

Upper Range Light Docent Summary Sheet

Docent Names: _____

Dates at the Range Light: _____

Please fill out the total number of daily visitors and persons on the trolley every day. On Sunday, use the checklist on the back side to be sure everything is taken care of before you leave. Place this sheet and the key in the envelope marked "Attn: Katie Krouse" and leave at the front desk of the Nature Center.

Date	# of Daily Visitors	# on Trolley	Duties
Wednesday			<input type="checkbox"/> Vacuum the range light from top to bottom <input type="checkbox"/> Dust all surfaces including window sills <input type="checkbox"/> All personal items are stored and all areas are museum ready <input type="checkbox"/> Remove spiders and webs from front porch and lantern room <input type="checkbox"/> Turn on room and front porch lights <input type="checkbox"/> Basement door, upstairs closet and bathroom doors are locked <input type="checkbox"/> Sweep front porch and sidewalk leading to range light <input type="checkbox"/> Put out open signs by 10 am
Thursday			<input type="checkbox"/> Vacuum the range light from top to bottom <input type="checkbox"/> Clean front door glass and side transoms <input type="checkbox"/> All personal items are stored and all areas are museum ready <input type="checkbox"/> Remove spiders and webs from front porch and lantern room <input type="checkbox"/> Turn on room and front porch lights <input type="checkbox"/> Basement door, upstairs closet and bathroom doors are locked <input type="checkbox"/> Put out open signs by 10 am
Friday			<input type="checkbox"/> Vacuum the range light from top to bottom <input type="checkbox"/> All personal items are stored and all areas are museum ready <input type="checkbox"/> Remove spiders and webs from front porch and lantern room <input type="checkbox"/> Turn on room and front porch lights <input type="checkbox"/> Basement door, upstairs closet and bathroom doors are locked <input type="checkbox"/> Put out open signs by 10 am
Saturday		XXX	<input type="checkbox"/> Vacuum the range light from top to bottom <input type="checkbox"/> Clean front door glass and side transoms <input type="checkbox"/> All personal items are stored and all areas are museum ready <input type="checkbox"/> Remove spiders and webs from front porch and lantern room <input type="checkbox"/> Turn on room and front porch lights <input type="checkbox"/> Basement door, upstairs closet and bathroom doors are locked <input type="checkbox"/> Sweep front porch and sidewalk leading to range light <input type="checkbox"/> Put out open signs by 10 am

**TOTAL #
VISITORS**

Things to Do Before You Leave on Sunday

Check off each of the items as they are completed.

- Fill out the Kitchen Inventory Sheet and Docent Summary Sheet. Make any last entries in the logbook.
- Remove any unused food related items from the refrigerator, stove, microwave, cupboards, and counters.
- Wash 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.
- Mop the wooden floors using the Bona supplies in the kitchen broom closet.
- Leave the used mop head and used kitchen towels in the kitchen sink.
- Take the garbage and recycling out to the bins located in the shed next to the range light.
- Put new bags in the garbage and recycling containers.
- Check that the vents in the Lantern Room and its door are closed.
- Make one last check that you have packed up everything you brought.
- Place the Kitchen Inventory Sheet and Docent Summary Sheet in an envelope marked "Attn: Katie Krouse". After locking the back door, place the key in the envelope and seal.
- Stop at The Ridges Nature Center and leave the envelope with a person at the Front Desk.

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

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?

Do you have any suggestions regarding additional information we should provide the docents?

Docent Signature: _____

Thank you!