



Section 4 Donkey History Museum

900 Opening Procedures

Remove lock box key from Lockbox and unlock key box, filing cabinet and place key in cash drawer.

Remove cash drawer from filing cabinet, open session on on Shopify and count cash. Close and lock cash drawer.

Check mail box 511-6

Open museum login on desktop. Go to Epidemicsound.com=>Saved=>Museum Music=>Play

Carry VR goggles only and place them on the VR chair.

Turn on TV. Ensure movie is playing.

Unlock theater exterior deadbolt.

Check restroom for cleanliness and for adequate supplies.

Set Air Conditioning to appropriate level based on season.

Starting in the Theater and working clockwise around the Museum turn on each display case, Overhead lighting, stand fans and plug in the Penny Crusher.

Plug in Sluice, Tower and filter box, and check water level.

Unlock and unbolt all four front doors.

Make sure both "OPEN" signs are illuminated.

Set War Room Air Conditioning to appropriate level based on season.

Unbolt War Room exterior door.

Clean Restroom and empty trash. Check that paper towel and toilet paper supplies are adequate.

Tidy all Gift Shop displays.

355 W. Mesquite Blvd.
Mesquite, NV 89027
702-346-2538

info@donkeyhistorymuseum.com. donkeyhistorymuseum.com



901 Closing Procedures

Lock and bolt all four front doors.

Starting in the War room and working counterclockwise Turn off all display cases, overhead lights, "OPEN" signs, stand fans and Penny Crusher light.

Adjust Air Conditioning.

Unplug the Sluice.

Collect trash from restrooms, office, store room and gift shop.

Turn off TV. Collect VR goggles and connect to charger in Office.

End Session on Shopify. Plug in iPad.

Count cash drawer.

Remove cash drawer key and cash drawer. Place cash drawer in top drawer of file cabinet and cash drawer key in key box. Remove surplus cash and follow gift protocol.

Ensure all keys are in key box. Close and lock key box. Place key box key in lock box. Shut off office light, close and lock office door.

Set the Alarm.

902 Guests

All guests should be greeted upon arrival. Guests should be informed about the history of the Peaceful Valley Donkey Rescue, our nonprofit status, our many divisions and all of the good we have done for donkeys.

Inform the guests about the availability of the Virtual Reality and that you are available to answer any questions that they may have.

355 W. Mesquite Blvd.
Mesquite, NV 89027
702-346-2538

info@donkeyhistorymuseum.com. donkeyhistorymuseum.com