

CLOSE MUSEUM INSTRUCTIONS

April 1, 2024 **LEAVE COMPLETED FORM IN FILE DRAWER IN THE 2 drawer File Cabinet 4th FOLDER BACK LABELED 'COMPLETED OPEN & CLOSE FORMS'!**

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".
- Turn off BOTH Stairway lights. The light over Restroom. & Foyer light will stay on.

LIGHTS

Turn OFF lights:

- Room 6: Gift Shoppe Display Cabinet – upper left; push button to turn off.
- Room 6: Turn off Stairway lights (North wall by handicap door)
- Room 6: Turn off Flip Chart lights. Switch is on counter next to Flip Chart.
- Room 6: Turn off Military Jacket case light. It is a slider push it to the top to turn off.
- 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 off lights in the meeting room.
- Do **NOT** turn off lobby lights both upstairs & downstairs & leave light over the bathroom on upstairs also.

Prepare Cash Drawer:

- Take all personal belongings out of brown cabinet. **Do NOT leave them at the museum**
- Put "Little House" from Room 5 in cabinet in Room 6
- Put 2 clear donation boxes in cabinet in Room 6 & 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.
- 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 Restroom 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.

Names of Docents

Camp Name

Date

Turn page over for more.....

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
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REMEMBER:

NO Food or Drink in the Museum (**water is ok BUT NOT ON THE DISPLAY CABINETS 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 TIMES.

Leave both lobby lights on both upstairs & downstairs and the light over the bathroom upstairs.

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