



2023-2024

Docent Information

*WASHINGTON COUNTY
Daughters of Utah Pioneers
McQuarrie Memorial Museum*

Street Address: 145 N. 100 E., St. George, UT 84770

Telephone: 435-628-7274

Mailing Address: P.O. Box 2619, St. George, Utah 84771

Email Address: director@dupstgeorge.org

Effective 8/1/2023

MUSEUM HOURS

10:00 AM to 5:00 PM - Closed Wednesday and Sunday - **December hours 11 AM to 3 PM**

Thanksgiving Day, Christmas, New Year's Day are only Holidays we are closed. Open for all others.

Docent Shifts:

Morning (AM) 10 AM to 1:30 PM

Afternoon (PM) 1:30 PM to 5 PM

*Facebook Page: **DUP McQuarrie Memorial Museum***

McQuarrie Memorial Museum Website: <https://dupstgeorge.org>

*Instagram: **DUP McQuarrie Museum***

DUP International Website: <https://dupinternational.org>

Revised 8/1/2023

Thank you for serving as a Docent on your scheduled day!

The Daughters of Utah Pioneers (DUP) was organized as a service organization to share our Pioneer heritage. Our Museum is a large part of that responsibility. Your help is needed! You are more than a volunteer giving time and service. As a Museum Docent, you may be the only representative of the DUP, early Pioneers or Washington County communities that many of the hundreds of visitors from all over the world will ever have contact with. It is our generation that can explain, with love and appreciation, insights into Pioneer life. We offer a step back in time by exhibiting Pioneer treasures and necessities. A Docent is a hostess, guide and storyteller with interesting information who is courteous and friendly. **We hope you recognize that it is indeed an honor, privilege and responsibility to be a Docent.**

QUICK GUIDE

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I. IMPORTANT POINTS TO REMEMBER:

- Your Museum key opens both outside doors on East side of building. The two handicap doors are locked but your key will unlock them (from the outside only). To open the front door, pull door towards you tightly and then twist the key to the right. To lock, be sure to pull door closed tightly and turn the key to the left.
- **Docent Sign In Log** – Docents sign in on the logbook in the 2-drawer file cabinet in Room 6 labeled **FORMS**. **This is a special notebook in the front drawer.** Do not sign in on the Guest Sign-In book.
- **ALL Forms** are in the 2-drawer file cabinet next to the cash register desk in Room 6 labeled **Docent Info**. Put completed **OPEN and CLOSE** Museum forms in folder marked COMPLETED OPEN/CLOSE forms in the bottom drawer.
- Photos are allowed, but no flashes.
- **Only water is allowed.** No food or drink in the museum (including baby bottles) except in the meeting room. Strollers and backpacks should stay in the lobby.
- **Do not leave patrons alone.** Keep an eye on each of them. Basement access with a Docent only. Watch the lobby and Gift Shoppe areas at all times.
- Answer the phone “**Pioneer Museum.**” Any questions you are unable to answer should be referred to one of the people listed on the Docent Information sheet on the BULLETIN BOARD in Room 6. Emergency numbers are posted next to the telephones. Special matters or concerns are referred to the Museum Staff. Take phone messages and put them in the **Message Center drawer** in desk in the lobby.
- Keep doors closed at all times.
- Do not rearrange furniture or artifacts. We have a trained staff to properly move items.
- Extra receipt books plus the First Aid Kit are in the drawers of the desk under cash drawer.
- Two Camp Docents are required at all times. No one serves alone. You can bring a friend or relative if another Camp member is not available. Just make sure they are trained. A trained Core Docent serves between 11 and 3 (most days).
- Our honey taffy is very popular but **VERY MESSY**. Do not open in the Museum, tiny bits fall out and make the carpet sticky which can attract pests that damage our collection. If Docents wish to buy and share candy with visitors, give it to visitors as they go out the door.

