chests	all	
igloos	all	
stirrer, long wooden	1	for Christmas Hill lemonade
white plastic tables	5	can leave in truck, unload at Christmas
Box for Help Desk	1	can leave in truck, unload at Christmas
8ft x 4" diam. Tube	1	can leave in truck, unload at Christmas
8ft PVC poles	4	can leave in truck, unload at Christmas
box of small signs	1	can leave in truck, unload at Christmas
bundle of 11 10'poles	1	can leave in truck, unload at Christmas
wooden supports, 4ft	6	can leave in truck, unload at Christmas
striped bag, 4ft long	1	can leave in truck, unload at Christmas
purple bag, 4ft long	1	can leave in truck, unload at Christmas
double-brick wood base	8	can leave in truck, unload at Christmas
container with all utensils	1 box	distributed in the UTENSIL buckets
buckets, UTENSILS	5	preloaded for each reststop
buckets, WASTE	6	
buckets, WATER	7	
hot water dispensers	5	will be 4 left in shed
plastic tub, empty	5	
Roller, with 150' hose	1	
tub with hoses	1	
buckets, hose parts	1	
water trees	1	will be 3 left in shed
plastic trash cans	all (5)	each reststop plus Christmas, no lids
ground covers, 10x12	2	camouflage color
bricks, for food prep tent	8	4 each for Coe, Christmas
door mats	all (5)	
food prep (6) wall boxes	1	
food prep (4) wall boxes	4	1 box left in shed
10x10 pop-ups	all (8)	spare parts bag should be left in shed

Sheet #	Items	Quantity Needed	Notes
9	wash pan sets	4	with permit packs
	reststop site boxes	5	already checked and pre-loaded
	logistics site boxes	1	filled with spare parts
8	fire extinguisher	3	
	coffee pots, electric 100-cup	3	for GHS, San Martin
	coffee pots, electric 30-cup	2	for GHS, San Martin
	60 qt. pot with cooker inside	3	
	30qt. Pot & cooker in a box	1	
	Small metal pot	4	for hot water transfer
7	propane gas tanks	4	
	100 ft electric cord	2	
	trash frames	all	
	wrist band signs	5	
6			
	Folding signs (Blank)	8	other signs are left in the shed
	bike rack long poles	all (53)	take all
5	bike rack legs	all (212)	take all
	bike rack wooden slats	all (68)	take all
	canopy joint boxes	12	1-10x10, 9-10x20, 2-20x20
4	canopy tarps (gray)	12	1-10x10, 9-10x20, 2-20x20
	canopy long poles	Most	leave the bundles marked Spare
	concrete cans	all (70)	take all
	first aid kits	all (20)	for SAG (14), Reststops (5)
3	bike floor pumps	all (27)	SAG (15), Reststops (10)
	SAG magnetic signs	1 box	for SAG
	safety vests	1 box	for parking
	safety flags	1 box	for parking
	box of STOP signs	1 box	for parking
2	food committee boxes	all	marked with Pat / Food
1	broom	2	for San Martin, Uvas
	Ladders	4	for each reststop
	wooden stool	1	for San Martin
	dolly, flat, 4-wheels	1	may be used to help move gear
	hand truck	2	may be used to help move gear
	reststop signs	5	
Last item into truck, so it can be first item out			

updated 4/29/2025

# Set Up at the Church on Friday



8:00 – shoppers drop off food items

9:00 – other Food helpers start to arrive and begin to sort the food for each reststop

11:00 – Big truck arrives  
- Get boxes to the Food area first

11:00 – tables/water/ice arrives

11:00 to 1:00 – create separate piles of gear for each reststop

1:00 reststop supplies can be picked up

3:00 – all done, hopefully

# 1 – Reststop Sign Placement



Logistics Area –  
Front Parking Lot  
of the Church

Use parking spaces to  
separate the reststop  
gear

Use signs to mark each  
space

Reststop Captain	Barry Chaffin	Holly Wong	David Adler	Mike Konzem	Melanie Clarke
Signs	Uvas Reservoir	Henry Coe	San Martin	Gilroy Hot Springs	Christmas Hill Park



## 2 - Hand Trucks / Dollys



Coyote Valley & San Martin  
– to haul bottled water

Coyote Valley &  
San Martin



Hand Truck/Dolly, Ladders	Uvas Reservoir	Henry Coe	San Martin	Gilroy Hot Springs	Christmas Hill Park
Broom	1		1		
Ladders	1	1	1	1	
Hand Truck	1		1		
Wooden stool			1		
Dolly, flat, 4 wheels	1				

Hand trucks can be used for helping in hauling other gear before going to designated reststop

### 3 Food Committee Bins and Boxes



Next to the table

## 4 – Parking, SAG, Safety



Parking, SAG, Safety	Uvas Reservoir	Henry Coe	San Martin	Gilroy Hot Springs	Christmas Hill Park	SAG	Parking	Safety
First Aid Kit, <b>BLACK</b> boxes	1	1	1	1	1		1	
First Aid Kit, <b>RED</b> boxes						14		
Floor Pumps	2	2	2	2	2	15		
SAG magnetic signs						1 box		
Safety vests							12	40 (*)
Safety flags							12	40 (*)
STOP/SLOW hand-held signs							6	4 (*)



