

Onan Observatory Closing Checklist

Event: _____

Est. Attendance: _____

Building Checklist

- All items brought in from plaza, removed from walls
- Roof rolled closed, locking pins inserted (both sides)
- Dutch doors closed, latches fully inserted (double check!)
- Bi-fold closed, power cord stowed, latches down, c-clamps installed
- Mama Bear lights left in "white" mode
- West service door locked
- Electric heat, coffee maker off in Baby Bear

Observing Materials, Equipment Checklist

- Observing ladders stored (cabinet next to microwave)
- All power cords coiled, stored (shelf below electrical box)
- Books, atlases stowed in library unit
- Floor fans, heaters stowed in Baby Bear
- Red LED flashlights Off (respective accessory cabinets)

Event Equipment, Materials Checklist

- Laser pointer (3) in cases (top drawer, below microwave)
- Lamps, dimmers stored in Baby Bear drawer
- Red LED flashers Off and stowed
- Projection screen in case, stored in bench
- Model solar system in tub, stored under bunk in Baby Bear
- NightSky Network materials stored under bunk
- Whiteboard cleaned, stored in Baby Bear
- Computer cart powered off, stowed in Baby Bear
- Flashlight placed atop light switches by east service door

Miscellaneous Items Checklist

- All food items stored in bench
- Coffee pot unplugged, cleaned, carafe in microwave
- Tables, chairs folded, leaned against walls
- All trash picked up, trash taken out, new liners in place
- Out-of-date handouts thrown away, reusable in library unit
- Laser collimators (2) in case, stowed in Baby Bear (middle shelf)
- Cash and checks collected (Amount: _____)

Other

- _____
- _____
- _____
- _____
- _____
- _____

LX200 Telescope Checklist

- Telescope parked using Autostar (Utilities | Park)
- Telrad turned off
- Power turned off, unplugged
- Objective covers & eyepiece covers / caps on
- Scope accessories stored in accessory cabinet

Visual System Checklist

- Mount parked using *TheSky* Telescope|Options|Park
- All objective, finder and eyepiece covers / caps in place
- Telrad turned off
- Power off (mount, power strips, dew heaters supply)
- Scope accessories in cases, accessory cabinets
- Laptop powered off
- Scope covered
- Laptop Table covered

Imaging System Checklist

- Mount parked using *TheSky* Telescope|Options|Park
- All objective, finder and eyepiece covers / caps in place
- Telrad turned off
- Power off (mount, power strips, dew heaters supply)
- Scope accessories in cases, accessory cabinets
- Laptops powered off
- Scope covered
- Laptop Table covered

Imaging Equipment Checklist

- Appro Quad Switcher off (unplugged at rear)
- Wall-mounted television monitors powered off
- Video switcher hand controller stored in accessory cabinet
- Video switcher powered off (in Baby Bear)
- A/V cart powered off, in Baby Bear
- STV camera in case OR ... _____
- STV control unit in case, stowed in Baby Bear (bottom shelf)

Other Telescopes, Equipment

- 15x80 binocular objective/ocular covers on
- 15x80 binoculars/ mount covered, placed in Papa Bear
- Coronado PST caps on
- Coronado PST covered & placed in Papa Bear
- Solar Binoculars in case, and stored on Baby Bear (2nd shelf)
- 7x50 caps on, Binoculars in case, stored in Baby Bear (2nd shelf)
- ETX-90 objective/diagonal covers on, scope & accessories in case
- ETX-90 case stored in Baby Bear (bottom shelf)

Comments:

Check-in date: ____/____/____ Time: ____:____

Keyholder signature: _____

Check-out date: ____/____/____ Time: ____:____

Version: 20070515

Place completed copy in the holder on the back of the clipboard.

>>> **DON'T FORGET TO SET THE ALARM** <<<