II. DOCENT TIPS

1. **Call your partner the night before. Review this Docent Packet.**
2. **Arrive 10 minutes prior to your shift. Bring a sweater/jacket because the Museum temperature is kept at 70 degrees to protect our collection.**
3. Unlock the front door with your key provided in Docent packet.
4. Turn security alarm off. Alarm pad is on wall by the Restroom. Press and hold the button with the unlock symbol until the red light comes on and the voice recording tells you the system is disarmed. You have approximately 45 seconds from the time you open the door to disarm the alarm. If alarm is **not** beeping upon entering **DO NOT** touch alarm pad. Someone on the Staff may already be in the building. Go downstairs and check.
 - a. The alarm system avoids direct Police response. It lets us know when something is wrong but **DO NOT** call the Police. If the alarm goes off, the Security Company **WILL CALL** to discover the problem. **YOU MUST ANSWER THE PHONE.** Give the password (**Sego Lily**). Security will call the Police if they don't get the password. Do not call 911 if alarm goes off.
5. Sign in on the Docent Sign-In Log in the front of the 2-drawer file cabinet in Room 6 (**FORMS**)
6. Get the "Open the Museum" form from the folder in the 2-drawer file cabinet in Room 6 marked **FORMS**. Follow all the steps outlined on that form. Do not skip any of the steps. (A copy of the form is included here for reference). Put completed form in the folder in the bottom drawer.
7. Unlock cabinet behind the cash register in Room 6 (key is in drawer under Cash Drawer). Put your purse in the cabinet for security purposes (do not leave purses on the floor). Wear the yellow Docent Badge around your neck during your shift. Make sure to hang it up when you leave for the day.
8. Greet Patrons at the door and have them sign in, offer to give them a tour or suggest a self-guided tour.
9. Complete a transaction sale for any Patron who wants to purchase items from the Gift Shoppe. **Make sure to write hard** when filling out receipt so information goes through to all copies.
10. Complete a transaction sale for any Patron who wants to place an order (HAP Order) for a copy of the pictures, photos of artifacts or histories we have available.
11. Do some cleaning when time allows. There is a 'Cleaning Form' in the 2-drawer file cabinet in Room 6. Use same form until all items have been completed. Even though we have a cleaning service it helps to do some cleaning when necessary or it is slow.
12. Make sure that there are sufficient bags of honey taffy candy in the Gift Shoppe. If the supply is low, please bag candy. The bags, signs and candy are in Room 7 in the cabinet. Put 12 pieces of candy in the bag with a sign.
13. When getting ready to close the Museum at the end of the day, make sure no one is in the building, get the "Close the Museum" form from the 2-drawer file cabinet in Room 6 and follow all the steps. Put completed form in the folder in the 2-drawer filed cabinet in Room 6. Make sure to take all your belongings. Set the alarm if building is vacant and lock the door as you leave. Make sure door is tightly closed.

a. Greeting Guests:

Welcome visitors with a friendly smile and ask where they are from. Would they like a guided tour or would they like to just browse? Ask them to sign in on the Guest Sign In Book.

- A Museum Visitor Guide showing some of the artifacts in each room can be handed out, as well as Scavenger Hunts, Museum Trivia Game and a Pioneer history which are fun activities for guests. Keep contact with self-touring visitors; offer help/information if needed. Share one or two of your favorite stories with them. (Use the Flip cards for help with stories, or information in the Artifacts Guide binder).
- Ask guests if they have any ancestors who lived in Southern Utah. Point out the Reference Desk for researching the items in the museum, located in Room 5, and the index of the "Under Dixie Sun" book. This index is a list of names in the "Under Dixie Sun" book. Mention that the book is for sale in the Gift Shoppe.
- On a tour, talk briefly about items; keep moving unless visitor has special interest. You can use the laminated flip cards for reference. When the tour is finished, Patrons are welcome to look around longer if they wish. Ask if there are any questions. Offer a museum brochure or postcard as Patrons leave and invite them to come back. Mention our website where they can review our online collection. Let them know about **the Pioneer Courthouse** that is next door and open and invite them to visit.
- Visitors arriving the last half hour of the day should be reminded of when the museum closes. They can be given a shorter tour by just showing the upstairs rooms. Answer their questions and invite them to come back again another day.
- Become more familiar with museum items by visiting prior to your scheduled days and/or use the Flip cards. When there are no visitors, look around the museum; read museum labels; browse through Flipcharts; review Flip cards; study Docent Information binder and Artifact Information binder found in Room 5 or do a little cleaning.

