

# Checking In 2024 Resident Docents

(Leave this form on the clipboard)

Upon the arrival of new docents

- Park to unload, then move car to docent parking spaces near flag pole
- Need to keep the circle drive open for the Trolley

While touring the house –

- Kitchen
  - Explain contents of white 3-ring binder
  - Explain the use of the logbook and Docent Summary Sheet
  - Explain locking the screen and storm doors
  - Using rope to close off kitchen area during tours
  - Point out the window that opens and location of screen
  - First aid kit in ice box
  - Emergency information located in broom closet and 3-ring binder
  - Storage space under seat cushions
- Dining room
  - Explain newspaper collages, relief map, Niagara escarpment
  - Use of thermostat to heat or cool
  - In Hutch
    - Speaker/microphone, power cord and batteries
    - Passport stamps and ink pad
- Parlor
  - Donation box, explanation of information panels and aerial photo
- Keepers Bedroom
  - Explanation of information panels
  - Chair can be used by docents but not public –ribbon up during tours
- Bathroom
  - Docent, staff and volunteer use only
  - Door is closed when house is open
    - Can be locked from inside (same type of lock as front door)
  - Location of cleaning supplies
- Hallway
  - How to lock front doors
  - Putting out the open sign
  - Vacuum cleaner in closet – how to use and empty
  - Roll away bed and black out curtain in closet
- Basement door
  - Always keep locked. The public is not allowed in the basement, except for weather emergency

- Should not need to access basement; however, the key on the key ring that unlocks the upstairs closet door and privy also unlocks the basement door
- Stairs
  - Steps are steep and low clearance for tall people
- Bedroom
  - Closet locks for storing personal items
    - How to set the lock so it stays unlocked
    - Extra key is hanging in the kitchen broom closet
  - Explain Fresnel lenses and how to turn on/off
  - Keep up ropes to side room when open – public is not allowed access
  - One bedroom window opens and location of screen
  - Location of escape ladder - long enough to exit through lantern room window
  - Chair can be used by docents but not public – ribbon up during tours
  - Walk into roped off back area and show additional storage out of sight of visitors
  - Another roll away bed and black out curtain in back area
- Lantern Room
  - Window is always closed and vents shut
  - Remove spiders or webs before opening
  - Keep door closed after hours for sleeping and to minimize spiders on side windows

Outside –

- Oil house
  - Open for new docent inspection only
  - Keep door closed unless visitors have a special interest
- Privy
  - Open when house is open to the public
  - Rope is always up
  - Close door when closing for the day
- Walk back to public bathroom building
  - Point out location of bathroom building and donation tube by sign
  - Log cabins used for educational programs and special events
  - Point out workshop and mention volunteers may be working around the range light on Wednesdays (Weds crew)
- Shed by house
  - May notice citizen science volunteers or staff accessing shed
- Boardwalk to the Lower Range Light
  - Range Light boardwalk was re-built in 2022. Leads to trails, Hidden Brook boardwalk and Nature Center
  - Encourage the docents to explore the trails and the Nature Center during their off time
  - May need to politely remind visitors that no dogs (except service dogs) or bikes are allowed on Sanctuary property