

<b>Opening Walker Cabin</b>	<b>2026</b>
<b>Park Office: Get Key &amp; “Cabin Open” Poster from inside Key Cabinet.</b> Place poster with Velcro strip on front of key cabinet door.	
<b>From Docent room collect:</b>	
<ul style="list-style-type: none"> <li>• Purple Dolly Cart with photobooks,</li> <li>• 2 work lights from counter (unplug from chargers)</li> <li>• Fan (if hot weather) (unplug from charger)</li> <li>• White Billboard Sign, Update “hours open today”</li> </ul>	
<b>Place Billboard sign at top of the Nature Center Entrance Stairs</b>	
<b>Take Purple Dolly Cart (her name is Violet) to Cabin</b>	
<b>Open Cabin Front &amp; Back doors</b> , prop open with <u>Kickdown Door Stoppers</u>	
<b>Hang Work-Lights above Stove &amp; Plexiglass display &amp; turn on</b>	
<b>Open upper doors Hoosier Cabinet.</b> store cabin key on upper shelf during shift	
<b>Check Cabin mouse traps – dispose of all trapped mice</b>	
<b>Clean flat surfaces</b> with cleaning supplies stored under bed as needed	
<b>Update “Hours Open”</b> on “Walker Cabin Open” Billboard Sign	
<b>Place Billboard Sign across street from cabin</b> , near parking lot entrance.	
<b>Place one bench from table outside on the porch</b> (fireplace side)	
<b>From Plastic Totes by table; display items on table &amp; overhead shelves</b>	
<ul style="list-style-type: none"> <li>• Walker Cabin Photo Tour Notebooks (2)</li> <li>• PNC Trails &amp; Heritage Trail Maps</li> <li>• PNC Nature Tots &amp; PNC Programs Flyers</li> <li>• Framed Photos of Family, Cabin &amp; Movies</li> <li>• Guestbook &amp; Pen on ironing board</li> <li>• Donation Jar &amp; QR code sign ironing board</li> </ul>	
<b>Display Washtubs, &amp; Wringer</b> (with Towels from Totes) <b>outside on porch</b>	
<b>Get hand-held clicker-counter</b> from plastic totes or purple dolly cart. <b>Keep a Tally of Visitors.</b> At the end of shift record tally on sheet in Park Office.	
<b>In Bedroom, from clear plastic tote kept under bed:</b>	
<ol style="list-style-type: none"> <li>1. <b>Place large quilt on bed</b>, fold down to <b>expose knot</b> in upper corner <i>(for tightening ropes when sagging)</i> &amp; <b>lay “stay off bed” sign on quilt</b></li> <li>2. <b>Place small quilt in baby crib.</b></li> </ol>	
<b>Remove Typewriter’s Upside-down Clear Tote cover</b> (store under bed)	
<b>From Purple Dolly Cart:</b> Display Photo notebooks on porch bench & window (5 books, Walker Family photos, Walker-Reynier Ancestors, Gold & Oil, Movies X2)	

<b>Closing Walker Cabin</b>	<b>2026</b>
Sweep floors if any visitors drop food etc., or leaves blow in	
<b>Return to Plastic Totes:</b>	
<ul style="list-style-type: none"> <li>• Walker Cabin Photo Tour Notebooks (2)</li> <li>• PNC Maps &amp; Flyers, Guestbook &amp; pen (in their plastic bags)</li> <li>• Framed Photos &amp; Towels</li> <li>• Donation Jar and QR sign,</li> <li>• Quilts from Bed &amp; Crib</li> </ul>	
<b>Retrieve “Cabin Open” Billboard sign</b> , store inside cabin, near table	
<b>Return 5 Photo Books from porch to Purple Dolly.</b> <b>Switch OFF Work Lights, &amp; Fan, &amp; place in Purple Dolly.</b>	
<b>Note Visitor Tally totals &amp; Return Clicker to Plastic Tote or Purple Dolly Cart Side-Pocket – Remember Total to record on tally sheet in Park Office</b>	
<b>Return Bench on porch to its place near the table</b>	
<b>Return all artifacts displayed on porch to their places in the cabin</b>	
<b>Return Clear Tote Cover to Typewriter</b>	
<b>Retrieve Key from Hoosier Cabinet. Close &amp; Latch cabinet doors</b>	
<b>LOCK Front and Back Doors of Cabin</b>	
<b>Return Purple Dolly Cart with books, lights, &amp; fan to Docent Room.</b> <b>Plug Work Lights &amp; Fan into chargers on counter.</b>	
<b>Store Dolly near “Docent Photos Wall”.</b> <b>Don’t Block the Air Vent</b>	
<b>Retrieve “Walker Cabin Open” Billboard sign at top of the Nature Center Entrance stairs &amp; Return to its place in the Docent Room</b>	
<b>Return Key &amp; (8X11) ‘Cabin Open’ sign to inside of Office Key Cabinet</b>	
<b>Record your Visitor tally on sheet on Frank Hoffman’s desk *</b>	

<b>Storage</b>	
<b>*Employee Office</b>	<b>Cabin Key and 8X11 Sign</b> (“Walker Cabin Open” sign for key cabinet door)
<b>**Docent Room</b>	<b>Purple Dolly Cart w/ photo books, Work-lights, Fan, “Cabin Open” Billboard Sign</b>
<b>***Black Storage Box under bed in cabin</b>	AAA Batteries – Masks/Gloves – Dusters – Clorox Wipes – Towels – Brushes – etc.