b. Group Tour Reservations:

A Group Tour Reservation is arranged by filling out the Request for Tour form (located in 2-drawer cabinet in Room 6). If someone comes to the Museum, have them fill out the form and put it in the **MESSAGE CENTER** drawer in Lobby. If it is a phone call, then Docent fills out the form and leaves in the Message Center. If the request is for an immediate date, please call the Tour Director to let her know.

- If a group comes unannounced, do your best; let them look around and answer questions. Divide into two groups if possible. If time is short, skip the downstairs rooms. Try to make sure there are two adults with 8 to 10 children.

c. Miscellaneous Information:

- Patron and docent suggestions regarding the museum, artifacts, events, etc., are always welcome. Write down the suggestions/information and place it in the message center in the lobby. Put your name and phone number on the message in case there are questions.
- No artifact can be donated without a completed 'Request to Donate' form and Museum Board approval. However, if donor intends to throw the item away, please take it. Have donor complete the "Request to Donate" form in 2-drawer cabinet in Room 6. Put the form and the item downstairs on the desk.
- Please complete the Camp Donation form when a donation is being made for the Gift Shoppe to be sold.
- Paper products for the Restrooms are located in the storeroom at the bottom of the circular stairs or in the downstairs Restroom.
- We have two handicap ramps and doors for those Patrons who need assistance. There are signs posted on both entrances to call the main number to get someone to open the doors. The handicap doors CAN NOT BE OPENED FROM OUTSIDE. Access is for one level only. Be sure doors are pulled tightly shut when finished.
- The chairlift on the staircase between room 6 and 8 should be used with the supervision of the Docent. Children should not be allowed to play on or around it. A person who wants to use it must be seated properly with the footrest down and the seat belt securely fastened, or it will not operate. Make sure the ON button is lit up to begin operations. The rider must press and hold the lever on the right arm rest in the direction they want to go (either up or down). There is a walker available in Room 8 if they need it.

III. CASH REGISTER INSTRUCTION SHEET

Summary of Making a Gift Shoppe and History (HAP) Order Transaction

1. For **ALL** sales fill out the Receipt Book:
 - a. Fill in the date
 - b. Indicate type of transaction – cash, check, credit card
 - c. List all items and their prices with a final total
 - d. Sign your name at the bottom
 - e. Following payment:
 - i. The YELLOW slip goes to the Patron
 - ii. The WHITE slip put in the Cash Drawer under the coin drawer
 - iii. The PINK copy remains in the Receipt Book.
2. Take payment for sales and process through the Cash Register:
 - a. Tap the SALE icon – upper left corner of pad.
 - b. Enter the amount of the sale.
 - c. Select type of Transaction – charge, cash or check – Provide required information for that transaction.
 - d. The Cash Drawer will open – put in cash or check, put WHITE copy of receipt under the coin tray. If drawer doesn't open, use key to unlock.
 - e. Close the Cash Drawer
 - f. We don't provide an additional receipt, select the DONE button

Transaction Tips

Relax! All mistakes can be corrected, but you need to leave notes of explanation in the Cash Drawer so they can be fixed.

