

Checking In Resident Docents

Upon the arrival of new docents –

- Explain parking and the need to keep the circle drive open for the Trolley

While touring the house –

- Kitchen
 - Location of items, including the speaker/microphone, first aid kit and emergency information.
 - Explain the purpose of the logbook and Docent Summary Sheet.
 - Explain phone situation, locking the screen and storm doors and point out the window that opens.
- Dining room
 - Explanation of information panels, including the relief map of the peninsula (Niagara escarpment)
- Parlor
 - Donation box, use of sofa, explanation of information panels and aerial photo
- Bedroom
 - Explanation of information panels
- Bathroom
 - For docent, staff and volunteer use only – keep door closed when house is open
 - Location of cleaning supplies
 - Opening window
- Hallway
 - How to lock front doors
 - Open signs
 - Vacuum cleaners – how to use and empty
- Basement door
 - Always keep locked. The public is not allowed in basement, unless weather emergency.
 - Should not need to access, but key is the same as for other doors.
- Stairs
 - Will need to remind tall people of low clearance and suggest removing back packs or child carriers.
- Bedroom
 - Closet for personal items.
 - Fresnel lenses.
 - Keep up ropes to side room – public is not allowed access.
 - How to open and close window and use of screen.
- Lantern Room
 - Window is always closed and vents shut.
 - Watch for spiders.
 - Keep door closed after dark to minimize spiders on the outside of side windows.

Outside –

- Oil house
 - Open for docent inspection, then close.
 - Usually door is kept closed unless visitors have a special interest.
- Privy
 - Use brick to keep door open.
 - Ropes are always up.
 - Close door at end of tour.
- Walk back to public bathrooms.
- Shed
 - Location of grill, garbage/recycling containers, and garden equipment.
 - Citizen science volunteers/staff may occasionally access shed.
- Vegetable Garden
 - Weed and water when dry.
 - Location of water spigot, hose, sprinkling cans
- Grab a trail map and walk down to the Lower Range Light.
 - Explain that the lower range light was moved away from the road.
 - The trolley will usually allow people to walk down the boardwalk and pick them up at the lower range light.
 - Point out the driveway to the County Park and the availability of bathrooms.
 - Point out the trails into the Sanctuary and the Hidden Brook Boardwalk which leads to the Nature Center
 - Encourage the docents to explore the trails and the Nature Center during their off time.

Person(s) checking in docents: _____

Date: _____