Maggie Law Maritime Museum: Procedures Check List

W / B Monday_, Date ---------- 2015	Mon	Tue	We	Th	Fri	Sat	Sun	Comments
Keys transfer arrangements?		**X**						
Opening Procedures: Lower Deck		**X**						
Visual check around building for litter, graffiti or damage to building		**X**						
Open up Right Hand door of Museum, raise right hand blind		**X**						
Set out cones and barrier poles at Museum entrance		**X**						
Set out "Museum Open" sign, also Gourdon fish lifebelt		**X**						
Hoist flag (optional)		**X**						
Switch on gang socket for: computer, Coastguard spotlight, TV screen, cabinet		**X**						
Switch on plasma screen by the remote control, placed in the boat		**X**						
Switch on CD / Sound system (See Electrical plan)		**X**						
Switch on Gallery lights when visitors arrive (1st switch on box inside door)		**X**						
Switch on Wheelhouse lights / spots								
Switch on panel heaters as required		**X**						
Ensure visitor and donations record are kept, (daily or weekly) and cash float in donations box (From Wheelhouse)		**X**						
When visitors arrive, welcome and explain how the **Information Sheets** work		**X**						
Switch on laptop computer		**X**						
Main start button		**X**						
Click on Google Chrome , and Home Page should appear , then follow drop down menus as required		**X**						
Check that laptop and screen are working with each other		**X**						
Record any new heritage information and contacts (Museum Day Book)		**X**						
Opening Procedures: Upper Deck		**X**						
Once Visitors are welcomed in the Lower Deck, prepare Upper Deck Unlock triple locks Remember: **MEMORABLE**		**X**						
Switch on cabinet case, gallery lights, sound system at wall sockets and switches, as visitors arrive (Panel heater as required)		**X**						
Ensure external light has not been switched on accidentally		**X**						
Ensure one computer / desk lamp is switched on		**X**						
Once visitors have left upper deck, switch of all electrics and single lock door		**X**						
This saves electricity between visitors		**X**						
Return to lower deck and advise visitors, of Upper Deck facilities		**X**						