1. The Cash Drawer can only be opened with the key if not conducting a transaction.
2. A transaction cannot be deleted; it must be **Refunded** (which will be done by Treasurer)
3. To return to the Home Screen, use the HOME button at the bottom of the screen.
4. To go back one step, use the Back button at the bottom of the screen.
5. A minimum purchase on a Credit Card is \$5.00
6. DO NOT ACCEPT \$100 OR \$50 BILLS.

a. Sales: Opportunities (This is the Primary support of income for our Museum)

- Handmade items, souvenirs, books, including “Under Dixie Sun” books are for sale in the Gift Shoppe. Encourage patrons to browse, letting them know most items are handmade and donated by the members of the DUP. Introduce the index to “Under Dixie Sun” so patrons can possibly find their ancestor and may be interested in buying a book. Also, orders for copies of histories, photos and artifacts should be offered. We have CDs of certain families available for sale, including a CD of the DUP Markers & Monuments in Washington County.
- Our Gift Shoppe items are unique. All proceeds go directly to the maintenance of the Museum.
- There are several written articles around the Museum and on the Flipcharts available for sale. The articles are filed in the plastic box on top of the display case next to the flipchart. The cost is \$.25 per single-sided page, unless marked otherwise. Many of the articles are also available on CDs and can be combined with other articles.

GIFT SHOPPE SALES RECEIPT

885585

CUSTOMER'S ORDER NO.
DATE: June 8, 2021

NAME: JANE DOE
ADDRESS:
CITY, STATE, ZIP:

PAID BY: CASH C.O.D. CHARGE ON ACCT. (M/DSE. RETD.) (PAID OUT)

QUAN.	DESCRIPTION	PRICE	AMOUNT
1	CANDY	1.00	1.00
2	LIP BALM	2.50	5.00
1	UNDER DIXIE SUN	20.00	20.00
TOTAL			26.00

CHECK # 1234

RECEIVED BY: HOLLIE BOCEST

KEEP THIS SLIP FOR REFERENCE

b. Making a Sale – Gift Shoppe:

- The first step in **all** sales transactions is to fill out the sales receipt. Make sure cover is under pink copy so the writing doesn't go through more than one receipt but do **press hard** so writing transfers to all three copies of receipt.
- Write all items purchased on the sales receipt. Titles of books sold **MUST** be written on the receipt (not just "Book"). There is a list by the Cash Register/drawer with a list of book names, use it as a reference to fill in the correct name.
- **Sale:** Fill out a sales receipt; **Process Transaction in the Cash Register**, give YELLOW copy to Patron, put cash or check in cash drawer, put WHITE copy of receipt under the **COIN tray**. All PINK receipts are to be left in the receipt book. Mark VOID if necessary. Do not remove any copies.
- **Credit Cards Purchases:** **Credit Card purchases are done through the Cash Register.** The YELLOW copy of the receipt to the Patron, the WHITE copy in the cash drawer. All PINK receipts are to be left in the receipt book.

- Extra Receipt books are in the desk, second drawer down. Keep receipts in sequence, if one is voided, write VOID on copy.
- Daily money and receipts need to balance. This is done by the Assistant Treasurer.
- The Little House is to be for donations **ONLY**. Put on the display cabinet in Room 5 during the day and put in the cabinet in Room 6 at the end of the day and lock the cabinet. There are two transparent plastic donations boxes that need to be put out. One in the lobby by the sign-in book and one on the brown cabinet in front of the cash register.
- **REMEMBER** to thank the Patron for supporting the Museum.

c. Histories/Artifacts/Photos Orders (HAP):

HAP ORDER SALES RECEIPT

756351

Daughters of Utah Pioneers
P.O. Box 2619
St. George, UT 84771
435-628-7274

PHONE NUMBER:
EMAIL:

CUSTOMER'S ORDER NO. _____ DEPARTMENT _____ DATE **JUNE 8, 2021**

NAME **JANE DOE**

ADDRESS **123 Main Street**

CITY, STATE, ZIP **ANYWHERE, USA**

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	WILLIAM FAWCETT – ACC #241		7.00
1	WILLIAM FAWCETT – History 2 pg		1.50
			8.50

CHECK # 1234

RECEIVED BY **DOLLIE DOCENT**

KEEP THIS SLIP FOR REFERENCE

For History Orders, proof of relationship is necessary to protect the privacy of families or sufficient information is given to Docent to satisfy this requirement.

