

HEMLOCK STUDIO GALLERY



OPENING AND CLOSING PROCEDURES

Unlocking

After unlocking the door, immediately replace the key in the lockbox and reset the combination to 0000. (I don't even go into the building until I've replaced the key, so that won't accidentally forget!)

Take the sandwich board, welcome sign, and dog bowl outdoors

The metal sandwich board sign is placed on the sidewalk out front...a few feet to the left of the potted cypress. The vertical WELCOME sign stands up against the white column, in front of the door. There is a picture wire on the back. Attach this to the cup hook on the column so that it won't blow over in the wind. Fill the pottery pitcher to the left of the sink in the bathroom with cold water and take it and the stainless-steel dog bowl and place it in the shade somewhere to the left of the door. Turn sign on door to OPEN!

Lights

The top light switch beside the front door controls the **florescent lights in the front room**. Lights for the larger room in the back are controlled from a light switch opposite the closet door, near Don's stained-glass studio.

If they are not already on, **the lights in the front** (where the four picture windows are) are controlled by a switch in the electrical panel, which is in the furnace room (enter from the bathroom). It is the circuit breaker on the bottom left and it is marked in black "Front Lights."

The **four spotlights and the LED strip lights** in the larger room are controlled by another circuit breaker...the third from the top on the right-hand side. It is labeled "Rear Office Lights."

Thermostat

The thermostat is located to the left of the closet door. During the **summer**, we run the air conditioning at around **74°**. (Turn it down to 78° before leaving.). In **winter**, set the thermostat at **72 or 73°** (and turn down to 65° before leaving at night).

Music

There is a Spotify app on the phone that is connected to the Bluetooth speaker; it is atop the brown cabinet. Best to select easy listening or classical stations. Volume is adjusted using the volume control buttons on the left edge of the phone.

Cash Box

We are using the same procedure as we have previously. The cash box should contain \$200 ±, exclusive of coins. This may vary a little each day, depending upon the amount of cash sales for the day and the change you may have had to make. Count the bills when you first come in and enter on small slip of paper. Re-count at the end of your shift, as you are closing. The white cash slip should go into the manila envelope at the end of the day, along with the sales/credit card receipts, etc. *Please do not place coins in the manila envelope...leave them in the cash box.*

Daily Envelope – Black Mailbox

As we did previously, for the time being, we will continue to use paper sales slips for each sale (eventually we will transition to doing all transactions on Square). After each sale, place the yellow copy of the sales slip (with receipt stapled to it if it is a credit card sale) in the manila envelope. All yellow sales slips, along with the white cash slip, will go in a manila envelope and should be dropped in the black mailbox on the wall to the left of the closet. If there are any anomalies, discrepancies, etc. that I should know about, please go ahead and just write a note and add that as well. Also, if there are supplies needed or other items that you want to bring to my attention, please write a note and drop that in the mailbox as well. If it's more urgent, please email or text me.

Notify the artist(s)

As you might expect, when someone sells your artwork, it will leave a void in your display space. Consequently, we want you to know when something sells so that you can plan to bring replacement items. The person who is minding the store should text or call the artist to let them know the item and/or item number, the sale price, and whether it was a cash or credit card sale. A short text usually will do the job just fine. (Often, if the sales slip has an item or items from a single artist, I'll just take a photo of the sales slip and text it to the artist...easy!) This is one of the ways we help one another....

Closing at the end of the day

After you have taken care of the cash and sales slips, etc., the closing procedure is a bit easier:

- Bring in the sandwich board and WELCOME sign from outdoors. Empty the dog dish in the big pot with the cypress tree/ivy.
- If the flowerpots are dry, please give them a little water (watering can is under the sink in the bathroom).
- Turn off the lights in the back ("Rear Office Lights" in the circuit breaker panel), then the light switch (opposite closet door).
- Finally, the top light switch near the door. (I have been leaving the spotlights on in the area nearest Fresco's, as it invites passersby to peer in and see what we have!)
- Turn sign on door to CLOSED!
- Adjust the thermostat (78° in spring/summer; 65° in fall/winter)
- Lock the door handle on your way out. Retrieve the key from the lockbox and lock the deadbolt.
- *Done!*