

### **Top Shop Procedure**

The Maintenance Manager is the only person that can give permission for use of the Top Shop and the equipment stored there. No one that is not employed by Harbour Village should be at Top Shop without direct permission from the Maintenance Manager. The equipment may not leave Top Shop for any reason. Any maintenance that is off the clock has to have permission from the Maintenance Manager to be up at Top Shop and/or use any equipment or tools stored there.

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