- The Reference Desk is where the Patron will look up the name of their ancestor for photos, histories and artifacts. Orders for the same patron can be placed on the same form. Each CD is \$7.00 for the first item; other items are \$1.50 each and all items are put on **ONE CD**.
- Each order must be **prepaid** with the order form filled out completely. **Read the instructions on the front of the Sales Receipt Book.** Do not fill out sales receipt on the Gift Shoppe receipt book; it is a different form.
- **Fill out the HAP Order sales receipt book. Make sure to include email and phone number of the Patron. Put white copy in cash drawer with money, give yellow copy to Patron and pink copy stays in book.**
- The HAP order form and payment are to be processed through the Cash Register (same as Gift Shoppe transactions).
- Gift Shoppe sale items can be included on the HAP order receipt form.

- **It is important to write all information clearly, completely, and press firmly so order can be read and processed correctly.**
- **Histories** – When a Patron is interested in histories on his/her ancestor(s) they can look up the name of their ancestor and see everything we have for that person or family on the Reference Desk in room 5. Next to each name is the number of pages of history available. If a photo is included in the history, it is noted. This is for information only. Histories are not available for review.

IV. FORM EXAMPLES (Found in 2 drawer file cabinet in Room 6)

OPEN MUSEUM INSTRUCTIONS

July 17, 2022 LEAVE COMPLETED FORM IN FILE DRAWER IN THE 2 DRAWER FILE CABINET, 4th FOLDER BACK, ROOM 8, LABELLED COMPLETED OPEN & CLOSE FORMS

CHECK OFF EACH ITEM LISTED BELOW
 Room 1 (Foyer)

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

LIGHTS

- Turn OFF lights.
- Room 8: Gift Shoppe Display Cabinet - upper left; push button to turn off.
- Room 8: Turn off Stairway lights (North wall by handicap door).
- Room 8: Turn off Pip Chart lights. Switch is on counter next to Pip Chart.
- Room 8: Turn off Military Jacket case light. It is a slider push to the top to turn off.
- Room 8: Lamp at bottom of stairs 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 off 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 cabinet in Room 8 on the Thompson Case.
- Remove 2 clear donation boxes. Place 1 in lobby next to Guest Sign in book. Place 1 on cabinet in front of Cash Register.
- Put personal belongings in brown cabinet after "Little House" is removed.
- Keep the cash desk tidy during your shift.

Return to Room 1 (Foyer)

- Take Had Museum Open sign outside by the side of the trash can. Make sure to NOT place it on the sidewalk.
- Turn the sign on the front door to "OPEN".

Name of Docent + + + Camp Name + + + Date

REMEMBER:

NO Food or Drink in the Museum (water is ok BUT NOT ON THE DISPLAY CABINET OR THE TITHING DESK) don't forget your water & personal items when your shift is over.

Front door to remain closed at all times.

HAP Reference Desk Laptop is to STAY ON ALL THE TIME. Call Teresa at 436-582-8282 if it says "No internet".

Room 8 (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.

LEAVE COMPLETED FORM IN FILE DRAWER, 4th FOLDER BACK, LABELLED COMPLETED OPEN & CLOSE FORMS

CLOSE MUSEUM INSTRUCTIONS

June 15, 2022 LEAVE COMPLETED FORM IN FILE DRAWER IN THE 2 DRAWER FILE CABINET, 4th FOLDER BACK LABELLED COMPLETED OPEN & CLOSE FORMS

CHECK OFF EACH ITEM LISTED BELOW
 Room 1 (Foyer)

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

LIGHTS

- Turn OFF lights.
- Room 8: Gift Shoppe Display Cabinet - upper left; push button to turn off.
- Room 8: Turn off Stairway lights (North wall by handicap door).
- Room 8: Turn off Pip Chart lights. Switch is on counter next to Pip Chart.
- Room 8: Turn off Military Jacket case light. It is a slider push to the top to turn off.
- Room 8: Lamp at bottom of stairs 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 off lights in the meeting room.

