

# Checking In Newly Arrived Resident Docents 2026

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Upon the arrival of new docents

- After parking to unload, move car to docent parking spaces near flag pole
- Circle drive needs to be open for trolleys and buses

Tour the house and grounds with the newly arrived docents to review the following items and share any insights from your week at the range light.

- Kitchen
  - Contents of icebox
    - Logbook, clipboard, hand held counter, first aid kit, Ridges trail guides, Land Trust hiking guides
    - Contents of white 3-ring binder
    - Use of the logbook and Docent Summary Sheet
    - Flashlights in case of power outage or to use if you come back after dark
  - Explain locking the screen and storm doors
  - Using rope to close off kitchen area during tours
  - Window above breakfast nook opens and location of screen
  - Emergency information posted in closet and 3-ring binder
  - Location of spare keys and ant traps in closet
  - How to access storage space under seat cushions
- Dining Room
  - Explain newspaper collages, relief map, Niagara escarpment
  - Using thermostat to heat or cool
  - Digital picture frame stays on; sleep mode
  - Contents of Hutch
    - Speaker/microphone, power cords, batteries, tool box in lower cabinet
    - Lighthouse passport stamps and ink pad in drawer
  - Extra paper supplies (tissues, paper towel, toilet paper) in marble top table; more in basement
- Parlor
  - Donation box – emptied by authorized person
  - Explain panels and aerial photo
  - Sofa can be used by docents but not public –keep ribbon up during tours
- Keepers Bedroom
  - Explain information panels
  - Chair can be used by docents but not public – keep ribbon up during tours
- Bathroom
  - Docent, staff and volunteer use only
  - Door is closed when house is open
    - Can be locked from inside (same type of lock as front door)
  - Location of cleaning supplies
- Hallway
  - How to lock front doors
  - How to open screen on storm door
  - Open sign stored in front closet and hangs from kiosk near boardwalk
  - Put up the privacy sign on the porch after hours
  - Vacuum cleaners in kitchen and hallway closets – how to use and empty

- Roll away twin bed and black out curtain in closet
  - Basement door
    - Always keep locked. The public is not allowed in the basement, except for weather emergency
    - Key on docent key ring unlocks the basement door, upstairs closet door and privy
    - Access to basement for extra supplies of cleaners and paper items (tissues, paper towel, toilet paper)
  - Stairs
    - Steps are steep and low clearance for tall people
  - Bedroom
    - Closet door locks for storing personal items
      - How to set the lock so it stays unlocked
    - Explain Fresnel lenses and using the switch on wall socket
    - Keep up ropes to side room when open – public is not allowed access
    - One bedroom window opens and location of screen
    - Chair can be used by docents but not public – keep ribbon up during tours
    - Location of escape ladder - long enough to exit through lantern room window
    - Walk into roped off back area and show additional storage out of sight of visitors, roll away twin bed, black out curtain and fans
  - Lantern Room
    - Window is always closed and vents shut
    - Check for and remove spiders or webs before opening
    - Keep door closed after hours for sleeping and to minimize spiders on side windows
- Outside –
- Oil house
    - Open for new docent inspection
    - Keep door closed due to visitors walking nearby unless visitors have a special interest
  - Privy
    - Open when house is open to the public
    - Rope is always up
    - Close door when closing for the day
  - Walk back to cabins and public bathroom building
    - Location of bathroom building and donation tube by kiosk
    - Log cabins used for educational programs, summer camps and special events
    - Workshop – volunteers, aka, the Weds Crew, may be working around the range light on Wednesdays
  - Shed by range light
    - May notice citizen science volunteers or staff accessing shed
  - Boardwalk to the Lower Range Light
    - Range Light boardwalk re-built in 2022. Leads to trails, Hidden Brook boardwalk and Nature Center
      - Range Light and Hidden Brook boardwalks are ADA compliant
    - May need to politely remind visitors that dogs (except service dogs) and bikes are not allowed on Sanctuary property
      - Suggest Dog Parks located in Baileys Harbor, Sister Bay and Egg Harbor
      - Also suggest State and County Parks and Land Trust Properties as alternatives
        - Dogs must be leashed when on these properties
      - Dogs are not allowed at Toft Point or on park beaches
  - Answer any questions before you leave