

# CLOSE MUSEUM INSTRUCTIONS

May 2019

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

**CHECK OFF EACH ITEM LISTED BELOW:**

## Room 1 (Foyer)

- Bring Red Museum Open sign inside from the sidewalk.
- Turn the sign on the front door to "CLOSED".

## ROOM 6

Turn off lights:

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

Prepare Cash Drawer:

- Take personal belongings out of brown cabinet.
- Put "Little House" in cabinet in Room 6
- Put 2 clear donation boxes in cabinet in Room 6**
- Lock Cash Drawer (key is on same ring with Cabinet key)
- Lock brown cabinet. Put Key in desk drawer in left corner.

## ROOM 1 (FOYER)

- Turn off BOTH Stairway lights and light over Powder Room. Foyer light will be on
- Leave YELLOW Docent Tag on hook (both Docents)

## SECURITY

- Make sure no one is in the building. Check downstairs. If someone is in the building, DO NOT set the alarm but you will need to lock the front door as you leave.
- Proceed to Security pad beside the Powder Room door, press and hold the button marked with the symbol of a walking man until red light comes on and voice says, "System armed. Exit now." Beeping will begin.
- Go out front door, pull door tightly towards you and lock it from the outside, ensure it is locked before leaving.

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Names of Docents

Camp Name

Date

Turn page over for more.....

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.**