

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		<ul style="list-style-type: none"> <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	
TOTAL # VISITORS	XXXXX			
TOTAL # HOURS WORKED		THANK YOU!		

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 1st and 2nd 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!

11.25