Prepare Cash Drawer:

- Take all personal belongings out of brown cabinet. Do NOT leave them at the museum.
- Put "Little House" from Room 8 in cabinet in Room 8.
- Put clear donation boxes in cabinet in Room 8 & tidy up the desk before leaving.
- Lock Cash Drawer (key is on same ring with Cabinet key).
- Lock brown cabinet. Put key in desk drawer.

RETURN TO FOYER

- Turn off BOTH Stairway lights and light over the room. Foyer light will stay on.
- Leave YELLOW Docent tag on book (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 the 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. No more." Sleeping will begin.
- Go out front door, pull door tightly towards you and lock it from the outside, ensure it is locked before leaving.

Name of Docent + + + Camp Name + + + Date

REMEMBER:

NO Food or Drink in the Museum (water is ok BUT NOT ON THE DISPLAY CABINET OR THE TITHING DESK) keep all personal items in the brown cabinet and take them home when your shift is over.

Front door to remain closed at all times.

HAP Reference Desk Laptop is to STAY ON ALL THE TIME.

LEAVE COMPLETED FORM IN FILE DRAWER, 4th FOLDER BACK LABELLED COMPLETED OPEN & CLOSE FORMS

REQUEST TO DONATE
McQUARRIE MEMORIAL MUSEUM
(See reverse side for COLLECTION POLICY)

Date: _____
Donor: _____
Address: _____
Phone: (Hm) _____ (Cell) _____
Email: _____

ARTIFACT INFORMATION
(Could be History or Photo)

Description of Artifact: _____

Ancestor / Pioneer name who used/made the Artifact: _____
(Note: must have lived in Washington County)
Year Artifact made or used: _____
(Note: Should be prior to 1900. Board of Directors can make exceptions)
Describe where / how / who used the Artifact and what it's importance is to Washington County:

The Board of Directors will contact you for further information if needed and/or to make arrangements to accept the Donation for the Museum.

Date reviewed by Museum Staff: _____ Decision: _____

Date reviewed by Museum Board: _____ Decision: _____

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DUP McQuarrie Memorial Museum

Collection Management Policy
November 2015

The McQuarrie Memorial Museum located in St. George, UT is owned and operated by the Daughters of Utah Pioneers of Washington County, Utah.

The McQuarrie Memorial Museum is a collection of artifacts, photos and histories which feature displays and collections of memorabilia of the earliest settlers who settled in Washington County during the period of 1850- 1900.

Items that have been placed in the collection cannot be removed from the Museum. Histories submitted by the members of the Daughters of Utah Pioneers are added periodically. An item is considered part of the collection when it has been given an accession number and entered into the Museum Collection database.

Donations to sell in the museum from camp donors are always needed. If you are crafty or know of someone else who is, please fill out the form below and bring into the museum with items to be sold. Thank you very much!

REQUEST FOR TOUR

Date of call: _____

Person Requesting: _____

Address: _____

Phone: (Hm) _____ (Cell) _____

Email: _____

Name of Group: _____

Approximately how many will be on tour: _____

How many adults? _____ Children? _____

Date tour requested: _____ Time tour Requested: _____

Additional Information (if any): _____

Name (who took information?): _____

Contact Number if any questions: _____

Tell caller that we will have someone call to confirm the tour. Then put this form in the 'Message Center' drawer.

CAMP DONATION OF ITEMS TO SELL IN GIFT SHOPPE

Thank you for your donation item(s) to our Gift Shoppe. We appreciate your contribution. Please leave your Camp Name, your name and address below, so we can send you a "Thank You".

CAMP NAME: _____

Name _____

Street Address _____

City _____ Zip Code _____

Phone Number _____

Type of Item & How Many _____

Please put this form with the item(s) and put in Room 6 in the small desk. Thanks.

CLEANING THE MUSEUM

PLEASE DO NOT VACUUM when there's a meeting downstairs

DATE: _____ Make sure all items are checked off before starting a new sheet.

When the Museum is quiet, please select from the list of chores below & check it off with your name & date when done. We appreciate your help in keeping our museum inviting. Anyone who isn't feeling up to the task, please know we're glad you are here today, and your personality always adds to the museum. Thanks again!

