

Rockfish Valley Foundation Natural History Center Orientation and Checklist – March 2020

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Thanks for volunteering to open the center and host our visitors! You should arrive 15 minutes before opening time to get set up.

Locks

After opening the screen door, be prepared to open the door and disarm the security system without delay. You have 60 seconds, which is plenty, but no time to do other things first. Press the code in the code pad on the door. When the light flashes green, turn the knob clockwise to unlock. You will hear a click.

Go to your right (the old alarm on your left is not being used) and enter the code before the timeout completes.

If too much time passes and the alarm is activated, call the alarm company Simplisafe at (800) 693-4911 – help line is (888) 957-2635. They will ask you the secret word or password (which will be supplied) and reset the alarm.

For fire safety, the door out to 151 should be unlocked. When children are present, remind their parents to not let them go out that door without supervision.

Within the Center, open the door on the south side that says, “Employees Only”. There are some historic photos there. Do not lock the outside door in that room. On the light switch by the outside door, turn on the nearest switch only.

Lights

- To your left, as you enter is a switch plate of 4 switches. Turn on the right 3. The left one is taped on always.
- In a basket on or behind the main desk counter are 4 remotes for light switches around the room.
 - One has a single on/off button. Press it once to turn on. (spots at front desk)
 - There are two each having 2 rows of buttons.
 - One says “All On”. Press that one. (bookcase behind main desk, children’s bookcase, and reptile case)
 - One is just numbered. Press the top left “on” button. (spot by piano)

- The last remote is a thin one labeled “Pucks”. It turns on the lights in the display case. Walk over to the case and point the remote at one of the 4 lighting pucks in the display case and press the top green “on” button.
- Repeat for the other three lights using the same button.
- There is a tall glass display case next to the piano that has 1 puck to be turned on.
- Walk over to the geology area behind the display case. Reach behind the curtain and turn on the switch.
- Walk to the end of the display case. On the wall is a steel surfaced mounted switch. Turn it on.

Air conditioning

The center is cooled and kept dry with two mini-split units on the wall over the birds and snakes display. They are each controlled by a remote kept in a holder on the support beam in the center of the room in front of each unit. Normally the units will be on and should be kept on a set temperature. If the setting is inappropriate for a particular day, it can be adjusted using the up and down temperature setting buttons. If you change the setting remember what it was previously so you can reset it when you leave. Each unit is separately controlled by its respective remote.

Banners and Flags

There are two banners and two red, white, and blue flags that we put out after the above steps are completed. They should be in place as we are opening the center. The banners are kept on the front porch. Each banner is specific for its mount. The banner pole for the location on the left of the porch when coming out the door has red letters on blue background and is placed over the fixed aluminum pole set into the ground and sticking up a couple of feet. Around the corner to the right is the other mount set into the ground under the sycamore tree. This one has red background with yellow letters and is shorter and the banner pole fits inside the part in the ground.

On the porch itself are two flagpole mounts fixed to the porch column. The one on the left side of the porch when coming out of the door has blue tape on it and matches the flag with blue tape. The one without tape goes on the right column.

As you return from the last banner you can turn the “Closed” sign in front of the steps around to read “Open”.

Square

For credit card purchases, we use the square system. It consists of an app on an iPad and a wirelessly connected card reader. Both pieces of hardware are found on the desk behind the counter. To use it follow the printed directions found on the desktop. Square will add in the 5.3% tax for credit card purchases. For all purchases, fill out a sales receipt. For cash purchases calculate the tax manually.

Closing up

Square

Square can be left running and it will time itself and the iPad out and go dark. Pressing the iPad button will wake it up.

Banners and Flags

Banners should be removed from their mounts and placed up against the building on the front porch. Flags are rolled up and placed behind the geology counter on the floor.

Air conditioning

If you change the setting, reset it when you leave. Each unit is separately controlled by its respective remote.

Lights

- Walk over to the geology area behind the display case. Reach behind the curtain and turn off the switch.
- Walk to the end of the display case. On the wall is a steel surfaced mounted switch. Turn it off.
- In a basket on or behind the main desk counter are 4 remotes for light switches around the room.
 - One has a single on/off button. Press it once to turn off.
 - There are two each having 2 rows of buttons.
 - One says "All Off". Press that one.
 - One is just numbered. Press the top right "off" button.
 - The last remote is a thin one labeled "Pucks". It turns off the lights in the display case. Walk over to the case and point the remote at one of the 4 lighting pucks in the display case and press the top red "off" button.
 - Repeat for the other three lights and the glass display case using the same button.
 - Turn off the light in the "employee only" hallway.
- To your right, as you leave is a switch plate of 4 switches. Turn off the right 3. The left one is taped on always.

Locks

To leave, make sure all doors, including the entrance, Westside door to 151, and "Employees Only" area are closed. Go to the alarm control panel to the left of the door as you are leaving. Press the "Away" button. After pressing "Away" be prepared to open the door and exit, closing the door behind you without delay. You have 60 seconds, which is plenty, but no time to do other things. Outside, press the green button on the lock. While it flashes, turn the lock counterclockwise. After hearing the lockset, wait for the green light to stop flashing. Double-check you have locked the door by turning the handle and trying to open the door. If the door does open you have failed to lock the lock. Go inside and disarm the system. Now repeat the procedure from the top.