


**PROCEDURE  
FOR  
OPERATING  
MANUAL TRACK SWITCH  
WITH  
ELECTRIC LOCK  
AND  
AUTOMATIC  
TIME RELEASE**



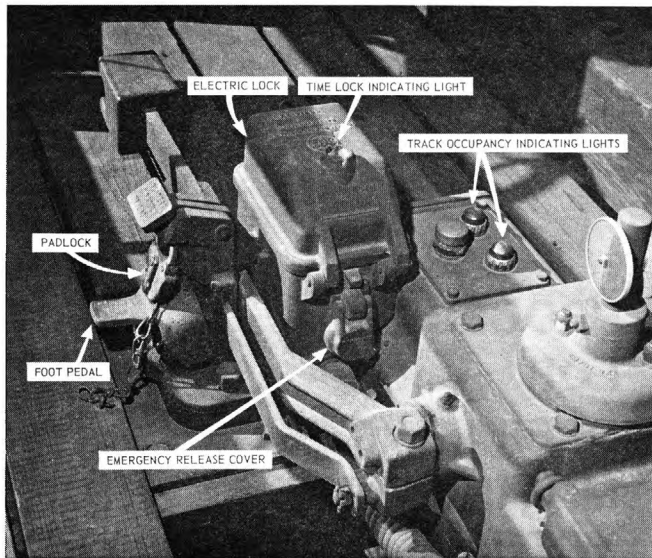
T & PS REV. 11/73

METROPOLITAN



TRANSIT





#### TO REVERSE SWITCH:

1. Unlock padlock but do not remove it.
2. Check green track occupancy indicating lights. (Lights are normally out. To check lights depress button next to lights.) If both lights light it indicates that no trains are in approach to the switch in either direction and it is safe to reverse the switch. If either light is out, the switch must not be reversed.

#### EXCEPTIONS:

- a. If train which will make a move through the reversed switch is already standing in the approach to the switch, one light will be out. However, if certain no train is approaching on the other track, switch may be reversed.
- b. If a light is out and after a reasonable wait no train approaches, the person operating the switch may reverse it if he is satisfied it is safe to do so. (Light may be burned out.)

3. Remove padlock. This starts timer which must run for approximately 1 minute before hand-throw lever can be unlocked. When time has run out, time lock indicating light will illuminate.

NOTE: On some switches, time lock indicating light will illuminate immediately when padlock is removed and no train is in approach to the switch. It will not be necessary to wait 1 minute in this case.

4. When time lock indicating light illuminates, depress foot pedal to unlock hand-throw lever, check that no train is fouling switch, then throw lever to reverse position.

If white indicating light fails to light within two minutes after padlock is removed and foot pedal cannot be depressed, operate Emergency Release as follows:

- a. Notify Line Supervisor immediately that Emergency Release is to be used. A Signal Maintainer must be sent to restore it because the signals behind the switch in each direction will remain Red, and will not clear until Emergency Release is restored.
- b. Lift small round cover on end of electric lock. This will expose sealed emergency lever.
- c. Break seal and push lever counter-clockwise as far as it will go.
- d. Depress foot pedal and throw lever to reverse position.
5. To reverse switch at other end of crossover, go to switch, unlock and remove padlock and throw hand-throw lever to reverse position. Make certain lever is secured under latch in reverse position.

#### TO RESTORE SWITCH TO NORMAL POSITION:

1. Make certain no train is fouling switch.
2. Depress foot pedal to unlock hand-throw lever, then throw lever to normal position and make certain it is secured under latch.
3. Depress pedal marked "Depress to Apply Padlock."
4. Insert padlock and lock it.