

OBSERVATORY USE CHECKLIST

Full Observatory Use (i.e. Tours and Open houses)

SHUTDOWN PROCEDURE

1. If you have been operating the dome in SYNC mode, follow the instructions in the Dome-Scope Synchronization (shutdown) Procedure and then return to Step 2, ignoring Steps 6 and 9.
2. On the virtual handpad, click on 'Stop' and then 'Park Scope'.
3. Once the telescope is parked, terminate the telescope link in TheSky6 program by clicking on the red telescope icon.
4. Close the virtual handpad window.
5. In TheSky6 program, click File/Exit. A window may appear asking if you want to save to 'Normal'. Click 'Yes'.
6. Rotate the dome so the shutter motor is above bearing assembly #1.
7. Crank the lower shutter door closed, keeping an outward pressure on the door during the last 6 crank turns.
8. Place the ladder directly against the wall and out of the way of 24" telescope truss.
9. Transfer the yellow power cable from the dome rotation motor to the shutter motor.
10. Close the upper shutter door, ensuring the upper shutter door overlaps the lower shutter door.
11. Turn off the power bar located next to the KBMD DC Motor Speed Control unit.
12. Tie the rope onto the shutter crank handle.
13. In the Mallincam program 'Config' screen, click on 'Park' near the bottom of the window. A 3 minute countdown will begin on the 'Advanced' tab.
14. Turn off both telescope power panel toggle switches.
15. Remove the 24" telescope eyepiece.
16. Reinstall all the 24" and 8" telescope covers. The 8" dust cover is indexed for easy installation.
17. When the Mallincam message 'It is now safe to Power off your camera' appears, turn off both power bars at the base of the 24" telescope.
18. Close the Mallincam program. When a window opens asking if you want to exit the program, click 'Yes'.
19. Turn off the dome computer by clicking (Start/Shut down) located in the bottom left corner of the left hand dome monitor
20. Turn off all 3 dome monitors.
21. Place the tarp over the monitors, dome desk, and chair.
22. Do a quick check to ensure you didn't miss anything.
23. Exit the dome area, ensuring all lights are extinguished.

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24. Turn off blue breakers 5 & 7 in the right hand power panel located behind the bifold doors in the dome access hallway.
25. In the basement, turn off the power supply labelled 'ASTRON' in the equipment bay.
26. Bring the laser pointer and telescopes back into the building.
27. Do a quick check of the viewing deck to ensure nothing got left behind.
28. Ensure all finderscopes are turned off and dust covers are in place.
29. Remove the eyepieces and return them to the control room.
30. Ensure the basement door is left open to allow heat from the 4 running computers to escape from the room.
31. Turn off the control room lights and close the control room door.
32. Turn off the dome access hall lights, close and lock the green door.
33. Turn off the classroom projector and unplug its yellow plugged power cord from the power bar.
34. Turn off the classroom computer, monitor, and TV set.
35. Sign out using the Observatory Users' Log sheets.
36. Turn off all indoor and outdoor red lights.
37. Turn on the floodlights.
38. Alarm the building, turn off all remaining lights, and exit the building.
39. Lock the door and ensure it is secure.
40. Drive off the property, lock the gate and ensure the floodlights extinguish after a couple of minutes.