

## La Jolla Art Association Gallery

8100 Paseo del Ocaso, Suite B, La Jolla, CA 92037, 858.459.1196 LaJollaArt.org

Gallery Dir: Melinda Newman Gallery Training: Doreen DiPasquale Exhibition Dir: Melinda Newman

Name: \_\_\_\_\_

Day & Date: \_\_\_\_\_

<u>Opening the Gallery checklist:</u>	<u>Closing the Gallery checklist:</u>
<input type="checkbox"/> Alarm is OFF	<input type="checkbox"/> Patio is clean. No smoking is allowed.
<input type="checkbox"/> Inside Lights turned ON, outside OFF	<input type="checkbox"/> All sales recorded and receipts in a security box in the desk drawer. Check to make sure you signed today's receipts.
<input type="checkbox"/> Sign in window turned to read OPEN	<input type="checkbox"/> Empty trash cans and reline them (Trash bins on side of building or in alley)
<input type="checkbox"/> A/C or heat turned on if needed	<input type="checkbox"/> Bring sandwich board & wind socks inside
<input type="checkbox"/> Take sandwich board to the outside corner of the block	<input type="checkbox"/> Close and lock back door and all windows
<input type="checkbox"/> Hang windsocks on awning	<input type="checkbox"/> Remove name tag
<input type="checkbox"/> Wear a name tag	<input type="checkbox"/> Turn A/C or heat off
<input type="checkbox"/> Next staff person CALLED	<input type="checkbox"/> Turn window sign to CLOSED
<input type="checkbox"/> Distribute mail into desk drawer	<input type="checkbox"/> Set clock "Will Return" sign to 11:00 and hang in door window.
<input type="checkbox"/> Your name and date on this sheet	<input type="checkbox"/> Inside lights OFF. Outside light ON.
<input type="checkbox"/> Sweep, dust and/or mop as needed	<input type="checkbox"/> Activate alarm – code is #2
<input type="checkbox"/> Review the gallery book. Be familiar with sales procedures & computer printer operation. (Modem is broken.)	<input type="checkbox"/> Retrieve key from lock box. Lock door and TEST IT.
<input type="checkbox"/> <b>On Sundays, water plants in front &amp; in gallery.</b> Watering can & hose are under the sink. Hose key is in the front desk basket.	<input type="checkbox"/> Secure gate and lock. Place padlock at the center of the gate, after latch has been slid into place. Put a key back in the key box.
<input type="checkbox"/> Remove or organize leftover items from receptions. Call artists who have left work. Throw out or refresh any flower arrangements.	<input type="checkbox"/> <b>On Sunday before leaving put all trash bins on side of building out in the alley. Dentist next door will take it in on Monday mornings.</b>

### Answer the Phone with:

***"Thank you for calling La Jolla Art Association, this is (your name). How may I help you?"***

Number of Visitors & Comments:

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Please maintain our gallery clean and look professional. Use broom, cleaning mops or rags in the utility closet if necessary. Cleanup spots and spills on floor as needed. Avoid taping messages or announcements on the door or other surfaces. Supplies are in the cabinets in the bathroom. Cleaning supplies are in the utility room. Leave a note in the book if we need cleaning, bathroom or office supplies.

**REMEMBER: record all sales in RECEIPT BOOK !**

Revised 3/08/2012