

# **Baileys Harbor Upper Range Light**

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

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### **Committee Contact Person**

The Range Light Resident Docent Program is overseen by the Resident Docent Committee, the members of which are listed on the title page of the “Guidebook for Baileys Harbor Range Light Resident Docents”. A resident docent committee member will be assigned to you at the time of your selection and will serve as your contact before, during and after your stay at the range light. If you have any questions, problems or concerns regarding your stay, please contact your assigned committee member.

### **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 throughout the Ridges property, 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 kitchen. Please empty the vacuum cleaner dust collection canister when it is more than half full. Cleaning supplies located below the kitchen sink and in the bathroom are available for your use. Directions for using the Bona mop and the vacuum cleaners are included in the 3-ring binder.

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 by the front and back doors 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.

### **Emergencies / First Aid**

Emergency contact information is posted on the inside door of the kitchen 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. A first aid kit is located in the ice box in the kitchen.

The Door County Hospital and an Urgent Care Center are located in Sturgeon Bay, and a medical clinic is located in Sister Bay. Pharmacies are located in Sturgeon Bay and Sister Bay.

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

### **Record Keeping**

The Docent Summary Sheet, bound logbook, clipboard, 3-ring binder and hand-held counter are to be kept in the icebox located in the kitchen when not in use. This ensures they are available to other volunteers and staff, such as the docents who cover for you on Wednesdays.

The Docent Summary Sheet is a weekly record of the number of visitors at the range light, the hours you volunteered as docents and any needs or concerns you feel are worth noting. 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 includes 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 and keys at The Ridges Nature Center. The Summary Sheet also asks about your experience as a resident docent and if you notified your contact person about items that need attention. Please sign the bottom of the sheet upon completing the form. When you leave on Sunday, the Docent Summary Sheet is returned to the Nature Center with the keys. The resident docent committee reviews all of your comments and makes appropriate changes as resources and time allow.

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.

The clipboard includes the form, Checking In Resident Docents, which lists the items the departing docents are to discuss with the incoming docents on Sunday. Please cover all of the items on the checklist. If an item is not familiar to you, please discuss with your contact person prior to meeting the new docents. Docents often keep their Docent Summary Report on the clipboard during the week. A few blank copies of the Docent Summary Report should also be on the clipboard if needed.

The hand-held counter is used to keep track of the number of visitors that enter the range light, excluding those on guided hikes, bus tours and trolley tours. The hand-held counter stays in the ice box and should not be returned to the Nature Center when you leave.

At the end of each day, record the number of visitors tallied on the counter, the number of people on the 11:45 trolley and the number of people on any additional trolleys or busses in the bound logbook and the appropriate column of the Docent Summary Sheet. The number of people recorded for trolleys and busses include all persons on the bus or trolley, even those who decide not to enter the range light. The daily visitor and trolley tallies recorded in the bound logbook should be the same as those recorded on the Docent Summary Sheet.

The white 3-ring binder contains emergency information, a copy of the Resident Docent Guidebook and these procedures, the history of the range light excerpted from the Historic Structure Report, and miscellaneous information that you may find useful during your stay at the range light.

### **Keys**

The pouch given to you at the Nature Center will include two keys to the Range Light. One key is for the back (kitchen) door and the other key is for the upstairs closet/basement/privy doors. The back screen or entry door should be locked when the range light is open for tours so that all visitors come in and leave by the front door. Because 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 kitchen broom closet is for the Lower Range Light. This extra set of keys is to be kept in the kitchen broom closet and should not be returned to the Nature Center when you leave.

### **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 to allow trolleys and busses to drive through. Do not park long term 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 tour 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.

### **Heating and Cooling**

The range light is equipped with a furnace and central air conditioning system which are thermostatically controlled. During tours and after hours, you may keep the front screen door and kitchen screen door open, although the doors should be locked after hours as The Ridges Sanctuary grounds are open to the public from dawn until dusk. The front and kitchen entry doors should be closed and securely locked before you retire for the evening.

Two windows in the house accommodate screens – one in the kitchen above the breakfast seating area and one in the upstairs bedroom. Please be sure the screens are removed and the windows are closed when using the heat or air conditioning.