



Opening Checklist

- Turn on monitors and confirm internet connectivity
 - Turn on power strip behind the table under the main monitor
- Turn on monitor in Texas Navy Theater
- Walk through entire gallery to make sure things are straightened up
- Walk through both bathrooms and make sure they are stocked and clean
- Inspect Gift Shop and straighten up if needed
- Confirm connectivity of the POS system
- Count cash in the cash drawer and send starting number to alubow@houstonmaritime.org
- Start the Texas Navy movie as close to 10 AM as possible
- Open main door using Allen wrench at 10 AM

During the Day Checklist

- Keep Gift Shop orderly
- Walk the gallery every 1 – 2 hours to make sure everything is in order
- Keep an eye on security cameras as needed
- Check inventory of kid's scavenger hunt sheets and order more from alubow@houstonmaritime.org if we're running low
- Check inventory of membership forms and order more from alubow@houstonmaritime.org if we're running low
- File new membership forms to be added to the membership system
- Include order numbers on the sign in sheet as admission and gift shop orders are taken.

Closing Checklist

- Lock main door at 4:30 PM using the allen wrench (Guests must exit by 5:00 PM)
- Turn off monitor in Texas Navy Theater
- Turn off monitors on ship channel
 - Turn off the power strip behind the table
- Walk through the gallery and disinfect anything hands-on.
 - DO NOT SPRAY models and artifacts!!!
 - Spray disinfectant on a paper towel and wipe down things like the mouse and keyboard, door handles, benches, etc.
- Walk through both bathrooms and disinfect surfaces
 - Counters
 - Faucets
 - Toilet seats, top and bottom
 - Flushers
 - Stall handles
- Straighten up Gift Shop
- Count cash in the cash drawer and send ending number to alubow@houstonmaritime.org
- Arm alarm system
 - You'll have 45 seconds to exit so make sure you have all your belongings ready to go
- Turn off lights on your way out
 - The door will automatically lock behind you