## 4A – Christmas Hill Parking Supplies

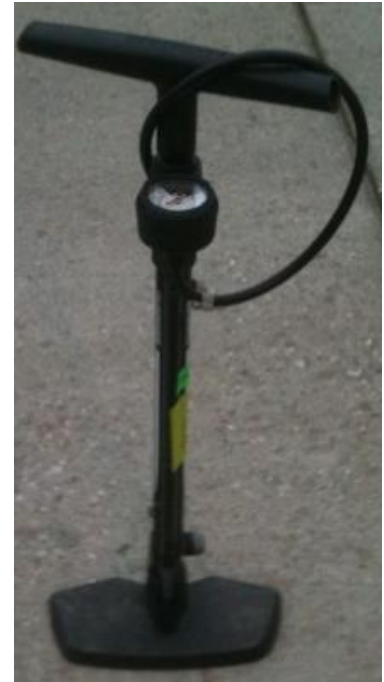


Item	Quantity
Stop/Slow Hand Held	6
Folding signs, Blank	3
traffic cones	20
Safety Flags	12
Safety Vests	12
CAUTION Tape	1



To be dropped off at **5:45 AM**

## 4B – SAG Supplies



Item	Quantity
SAG magnetic signs	full box
First aid kits ( <b>RED</b> )	14
bike pumps	15
10x20 canopy - RED	1

The SAG captain will pick these up Friday at the Church

## 4C - Safety Supplies



Item	Quantity
Stop/Slow Hand Held	4
Safety signs	all
Safety Flags	40
Safety Vests	40



Safety chair has  
already picked up  
these Safety items

## 5 - Canopies



Canopy	Uvas Reservoir	Henry Coe	San Martin	Gilroy Hot Springs	Christmas Hill Park	Logistics	SAG
10 x 10 Flat Top Joint Box			1				
10 x 20 Flat Top Joint Box			1				
10 x 20 Ridge Top Joint Box	2		1	1	1	2	1
20 x 20 Ridge Top Joint Box	1	1					
Gray Canopy of correct size	3	1	3	1	1	2	1
6 ft poles	14	6	14	4	4	8	4
7 ft poles	7		2	2	2	4	2
10 ft poles	24	12	18	7	7	14	7
Concrete Cans (70 total)	18	6	16	6	6	12	6
Joint/Pole Color	Brown, Purple, Light Blue	Gold	Yellow, Bright Orange, Blue	Green	Mustard Yellow	Black, Dark Orange	Red

Canopy pole colors (shown on joint box) are assigned to each reststop



## 6 - Bike Racks



Wooden bases are not needed if you can push the legs down into the ground/grass

Bike Racks	Uvas Reservoir	Henry Coe	San Martin	Gilroy Hot Springs	Christmas Hill Park	Total
Top Pipe	10	3	12	6	12	43
Legs	40	12	48	24	48	172
Bases	20	6	24	12	24	86

## 7 – Other Signs & Trash Frames



There are many extra signs in the shed. Only take what we need.

Trash Frames	Uvas Reservoir	Henry Coe	San Martin	Gilroy Hot Springs	Christmas Hill Park
PVC Trash Frames	5	3	6	4	6
trash bags and clips are already included in the site supply box					
Other Signs	Uvas Reservoir	Henry Coe	San Martin	Gilroy Hot Springs	Christmas Hill Park
Folding Sign - "Wrist Band"	1	1	1	1	1
Folding Sign - Other	1 (blank)	1 (blank)	1 (blank) 2 directional	1 (blank)	3 (blank)

## 8 - Pot & Cooker



Pot & Cooker	Uvas Reservoir	Henry Coe	San Martin	Gilroy Hot Springs	Christmas Hill Park
Fire extinguisher	1	1	1		
Electric coffee pots, large				1	2
Electric coffee pots, small			2		
Big (60-qt) Pot, Cooker inside	1		1	1	
Small (30-qt) Pot & Cooker in box		1			1
Small pot for hot water transfer	1	1	1	1	
Propane Gas Tank	1	1	1	1	1
Electric cord			1 (100')		1 (50')
STTS charging table					1

Burner and all small parts are stored inside the big (60-gal) pots  
 Burner for small (30-gal) pots are in a separate box

## 9 – Wash Pan Sets & Supply Boxes



Wash Pan Sets  
(all sets come inside 2 boxes)  
(includes Permits packs)



Site Supply Boxes -  
Trash bags, tools, sharpies,  
tape, sunscreen, etc

Wash Pans & Supply Boxes	Uvas Reservoir	Henry Coe	San Martin	Gilroy Hot Springs	Christmas Hill Park
Wash Pan Sets	1	1	1	1	
SiteSupply Box	1	1	1	1	1



## 10 – Pop-Ups and Food Prep Tents



Single (10 x 10)



Double (10 x 20)



