

Tower Docent Checklist

Opening

- Turn the light on at the base of the tower. (The light switch is located to the left of the wooden door that leads into the house).
- Open the windows and shutters at the base of the tower.
- Begin climbing, and open all windows & shutters along the way.
 - If it is raining, open the shutters for light, but then close the windows.
- Please check for debris on the stairs as you climb. If you notice anything that could be a safety issue, alert a staff member.
- When you arrive in the lens room, open the door to the catwalk and secure it by using the rope attached to the door. Wrap the rope around the ladder outside, and clip it to itself.
- Turn your radio on and perform a radio check to the ground.

Closing

- When your last climber has begun descending, do a loop around the catwalk to ensure that all guests have vacated the top.
- Close the catwalk door and latch the rope to the lens room staircase.
- Ensure that any fans or heaters are unplugged.
- Let the Gift Shop know that you are headed down, then turn the radio off and place it in its base to charge. **NOTE: make sure that radio is properly “seated” in the charger; it will only charge if it’s securely seated toward the rear of the base.**
- Check the trash can; if necessary, bring the bag down with you to be disposed of.
- On your way down, close and lock all open windows and shutters (including the windows at the base of the tower).
- Turn off the light at the base of the tower
- Unplug any fans or heaters at the base of the tower
- Ensure that the wooden door that leads into the museum is locked. Exit out the North tower door; a staff member will lock it for you after you leave.

For volunteers working both shifts: If you have a free hand while climbing down, grab a disinfectant wipe from the cabinet at the top of the tower and wipe the handrail on your way down.

Always make sure to log your hours in the Volunteer Hours Book.

Thank you for everything you do!