

# **Baileys Harbor Upper Range Light**

## **Resident Docent Program Important Procedural Information**

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### **Cash Handling and Donation Procedure**

Docents are not expected to handle cash. Visitors can deposit their range light donation in the donation box located in the parlor. The donation box is emptied weekly or as needed. If visitors have not paid a trail fee, they can pay at the Nature Center or use one of the donation tubes located at several different locations, including near the Lower Range Light, the cabins, the Family Discovery Trail parking lot, or at the start of the Hidden Brook Boardwalk by the Nature Center. Docents are not expected to make change for big bills; direct the person to the Nature Center instead.

### **Cleaning**

Cleaning is a necessary part of keeping the range light in tip-top shape and presentable to the public. People often comment on how clean and beautiful the range light is inside. It is everyone's responsibility to clean on a daily basis because people definitely notice! The kitchen broom closet has brooms, dust pans, dust rags, and a Bona mop and cleaners for the wood floors. Vacuum cleaners that can be used on wood floors and rugs are located in the hallway closet and upstairs bedroom. Other cleaning supplies are located below the kitchen sink and in the bathroom. All of these supplies are for your use.

Sand is often tracked into the house, especially after a heavy dew or rain event, and can be abrasive to the wooden floors. Leaves and grass clippings can also be a problem, especially in autumn or after the grass is cut. Area rugs are used by the front and back doors to minimize damage to the wood floors. Use the brooms located in the front hallway closet and outside the kitchen door to sweep the approach to the kitchen door and the front porch/concrete sidewalk daily or as needed.

Because the range lights are functional aids to navigation, the light in the lantern room burns through the night. The bright light attracts spiders who find insects drawn to the light an easy meal. Check the front porch and lantern room daily before opening and knock down any spiders and webs you might find. Keep the door to the lantern room closed at night to minimize the number of insects and spiders on the exterior side lights.

### **Contact Information/Emergencies**

Emergency information is posted in the kitchen - on the inside door of the broom closet and on the back of the white 3-ring binder kept in the ice box. Notify Ridges staff if you call 911 or there is a non-emergency, non-life threatening incident.

If an emergency occurs for you or anyone in your party that causes all of you to leave the range light, please contact Ridges staff and inform them of your emergency prior to leaving the range light. The range light should not be left open to the public without a docent, Ridges staff or a volunteer being present.

Fiber optic service is expected to be installed in the Town of Baileys Harbor sometime in 2024. There will be no land line telephone service at the range light and internet service will only be available via your personal cell phone until fiber is installed.

### **Docent Summary Sheet and Logbook**

The Docent Summary Sheet and a bound logbook are located in the kitchen. Both are used to keep track of visitor totals and to note any needs or concerns. The Docent Summary Sheet is filled out during your visit and dropped off at the Nature Center when you leave the range light. The bound logbook stays at the range light and is an

ongoing daily record of visitor totals and notes by docents and other persons who are tending the range light, such as performing maintenance or dropping off supplies.

Use the hand-held counter to keep track of the number of range light visitors, excluding guided hikes, bus tours and trolley tours. At the end of each day, record the number of visitors and people on the trolley in the bound logbook, as well as any comments you feel should be recorded. Also enter the number of people who visited the range light in the Visitors column of the Docent Summary Sheet, and the number of people on the trolley in the Trolley column. Record the total number of people on the trolley even if some people decide not to come into the house. The visitor tally recorded in the bound logbook and on the Summary Sheet should not include the number of people on the trolley or on guided hikes. The hand-held counter stays at the range light and should not be placed in the pouch returned to the Nature Center when you leave.

The front side of the Docent Summary Sheet also lists the daily cleaning and preparation tasks that are to be completed before you open. The backside of the summary sheet is a checklist to follow as you prepare to leave on Sunday. It helps to ensure that you take all of your belongings and leave the house clean and orderly before you drop off your paperwork, name tags and keys at The Ridges Nature Center. The Summary Sheet also asks for your comments regarding anything that needs attention and your experience as a resident docent. We will review all of your comments and make appropriate changes as resources and time allow. Be sure to note if any supplies are running low or are in need of replacement. Please sign the bottom of the sheet upon completing the form.

When you are ready to leave, place the completed Summary Sheet, name tags and keys in the pouch addressed to the attention of Katie Krouse. Leave the pouch with personnel at the front desk of the Nature Center.

### **First Aid**

You will find a first aid kit in the ice box in the kitchen. If medical attention is needed, contact The Ridges staff immediately. Their phone numbers are on the emergency listing posted in the kitchen.

### **Keys**

You will be given two keys to the Range Light. One key is for the back (kitchen) door and the other key is for the upstairs closet, basement and privy doors. The back screen or entry door should be locked at all times, except when you are in the kitchen or back yard. All visitors should come in and leave by the front door when the range light is open for tours. The bathroom, basement and upstairs closet are not open to the public. The doors should be closed, and the basement and upstairs closet doors locked when the range light is open for tours. An extra key for the upstairs closet/privy/basement is hanging in the kitchen broom closet. The skeleton key hanging in the broom closet is for the Lower Range Light. Both keys are to stay at the range light.

### **Parking**

You may park in the circular drive in front of the sidewalk leading to the Upper Range Light to unload your belongings, then move your car to the furthest end of the circular drive designated as docent parking (near the flagpole). The circular drive needs to be clear of vehicles during the week to allow the Door County trolley to drive through. Do not park in front of the shed as staff and volunteers need access to the shed for loading and unloading equipment. While Baileys Harbor is generally a safe area, we suggest you keep your car locked while it is parked at the Range Light.

**Personal Items**

All personal items must be stowed away during the tours hours of 10 am to 3 pm. The Range Light has been restored to the time period of about 1910 and must be presented as such. Use the upstairs closets, dressers, or storage area below the seats of the breakfast nook to store personal items so they are out of sight. Please do not leave personal items on the grounds, such as camp chairs or yard games. Storage is limited so keep this in mind as you plan what to bring.

**Appliances**

The kitchen is fully equipped with a sink, electric stove, refrigerator and microwave that are available for your use. Refer to the Kitchen Inventory for a listing of other kitchen items available for your use. If you experience any problems with the appliances, or find kitchen items that are broken or missing, make a note on the Summary Sheet or, if urgent, contact Ridges staff.