PopUps & Food Prep Tent	Uvas Reservoir	Henry Coe	San Martin	Gilroy Hot Springs	Christmas Hill Park
Plastic trash cans	1	1	1	1	1
Camouflage ground covers 10x12		1			1
Bricks to hold down floor		4			4
Door mat	1	1	1	1	1
Mesh Wall Kit - single/4 walls	1	1		1	1
Mesh Wall Kit- Double/6 walls			1		
10 x 10 Pop-Up	1	1	2	2	2
Pop-Up #s Assigned					

Pop-up numbers are assigned to each reststop

# 11 - Water Tree and Hoses

All of the small parts are already in the orange water tool bucket



The other reststops do not need a water tree or hoses

Water Tree & Hoses	Uvas Reservoir	Henry Coe	San Martin	Gilroy Hot Springs	Christmas Hill Park
water tree, with 16x16 block					1
Total hose length needed, feet					140
Roller, with 150 ft hose					1
Tub, with hoses					2
orange bucket with parts					1

## 12 – Buckets & Utensils



Food/Utensil buckets are preloaded, and just need to be delivered to each reststop.



Buckets & Utensils	Uvas Reservoir	Henry Coe	San Martin	Gilroy Hot Springs	Christmas Hill Park
Utensils need to be put into the UTENSILS bucket first					
Bucket - <b>UTENSILS</b> - pre loaded	1	1	1	1	1
<b>WASTE</b> Water Bucket	1	2	1	1	1
Bucket - to Haul <b>WATER</b>	1	3	1	1	1
Hot Water Dispenser	1	2	1	1	
Plastic Tub - Large (empty)	1	1	1	1	1



## 12A - Utensil Bucket Contents



Utensil Bucket	Uvas Reservoir	Henry Coe	San Martin	Gilroy Hot Springs	Christmas Hill Park	Total
Thermometer for ice chest	1	1	1	1	1	5
Yellow teaspoon measure	1	1	1	1	1	5
Kitchen Knives	6	6	6	6	6	30
Scissors	2	2	2	2	1	9
Sandwich spreaders	6	4	6	4	4	24
Rubber spatulas/scrapers	6	4	6	4	4	24
Can Opener	1	1	2	1	1	6
Gatorade Stirrer	2	2	2	2	2	10
scoop for crushed ice	1	1	1	1	1	5
small wooden block	1	1	1	1	1	5



## 13 TB Photo Banner, Finish Line, Help Desk

<b>TB Photo Banner &amp; Help Desk</b>	
white plastic tables	3
Box for Help Desk	1
Photo banner, 8ft x 4" diam. Tube	1
Frame, 8ft PVC poles	4
box of small signs	1
<b>Finish Line</b>	
white plastic table (5' x 3')	2
metal poles, 10 ft long	bundle of 11
wooden supports, 4ft long	6
Striped bag with blue flexible tubes	1 bag
purple bag with flexible tubes	1 bag
Double-brick wood base	8
Arch Base	
Arch poles	
Balloon pump	
Box of cow bells	

Leave in truck, unload at  
Christmas Hill Park



## 14 - Igloos & Ice Chests



Crushed ice  
20 lbs



Block ice  
10 lbs



Each igloo gets one  
block of ice  
(leave plastic on)



Ice chests might first go to food  
chair, to be filled with wraps and  
potatoes.



Igloos & Ice Chests	Uvas Reservoir	Henry Coe	San Martin	Gilroy Hot Springs	Christmas Hill Park	Total
Igloo - 5 Gallon	10	5	12	7	4	38
Ice Chests	8	4	5	4	7	28
Long wooden stirrer for Lemonade					1	1

- Put a block of ice inside each igloo. Leave the plastic on for now
- Crushed ice goes to Food, to keep potatoes and wraps cold



## 14A Christmas Hill Park Lemonade Stand Supplies



## 15 - Bins and Wooden Supports



Bins & Wooden Supports	Uvas Reservoir	Henry Coe	San Martin	Gilroy Hot Springs	Christmas Hill Park
wooden Food Box Support	4	4	4	4	
wooden Support for 4 Food Bins	2	2	2	1	
Box, Food Service - 4 Bins	2	2	2	1	
Box, Food Service - 4 Dispensers and Base	1	1	2	1	
Box Number, Bins	1,5	2,3	6, 7	4	
Box Number, Dispensers	5	2	1, 6	4	

Box numbers are assigned to each reststop.



## 16 – Tables, Traffic Cones, and Bottled Water



Tables / Cones / Water	Uvas Reservoir	Henry Coe	San Martin	Gilroy Hot Springs	Christmas Hill Park	Total
6 Ft. Tables, Rental	10	6	12	8	9	45
Traffic Cones (Rental)	20	2	16	6	20	64
Ice - 10 lbs. Block	12	10	20	7	4	53
Ice - 16 lbs. crushed	10	4	4	4	12	34
Bottled Water, 1 Gallon	<b>146</b>	<b>6</b>	<b>They will buy their own (138)</b>	<b>They will buy their own (84)</b>	0	152
Bottled Water Returned						