1. → Check both restrooms (upstairs & downstairs) and make sure that there are toilet paper & paper towels. The supplies are in the store room, and some are in the restrooms. Done-by-&-date _____
2. → Sweep off the porch & the steps. Done-by-&-date _____
3. → Clean the toilet and sink in the upstairs restroom. (The supplies are under the sink). Done-by-&-date _____
4. → Clean the toilet and sink in the downstairs restroom. (The supplies are under the sink). Done-by-&-date _____
5. → Empty all the trash receptacles (into the one large bag) and put new bags into the containers. (There are sacks in the restrooms and the store room). Put the trash bags in the dumpster in the parking lot. Done-by-&-date _____
6. → Vacuum the entry, hall & Room 2 and 3. (vacuum in Room 2). Done-by-&-date _____
7. → Vacuum the Room 5 & the Room 4 (Vacuum in Room 2). Done-by-&-date _____
8. → Vacuum the Room 6 & Room 7 (Vacuum in Room 2). Done-by-&-date _____
9. → Clean the glass tops and sides of the display cases in Room 2, 5 and 7. Done-by-&-date _____
10. → Clean the glass tops and sides of the display cases in Room 4 and 6. Done-by-&-date _____

NOTE: If you have a meeting in the building, please make sure you do the following:

1. → Empty trash can and put in a new plastic bag. Put the garbage bag in the dumpster in the parking lot.
2. → Put chairs back in meeting room position. Put away any tables that were used.
3. → Vacuum the lobby and meeting room if necessary. Take all items that pertain to your meeting with you.

V. EMERGENCY PROCEDURES

MCQUARRIE MEMORIAL MUSEUM

***Dial 911 for any emergency**

DO NOT CALL THE POLICE IF THE ALARM IS GOING OFF! ANSWER THE PHONE FOR THE SECURITY COMPANY. PASSWORD IS SEGO LILY.

Be prepared to respond to any of the following types of emergencies:

1. Fire/Explosion
 - A. Fire extinguishers (2) are located in the upstairs lobby on the wall going into Room 5 and in the downstairs lobby on the wall going into Meeting Room.
 - a. Use fire extinguisher to fight any fire
 - b. In smoky conditions the best air is near the floor
 - B. Evacuation Routes are posted in each room
 - a. Proceed to evacuation area outside the building to the west side to be counted and to wait for instructions
2. Medical Emergency
 - A. An emergency is any medical problem that could cause death or injury if not treated quickly. ***Dial 911 then give First Aid**
 - B. First Aid kit is located in the desk drawer under Cash Register.
3. Bomb Threat
 - A. Immediately report any bomb threat, suspicious activity, or suspicious object to local authorities immediately ***Dial 911**
 - B. If you receive a bomb threat by telephone, get as much of the following information from the caller as possible and write it down:
 - a. When will it go off?
 - b. Where is the bomb?
 - c. What is the type and size of the bomb?
 - d. Why is it placed in this building?
 - e. ***Dial 911 to report**
4. Intrusion (Armed or Unarmed) – an illegal act of entering, seizing or possession of another's property
 - A. Remain Calm
 - B. **Do Not** be confrontational
 - C. **Do Not** try to be a hero
 - D. **Do Not** do anything that will jeopardize your safety or the safety of others
 - E. ***Dial 911 as soon as possible**
5. Earthquake – the following are essential procedures to follow:
 - A. Seek safety where you are. **Do not** use inside stairways
 - B. Go to nearest exit to evacuation area outside building on west side
 - C. Remain calm and avoid shouting or running
 - D. Avoid areas where the building may be damaged.
 - E. Wait in a safe place for instructions; you might be there for several hours.
6. Personal Preparedness and Safety
 - A. When exiting the building after dark, be careful and have someone with you
 - B. Be aware of what is going on around you, especially out on the street. (Be STREET SMART!)
 - C. Do not work a Docent shift alone
 - D. If you are working alone in the building, ensure all doors are securely locked