

## CCLF Checklists - 5/22/21

### Lighthouse Opening

- ✓ Unlock lighthouse and oil house
- ✓ Sign in
- ✓ Turn on lights
- ✓ Open windows
- ✓ Dust and/or sweep, as needed
- ✓ Turn on TV
- ✓ Raise flag and put out signs
- ✓ If doing a large tour, use box under table and chain in drawer to block stairway up to the 4<sup>th</sup> level
- ✓ Wipe down the outdoor benches, if wet – towels are in the oil house – or use blower
- ✓ Unlock restrooms - the key box is on the building, halfway up the ramp, or use key in lighthouse
- ✓ Straighten up the restrooms. Replace supplies, if needed - in the middle room between restrooms – uses same key. Only use deadbolt on supplies and restroom doors – keep door handle unlocked because it sticks.

### Lighthouse Closing

- ✓ Bring in signs and properly fold flag
- ✓ Close windows
- ✓ Unplug TV
- ✓ Capture tour statistics and enter in log or email to Mary Anne Moore [maryanne.c.moore@gmail.com](mailto:maryanne.c.moore@gmail.com). Not needed for Canaveral Tours – Shelley reports.
- ✓ Sign out or email your time to Mary Anne Moore [maryanne.c.moore@gmail.com](mailto:maryanne.c.moore@gmail.com)
- ✓ Turn off lights
- ✓ Lock lighthouse and oil house (reset combo to 0000)
- ✓ Ensure no running water in the restrooms
- ✓ Straighten up the restrooms, if needed
- ✓ Lock restrooms

### Emergencies

- ✓ Stay with the visitor and call for help
- ✓ If the person is unconscious, call emergency personnel.
- ✓ If the person is conscious, ask them if they want emergency personnel to be called. Do what they request.
- ✓ If the person is a minor, contact their parent/guardian on site and inform them of the emergency. Ask them if they wish to have emergency personnel called. Do what they request.
- ✓ Call Dr. Sonny Witt and give details of the emergency.
- ✓ Contact information:
  - Medical Emergency – 321-853-0911
  - Air Force Security – 321-853-2121
  - Dr. Sonny Witt – 321-853-0705 (office) or 321-544-4029 (cell)
  - CCLF President Larry Ostarly – 321-362-8357
  - AFOSI (issue with foreign national) – 321-494-5794

## CCLF Checklists - 5/22/21

### Museum Opening

- ✓ Sign in at lighthouse
- ✓ Unlock the cottage - the key box is on the building, halfway up the ramp
- ✓ Turn on downstairs lights
- ✓ Turn on TV with remote in staff room (Small video/photo frames should have been left on. If not, turn them on.)
- ✓ Dust and/or sweep, as needed
- ✓ Ensure Welcome sign blocks the stairs
- ✓ Unlock the back door
- ✓ Wipe down the outdoor benches and rockers, if wet – towels are in the oil house – or use blower
- ✓ If gift shop personnel not present, move “Closed” sign into doorway

### Museum Closing

- ✓ Check that display cases are secured
- ✓ Ensure no running water in restroom or gift shop sink
- ✓ Ensure nobody remains in the building, upstairs or downstairs
- ✓ Turn off TV but leave the small video/photo frames on
- ✓ Lock the back door
- ✓ Turn off lights
- ✓ Lock the cottage and return the key to the key box
- ✓ Sign out at lighthouse or email your time to Mary Anne Moore [maryanne.c.moore@gmail.com](mailto:maryanne.c.moore@gmail.com)
- ✓ **Note:** if gift shop personnel remain, notify them that everything else has been done and they should lock the front door when they leave

### Museum Miscellaneous Info

- ✓ The Fresnel interactive Lightbox can remain plugged in at all times. 2 hands are needed to work it – push the bottom button and turn the top knob at the same time.
- ✓ If the photo frames freeze and won't work, gently unplug them, wait 10 seconds, then plug back in.

### Emergencies

- ✓ Stay with the visitor and call for help
- ✓ If the person is unconscious, call emergency personnel.
- ✓ If the person is conscious, ask them if they want emergency personnel to be called. Do what they request.
- ✓ If the person is a minor, contact their parent/guardian on site and inform them of the emergency. Ask them if they wish to have emergency personnel called. Do what they request.
- ✓ Call Dr. Sonny Witt and give details of the emergency.
- ✓ Contact information:
  - Medical Emergency – 321-853-0911
  - Air Force Security – 321-853-2121
  - Dr. Sonny Witt – 321-853-0705 (office) or 321-544-4029 (cell)
  - CCLF President Larry Ostarly – 321-362-8357
  - AFOSI (issue with foreign national) – 321-494-5794