

Pigeon Point Light Station Head Keeper's Daily Tasks

BEGINNING OF SHIFT

Hoist flags:

Flags are located in the fuel bunker. After dialing in the combination on the lock, sliding the door open, and entering the bunker, place the lock inside the cabinet immediately to the right. The flags are hanging on the wall to your left. (They are hung to allow for drying. Folding the flags will retain the moisture and they will mildew.)

To hoist the flags, start with the uppermost snap for the top of the U.S. flag, which has a red, white, and blue marker attached. The proper order for the flags is the US flag on the top, the California state flag next, and the lighthouse pennant third.

Once the flags are at the top of the pole, wrap the lanyard (rope) around the pole two/three times and fasten the lanyard around the cleat two/three turns with a half hitch to finish off. Tuck any remaining lanyard between the pole and the lanyard. (Wrapping the lanyard around the pole before attaching to the cleat will prevent the metal attachments at the top from clanging against the pole in the wind.)

Place historic photo signs outside Fuel Bunker:

In the bunker there is a large wooden board "Historic Photo Exhibit." Hang this on the nail on the outside wall of the bunker facing the flagpole. There are two smaller wooden stand-up signs on 4" x 4" poles about 4 ft. tall also with "Historic Photo Exhibit," one with an arrow to the left and the other with an arrow to the right. One sign is placed by the boardwalk and the other by the fence along the cliff, each pointing toward the fuel bunker.

Fill brochure rack:

A small rack for Pigeon Point Lighthouse brochures is located on the right-hand wall inside the fuel bunker. The brochures are in the cabinet immediately on your right entering the bunker. A supply of brochures for restocking this cabinet is in the Keeper's Store, in the cabinet on the right as you enter the Store.

Clean interpretive signs (if needed):

- One interpretive sign is between the boardwalk and the bunker.
- Another sign is next to the open area by the picnic tables.
- Two signs are at the end of the boardwalk behind the fog signal building.

Windex and paper towels for this purpose are inside the cabinet immediately on your right entering the fuel bunker. Spray and wipe!

Walk all paths and pick up trash:

A picker-upper tool is located in the cabinet to your left as you enter the Keeper's Store. Use a plastic bag or other container to deposit all trash and, once done, toss your findings in the trash bin in the parking area.

Assign visitor counter:

Determine the docent who will perform this duty. The "clicker" is located in the top drawer on the left side under the Keeper's Store counter. The clicker should read all zeros to start. Click once for every visitor entering the grounds. If a group stayed overnight at the hostel, ask one of the leaders for a headcount and add that number of people into the clicker. The total number of visitors is recorded at the end of the day on the bottom of the Daily Log as VISITOR COUNT.

Assign radios:

One radio should be assigned to a docent in the Keeper's Store and one to each docent on the grounds. The radios are set to a common frequency. Simply turn on the power and they are ready to use. Record the radio assignments on the Head Keeper's Daily Log and use the log as a check list for the day's duties.

Start fog signal CD:

The CD player is on the windowsill in the docent lounge. The key for the lounge is in the Keeper's Store hanging inside the door of the cabinet on the right-hand side as you enter. The lounge key is the larger of the two keys on the stick with a green plastic tab. (The stick with the yellow tab is the key for the bathroom and the stick with the red tab is the key for the donation box).

- Enter the docent lounge and partially open the window on the right-hand side and prop it open
- Plug in the power cord
- Push button #1 (Power)
- Push button #2 **twice** for continuous playing of the CD
- Push button #3 until the volume is at maximum or loud enough to be easily heard on the deck outside the fog signal building

On the desk below the CD player is a dehumidifier. If the red light is on, the water reservoir is full and it must be emptied. Carefully pull out the reservoir at the bottom of the unit, carry it outside the building and water the plants. Return it to the unit. If it is correctly inserted, the red light will go off and the unit motor will start. However, **if the window is open with the CD running, turn off the dehumidifier until the end of the shift when the window is closed.** This can be done by turning the dial to minimum - MIN.

Prepare videos in the Fog Signal Building:

The video cabinet is in the Fog Signal Building on the left hand side as you exit the docent lounge. Using the small key on the stick with the green tab, unlock and open the cabinet and place the lock in the drawer.

- Push the power button for the TV to turn it on
- Open the CD player
- Choose a CD and insert it into the player
- Close the CD player and start the player
- Adjust the volume if needed

Place video schedule on easel in front of the building:

Locate the easel and set it outside the building by the entry door. If one video will be playing all day the schedule should read, "Video plays continuously beginning every 12-14 minutes."

Return the keys to the cabinet in the Keeper's Store until needed at the end of the day.

Clean interpretive panels (not the plexiglass cases)

There should be rags in the docent lounge for this.

END OF SHIFT

Enter visitor count on Daily Log:

Enter the VISITOR COUNT at the bottom of the Head Keeper's Daily Log, set the clicker to all zeros and return it to the top drawer on the left side under the Keeper's Store counter. At the end of the shift place the Daily Log in the file drawer on the right side under the counter.

Turn off fog signal CD, secure lounge:

Turn off fog signal CD in the docent lounge, close the window, and start the dehumidifier – turn dial half way between MIN and MAX. Close the blinds, remove any trash, and turn off the lights.

Secure video cabinet:

Turn off the TV and remove the CD from the player. (Note: the CD player stays on stand-by.) Close and lock the cabinet.

Return video schedule/easel:

Bring video schedule and easel inside the docent lounge. Exit the lounge and lock the door.

Walk all paths and pick up trash:

Using the picker-upper tool, remove any trash from the paths. Return tool to the cabinet in the Store.

Sweep Store if needed:

Broom is located in the cabinet on the left-hand side entering the Store.

Secure Store:

Once the Store Docent has completed all Store duties, turn off the heater, turn on the dehumidifier, empty trash cans, turn off the lights, close and lock the door. (Take all trash from Fog Signal Building, Store, and paths to the trash bin in the parking area.)

Return historic photo signs to the bunker:

Place all three signs inside the bunker.

Lower flags:

Unwrap the lanyard and lower the flags. Remove them from the lanyard and hang them inside the bunker. (Note: It's good to run the metal clips partially back up the flag pole and wrap the lanyard two/three times around the pole before fastening the lanyard around the cleat two/three turns with a half hitch to finish off. Tuck any remaining lanyard between the pole and the lanyard. This will keep the metal from clanging on the pole in the wind.) Close and lock the bunker door. The lock numbers should be right side up when locked for easier reading when unlocking.



Half Hitch