



Joseph J. Casby Observatory Closing Checklist

Event: _____

Attendance: _____

Building Checklist

- Dome rotated to "home" position (Shutter to the southwest)
- Dome dropout closed
- Dome shutter closed & control switch stowed
- Switched outlet off (leave motors plugged in)
- Dome-Ring lights off (white mode)
- Lights at desk off
- Windows closed and locked
- All items brought in from plaza

Observing Materials, Equipment Checklist

- Observing ladders stored
- All power cords coiled, stored
- Red LED flashlights Off (stored in accessory cabinet)
- Floor fans, heaters stowed
- Books, planisphere, atlases stored in cabinet

Event Equipment, Materials Checklist

- Computer powered off
- Extension cords, power strips stored
- Laser pointer stored in accessory cabinet
- Flashlight hanging by door
- Whiteboard cleaned

Imaging Equipment Checklist

- Imaging cables stowed
- Monitor powered off & covered
- A/V cart powered off
- PlanetCam stored in accessory cabinet
- Auto Guider stored in accessory cabinet

Miscellaneous Items Checklist

- All trash picked up, trash taken out, new liners in place
- Coffee pot unplugged, cleaned, carafe in microwave
- Sweep Floor
- Tables & chairs wiped down as needed
- Donations collected (Amount: _____)

Other

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

TMB Telescope Checklist

- Telescope parked in Park Position 2
- Adjustable pier lowered
- Power switch turned off on mount power supply
- Switched outlet on pier off (adjustable pier power off)
- Default eyepieces replaced (31mm, 26mm & 13mm)
- Objective covers & eyepiece caps on
- Scope accessories stored neatly in accessory cabinet
- Check both illuminated reticles are off
- Scopes covered

- Exterior Light off (white mode)
- "Lobby" Lights off (white mode)
- Set alarm
- Deadbolt locked

Belwin Center Checklist

- All Lights off
- Deadbolt locked
- NOTE: If you have an outreach group, check that the bathrooms are clean.

Be sure to sign out and lock main gate

PLEASE note how many are using or visiting the observatory, even if it is you alone note the attendance as 1

Attending Keyholders

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Weather

Sky Condition: _____

Temperature: _____

Comments: _____

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

Keyholder signature: _____

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

Print name: _____

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

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