

WRIU 90.3 FM Operator Log

All WRIU air staff is required to fill out this Operator's Log. Failure to do so may result in suspension or expulsion from the station.

Log Requirements:

1. You must log the time you signed on. Use 24 hour time, so if your show starts at 1:00pm, you would indicate 13:00.
2. You must log the time you signed off. Use 24 hour time, so if your show ends at 9:00pm, you would indicate 21:00.
3. You must take the following readings during your shift: The Tower Lights status (Channel 5), the Forward Power (Channel 6), and the Reflected Power (Channel 7). You must indicate the time the readings were taken.

If you receive any abnormal readings that indicate a problem with the transmitter or the tower lights, contact the General Manger or Chief Engineer immediately.

To get the readings:

Call 783-0120.

At the tone, enter 9030.

To check the tower lights, press 5.

To check the forward power, press 6.

To check the reflected power, press 7.

When you are finished taking readings, press 99 and the call will be disconnected.

4. You must both print and sign your name on the log to verify the information is accurate to the best of your knowledge.
5. If you need to lower the transmitter, select channel 6 and enter the pound key. Then log this in the Carrier Information section at the bottom of the log by noting the time, writing "OFF" in the second column, providing a reason and indicating whether you contacted the engineer. You must then sign your name to verify the accuracy of the information you provided.
6. If you need to raise the transmitter, select channel 6 and enter the pound key. Then log this in the Carrier Information section at the bottom of the log by noting the time, writing "ON" in the second column. You must then sign your name to verify the accuracy of the information you provided.

In addition to filling out this log, you must also do the following things during your shift:

1. Announce the station's Legal ID ("WRIU Kingston") at the top of every hour.
2. Play or read a minimum of 3 public service announcements per hour.
3. Promote a minimum of at least one other WRIU program per hour.