

OPENING:

*Turn on all lights in gallery area.

*Be sure door to storage area is closed to manage AC.

*Check that square is on and up and running.

*Sweep and mop floors as needed.

*Dust furniture, shelves, etc. as needed.

*Keep track of # of visitors, and any notes in docent notebook.

*Ask visitors if they want to be on our email list.

*Please call any artist who makes a sale.

Wednesdays: Clean bathroom and check for supplies.

Thursdays (and any day garden looks dry): Water plants out front.

First Friday Each Month: Clean windows and door.

CLOSING:

*Be sure iPad is in sleep mode?

Turn AC to 78.

*Turn off all lights (check ones in jewelry case are off).

*Be sure door locks securely. Place key in lockbox and spin the numbers to completely close it.