

Airport Diagram Notepad Template

Considerations for producing an airport diagram template for airfield worker use in noting daily conditions:

- Preprint airport layout on letter-sized paper. A Microsoft Word template is provided to facilitate production; however, airport operators may choose to redesign this tool to meet specific technical needs or graphic standards.
- Coordinate with a print shop to produce notepads of airport layout, using Microsoft Word template or redesigned, as desired.

INSERT AIRPORT NAME / LOGO

Insert Airport Diagram Here

Daily Conditions Notes, Indicate the following items, if relevant:

| | | |
|--------------------------|--------------|-------|
| Areas of Construction | Mowing Areas | Other |
| Construction Haul Routes | Other | Other |

If redesigning the template, the following layout items are offered for consideration:

Identify elements airfield workers should record on the airport layout graphic.

Provide space for airfield workers to note additional daily conditions information.

Consider how the airfield workers will use the form. For example, provide space at left margin for three-hole punching or at top margin for use on a clipboard.

Include other information on this form, such as emergency contacts (see Daily-02 or Message-01 template), or a safety message (see Safety Message discussion).