**Museum Opening Galleries**

1. Turn on lights for all the museum. The lights are located behind the museum desk by the alarm box.
2. Unlock galleries, keys can be found in the keybox. Code to open box is 1001. The FAB unlocks the two changing exhibit galleries, the “A” key unlocks the Nightwatch and the Fenimore Galleries.
3. Open the doors to the Memorial Walkway. The “A” key unlocks these doors. The doors stay open by connecting with a magnet on the wall. Sometimes these magnets shift and the doors won’t stay open. If this happens, just pull a bench over and adjust the wall magnet.
4. Turn on the electronics for the Fenimore (Inspiration) Gallery. These are located in the closet in the tutor room. Flip up the switch to the top-right of the DVD players, then press the power buttons on the two top DVD players and media player below.
5. As you go through the galleries make sure the temperature is not too hot or cold.
6. Are there any lights out? If so alert maintenance with an email
7. If signs fall off the wall, please pick up and stick back on
8. If anything seems out of the ordinary please alert one of the directors right away.

**Museum Closing Galleries**

1. Turn off the electronics for the Fenimore Gallery
2. Clean glass gallery doors of fingerprints
3. Lock the Nightwatch and Fenimore Galleries
4. Lock the Memorial Walkway
5. Lock the changing exhibit galleries. Sometimes these fail to lock on the first try so make sure to tug on the door before you leave.
6. Turn off lights behind circ desk. Nightwatch, Fenimore and changing exhibit galleries stay on at night.
7. As you walk through at night make sure the temperature feels right and that no artwork has been damaged
8. Go downstairs and make sure nobody is lurking in the light court gallery, bathrooms and coat room.