

Barn Manual

Opening the Barn

Open the doors

- Unlock the small door using the combination code (get code from staff person)
 - Push brass part of lock up against the ring to make it pop open
- Step through and pull the nail out of the strap holding the sliding door closed
- Open strap and replace nail
- Repeat on the front door on the granary side
- Slide doors all the way open
- Place boards in tracks of doors to allow access (claw hammer in granary for assistance if needed)
- Turn on the lights (center light switch right by front door)
 - Left light switch four feet in and on left
 - Right light switch on north side of granary
 - Beehive spotlights on third post on granary side
- Unlock the back doors and slide open
- Repeat with placement of boards in tracks

Prep the barn for display (some items are stored inside the granary)

- Make sure all lights are turned on
- Half a pitcher of water for sand table (pitcher in granary)
 - Split up animal track boards evenly at each end of table
 - Pour water evenly on sand table.
 - Rake sand (with board) to spread moisture around.
- Donation Box on corner of front table
- Other items on table:
 - Carr Family History [Extra brochures are in granary.]
 - Ivy Creek Maps
 - Guest Book
 - Bumper Sticker
 - Clipboard for recording number of visitors
- Beehive:
 - Turn on spotlight
 - Remove covers (place aside)
 - Position magnifying glasses

Greet people by the front door

- Use talking points; point out the general layout of exhibits
- Barn flyers
- Barn brochures
- Keep count of numbers of people
- Ask visitors to sign in

Special notes:

- If smoke is seen or smelled, evacuate the barn and loft immediately.
- In the event of lightning or windstorms, or when such weather events are imminent, ask visitors to leave and seek shelter in the education building.