

## Rounds:

### General Parameters:

- Every door to every building needs to be locked!
- Walk around outside of buildings to look for windows cracked open, forced entry etc.
- Look down sides and behind buildings.
- In general lights should be off when buildings unoccupied (except 61" dorm and all snow walks)
- Lights ON in active domes if humidity over 70%
- Walking around on foot is the best approach to catch problems
- Alternate routes traveled each day to cover entire grounds over course of the week
- Pick up trash between buildings while on foot.
- Inspect perimeter barbed wire fencing where visible for downed trees and other damage
- Outside building lights should be off (except small red light above 61" snow walk).
- All scopes should have their mirror covers closed during the day
- Scopes left in stow position
- Domes parked at stow and shutters are closed

## MLS

### Dorms:

- Heaters working
- No water leaks, toilets running, etc
- Broken windows
- Mousetrap and bait in upper dorm refrigerator closet
- Bait in lower dorm kitchens
- Make sure external doors are locked(and accessible in winter)
- Check for burned out light bulbs
- Check fridges working
- Check exit lights
- Touch water heater outlet pipes to make sure working
- Look at thermostats on wall to make sure dials are ON and set at "X" temperature in winter (40-50 degrees?)
- Listen for smoke alarms beeping
- Upper dorm heater living room set to 2.5
- Upper dorm door kitchen to bathroom left OPEN.
- Both lower dorm doors between two kitchens are CLOSED.
- Lower dorm shower room heater knob set properly

### MLSC:

- Heaters working
- No water leaks, toilets running, etc
- Broken windows
- Mousetraps in kitchen pantry
- Make sure external doors are locked(and accessible in winter)

- Check for burned out light bulbs
- Make sure gift shop door and janitors closet is locked, check LN2 in closet
- Make sure garbage isn't overflowing
- Check fridges working(around 35 in fridge and 0 in freezer on gauges)
- Check exit lights
- No furniture pushed against working heaters
- Doors between lecture hall and kitchen are CLOSED.

UMN:

- Heaters working
- No water leaks, toilets running, etc
- Broken windows
- Mousetrap and bait in laundry room
- Make sure external doors are locked(and accessible in winter)
- Check for burned out light bulbs
- Check fridges working
- Check exit lights
- Outer laundry room door closed, inner open, heater set to "r"

Domes(UMN, Jamieson, McCarthy, Korean, 40"):

- Leaks
- Parked to the west EAST (I thought), shutters closed
- Burned out light bulbs, etc
- Mousetrap in Jamieson
- Double check doors on Korean dome(known to not latch correctly)
- Lights on for humidity over 70% UMN, Jamieson, 40"
- Peek in Korean occasionally, especially after a snow storm and look for snow on scope and equipment below upper and lower shutter seam.
- Double check lightning shutdown if needed for Jamieson/UMN.
- Coordinate with CSS if 40" needs lightning shutdown?
- Make sure plastic covering on desks in Jamieson
- Make sure plastic covering over primary and electronics in dome for UMN.
- Mirror covers closed on scopes.
- Scopes at stow
- