

## OBSERVATORY LOCKUP

- Ensure that the scope is put away.
- Ensure that all other equipment is put away, especially if people have been using the club's portable scopes and/or laser pointer outside.
- Ensure that all red dot finder scopes are turned off.
- Ensure that the ASTRON 12 VDC power supply in the basement equipment rack is turned off. The alarm won't activate otherwise.
- 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.
- Turn off water pump breakers 12 and 14.
- Shut off the observing deck, control room, basement, and dome room hallway lights.
- Turn the furnace down to 10 deg C.
- Tidy up the observing deck, classroom, and kitchen area. If you made coffee, unplug the coffee machine and/or the kettle.
- If it is full, replace the garbage bag and take the full one home with you for disposal. Extra bags are located in the closet next to the main entrance.
- Shut all the alarmed doors. (outside doors, control room, observation deck)
- Turn off the 'Projector' switch on the west wall near the computer.
- Turn on the North motion sensor light. The switch is next to the North exit door.
- Turn on the West motion (floods) sensor light. It is on a timer. If it won't go off after a few minutes you may have to turn the switch off for 30 seconds and then back on to activate the timer.
- Remove the red railing and pier lights.
- 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.
- Shut off all remaining lights. (classroom, bathroom, and hall lights)
- With the outside door closed, enter your alarm code to activate the alarm. You have 30 seconds to clear the building.
- Lock the outside door and give it a tug to ensure it is properly locked. Wait at the gate for a few minutes to ensure that the floodlights go off. It is an annoyance to the neighbours if they accidentally get left on all night.