

OPENING THE OBSERVATORY

- 1) Unlock the door and enter. The alarm will start beeping.
- 2) Immediately punch your access code into the control panel on the wall by the door to turn off the alarm.
- 3) Sign In on the Log Sheets. The logbook is on the table by the water cooler. Additional copies of the log sheets are located in the top drawer of the Control (Warm) Room filing cabinet.
- 4) You can turn off the outside floodlights if you wish. The switch is by the outside door, it is marked 'Floods'.
- 5) If it is too cold you can turn the furnace up a bit. The thermostat is on the south wall of the classroom.
- 6) Go about your business. See [Setting Up the PGAO 24" Telescope](#) to operate the main scope.

OBSERVATORY LOCK-UP

- 1) Ensure that the scope is put away. (see [Setting Up the PGAO 24 Telescope](#))
- 2) Ensure that all other equipment is put away – especially if people have been using the club's portable scopes and/or laser pointer outside.
- 3) Ensure that all red dot finder scopes are turned off.
- 4) Ensure that the two power bars at the base of the telescope, and the two switches on the telescope power panel are turned off.
- 5) Ensure that the brown 12 VDC power supply in the basement equipment rack is turned off.
- 6) Ensure that the power bar located next to the KBMD DC Motor Speed Control unit in the dome room is turned off.
- 6) If you used AC and/or DC power at the piers, turn off blue breakers 5 and 7 in the right hand electrical panel located behind the bi-fold doors in the hallway leading to the dome, and turn off the brown power supply in the basement equipment rack.
- 7) Turn the furnace down to 10 deg C.

- 8) Tidy up the observing deck, classroom, and kitchen area. If you made coffee, unplug the coffee maker, remove the grounds and filter, empty the carafe, and run a cup of clear water through the spigot to rinse it out for future use.
- 9) If it is full, change the garbage bag and take it home with you for disposal. Extra bags are located in the closet next to the main entrance.
- 10) Shut off all the lights. (check the classroom, observing deck, control room, bathroom, basement, outside red lights)
- 11) Shut all the alarmed doors. (outside doors, control room, observation deck)
- 12) Lock the heavy green metal door leading to the observation deck. You usually have to force the door closed and simultaneously turn the key in the upper deadbolt. To ensure it is properly locked, give the door a good tug when finished.
- 13) Turn on the outside floodlights. They are on a timer. If they won't go off after a few minutes you may have to turn them off for 30 seconds and then back on to activate the timer.
- 14) Sign Out on the Log Sheets. Make sure to fill in all relevant information. If problems were encountered during your visit, please describe them carefully. Call the observatory director or president of the club if the problems will cause inconveniences for the next visitors.
- 15) With the outside door closed, enter your alarm code to activate the alarm. If the alarm fails to activate, check steps 4 and 5.
- 16) You have 30 seconds to clear the building.
- 17) Lock the outside door and give it a tug to ensure it is properly locked.
- 18) It is a good idea to wait in your car at the gate for a minute to ensure that the floodlights go off. It is an annoyance to the neighbours if they accidentally get left on all night.