

OPEN MUSEUM INSTRUCTIONS

August 1, 2020 **LEAVE COMPLETED FORM IN FILE DRAWER IN THE 2 drawer FILE CABINET, 4th folder back, ROOM 6, LABELED COMPLETED OPEN & CLOSE FORMS!**

CHECK OFF EACH ITEM LISTED BELOW:

SECURITY (if alarm is beeping)

- Proceed to Security pad beside the Restroom 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 Docent Book, found in File Drawer in Room 6, **NOT** the Guest Book.
- Turn on BOTH Stairway lights and light over Restroom. Foyer light will be on
- Put YELLOW Docent Tag around your neck (both Docents)

LIGHTS

Turn on lights:

- Room 6: Gift Shoppe Display Cabinet – upper left; push button to turn on.
- Room 6: Turn on Stairway lights (North wall by handicap door)
- Room 6: Turn on Flip Chart lights. Switch is on counter next to Flip Chart.
- Room 6: Turn on Military Jacket case light. It is a slider put it all the way on.
- Room 8: Lamp at bottom of stairs is to be left on at all times.
- Room 8: Doors to meeting room to remain open unless there is a meeting going on.
- Room 9: Turn on lights in the meeting room.

Prepare Cash Drawer:

- Unlock brown cabinet. Key is in top drawer of desk under Cash drawer.
- Unlock Cash Drawer (key is on same ring with Cabinet key)
- Remove "Little House" place on the display card in Room 5 on the Thompson Case
- Remove 2 clear donation boxes. Place 1 in lobby next to Guest Sign In book. Place 1 on brown cabinet in front of Cash Register.**
- 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 sidewalk.
- Turn the sign on the front door to "OPEN".

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 after you opened the door? _____

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 available. Please fill up basket.)

Any forms need replenishing? _____
(Forms are in the file drawer in Room 6. If we are out, please make a note below.)

Additional Comments: _____

Name of Core Docent

Camp Name

Date

REMEMBER:

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

Front door to remain closed at all times.

HAP Reference Desk Laptop is to STAY ON ALL THE TIME

Room 9 (the meeting room) has additional displays now and you may take people in, then let them exit through the foyer door downstairs or exit through the exit door in Room 8 downstairs. IF A MEETING IS BEING HELD IN THE MEETING ROOM THERE WILL BE A SIGN ON THE DOOR IN ROOM 8 STATING "MEETING IN PROGRESS" Do NOT take patrons in & disturb them. *If patrons want to visit the Gift shoppe again you may take them back upstairs using the spiral staircase.

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