

## Upper Range Light Docent Summary Sheet

(Turn This Form in with Your Keys and Name Tags)

|               |                          |
|---------------|--------------------------|
| Docent Names: | Dates at the Range Light |
|---------------|--------------------------|

Please record the total number of hours worked, the daily visitors and persons on the trolley or bus tours during your assignment. Persons on guided hikes should not be recorded.

| Duties to be Completed Daily   |  | <input type="checkbox"/> Vacuum the range light from top to bottom<br><input type="checkbox"/> Clean front door glass and side transoms<br><input type="checkbox"/> All personal items are stored and all areas are museum ready<br><input type="checkbox"/> Remove spiders and webs from front porch and lantern room<br><input type="checkbox"/> Sweep front porch and sidewalk leading to range light<br><input type="checkbox"/> Basement, upstairs closet and bathroom doors are closed/locked<br><input type="checkbox"/> Rope is up in kitchen<br><input type="checkbox"/> Turn on room/front porch lights and put out open sign by 10 am |              |                |
|--------------------------------|--|--|--------------|----------------|
| Date                           | Hours Worked   | # of Visitors  | # on Trolley | # on Bus Tours |
| Monday                         | Start Time: _____<br>End Time: _____<br>Total Hrs: _____ |  |              |                |
| Tuesday                        | Start Time: _____<br>End Time: _____<br>Total Hrs: _____ |  |              |                |
| Wednesday                      | Start Time: _____<br>End Time: _____<br>Total Hrs: _____ |  |              |                |
| Thursday                       | Start Time: _____<br>End Time: _____<br>Total Hrs: _____ |  |              |                |
| Friday                         | Start Time: _____<br>End Time: _____<br>Total Hrs: _____ |  |              |                |
| Saturday                       | Start Time: _____<br>End Time: _____<br>Total Hrs: _____ |  | XXXXXX       |                |
| <b>TOTAL # VISITORS</b>        | XXXXXX   |  |              |                |
| <b>TOTAL # OF HOURS WORKED</b> |  | <b>THANK YOU!</b>  |              |                |

## Things to Do Before You Leave by 2 pm on Sunday

Check off each of the items as they are completed.

- Fill out both sides of this Docent Summary Sheet. Make any last entries in the logbook.
- Remove all unused food related items from the kitchen (refrigerator, stove, microwave, cupboards, counters, etc).
- Wash and dry all dirty dishes and put them in their proper place.
- Wipe down the kitchen counters, sink, stove top and any spills in the microwave and refrigerator.
- Clean the bathroom sink, shower, toilet and floor using the cleaning supplies in the bathroom.
- Check that the vents in the Lantern Room are closed.
- Mop the 1<sup>st</sup> and 2<sup>nd</sup> wood floors using the Bona supplies in the kitchen broom closet.
- Place the used mop head and used towels in the laundry bag and set outside.
- Securely close all garbage and recycling bags and set outside.
- Put new bags in the garbage and recycling containers and bathroom trash container.
- Make one last check that you have packed up everything you brought.
- Place your keys, name tags and this Docent Summary Sheet in the pouch marked "Range Light Docent".
- At The Ridges Nature Center, leave the pouch and laundry bag with a person at the Front Desk.
- Place the bags of garbage and recycling in the appropriate bins located in the sheltered area on the right side of the building.

### Please fill out the following. Your comments are important to us!

Do any supplies need replenishing? Is anything missing, broken or not working? Did something happen during your stay that we should know about?

Do you have any suggestions for how we can improve the docent experience, including any additional information we should provide?

Would you consider being a resident docent again next year? If not, why?

Docent Signature: \_\_\_\_\_

Thank you!