

# Upper Range Light Docent Summary Sheet

(Turn This Form in with Your Keys)

Docent Names:	Docent Week (Dates):
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Please record the total number of hours worked, the daily visitors, and persons on the 11:45 am trolley and other trolley or bus tours during your assignment. Persons on guided hikes should not be recorded. **IF YOU MUST OPEN AFTER 10 AM OR CLOSE BEFORE 3 PM, NOTIFY THE RIDGES FRONT DESK AT 920-839-2802.**

Duties to be Completed Daily		<input type="checkbox"/> Vacuum the range light from top to bottom <input type="checkbox"/> Clean front door glass, side transoms, and stair hand rails <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"/> Sweep front porch and sidewalk leading to range light <input type="checkbox"/> Basement, upstairs closet and bathroom doors are closed/locked <input type="checkbox"/> Rope is up in kitchen <input type="checkbox"/> Turn on room/front porch lights and put out open sign by 10 am		
Date	Hours Worked	# Of Visitors	# On 11:45 Trolley	# On Other Trolley/Bus Tours
Monday	Start Time: _____ End Time: _____ Total Hrs: _____			
Tuesday	Start Time: _____ End Time: _____ Total Hrs: _____		XXXX	
Wednesday	Start Time: _____ End Time: _____ Total Hrs: _____			
Thursday	Start Time: _____ End Time: _____ Total Hrs: _____		XXXX	
Friday	Start Time: _____ End Time: _____ Total Hrs: _____			
Saturday	Start Time: _____ End Time: _____ Total Hrs: _____		XXXX	
<b>TOTAL # VISITORS</b>	XXXXXX			
<b>TOTAL # HOURS WORKED</b>		<b>THANK YOU!</b>		

## Things to Do Before You Leave 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. Cleaning supplies are in the bathroom and kitchen.
- ☐ Check that the vents in the Lantern Room are closed.
- ☐ Empty the vacuum cleaner if canister is more than 1/2 full. N/A
- ☐ 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, used kitchen towels and used bathroom cleaning towels in the laundry bag.
- ☐ Securely close all garbage and recycling bags and set outside along with the laundry bag to take to the Nature Center.
- ☐ Put new bags in the kitchen garbage and recycling containers, and the bathroom trash container.
- ☐ Make one last check that you have packed up everything you brought.
- ☐ Place the keys and this Docent Summary Sheet in the zippered pouch.
- ☐ At The Ridges Nature Center, leave the pouch 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 south (right) side of The Nature Center. A container for the laundry bag is hanging on the fence near the gate.

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

Have you notified your contact person about any damage, or needed repairs or supplies? Y N  
If yes, briefly describe issue reported.

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!