

# OPEN MUSEUM INSTRUCTIONS

January 2019

**LEAVE COMPLETED FORM IN DESK DRAWER UNDER CASH DRAWER!**

**CHECK OFF EACH ITEM LISTED BELOW:**

**SECURITY** (if alarm is beeping)

- Proceed to Security pad beside the Powder Room door, press and hold the button marked with the symbol of an open padlock until red light comes on and voice says, "System Disarmed. Ready to arm."
- Lights are on sensors EXCEPT those listed below.

## **ROOM 1 (FOYER)**

- Sign in on Guest Book. Draw double lines above and below your names with Camp name, so we can verify each shift.
- Turn on BOTH Stairway lights and light over Powder Room. Foyer light will be on Put YELLOW Docent Tag around your neck (both Docents)

## **ROOM 6**

Turn on lights:

- Gift Shoppe Display Cabinet – upper left; push button to turn on.
- Turn on Stairway lights (North wall by handicap door)
- Turn on Flip Chart lights. Switch is on counter next to Flip Chart.
- Turn on Quilt case light. It is a slider so only put it on dim.
- ROOM 7 turn on light in display case to the left of the door.**

Prepare Cash Drawer:

- Unlock brown cabinet. Key is in top drawer of desk is left hand corner.
- Unlock Cash Drawer (key is on same ring with Cabinet key)
- Remove "Little House" place on display cabinet in Room 5
- Put personal belongings in brown cabinet after "Little House" is removed.

## **Return to Room 1 (Foyer)**

- Take Red Museum Open sign outside on the sidewalk. Make sure to place it BETWEEN the trash can and the fence. DO NOT put on sidewalk where walking traffic is affected.
- Turn the sign on the front door to "OPEN".

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Names of Docents

Camp Name

Date

Turn page over for more.....

Was the "Closed" sign on the door when you arrived? \_\_\_\_\_

Was the Front Door securely locked when you arrived? \_\_\_\_\_

Was the Security alarm beeping when you arrived? \_\_\_\_\_

Was the Little House locked in the cabinet in Room 6 and the Cash Drawer locked when you arrived? \_\_\_\_\_

Was there sufficient candy in the basket? \_\_\_\_\_  
(Additional candy is downstairs. Please fill up basket.)

Any forms need replenishing? \_\_\_\_\_  
(Forms are in the drawers under the Guest Sign In book in Lobby. If we are out, please make a note below.)

Additional Comments: \_\_\_\_\_

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**REMEMBER:**

**NO Food or Drink in the Museum (water is ok)**

**Front door to remain closed at all times.**

**Handicap doors are left unlocked at all times.**

**Lights are on sensors.**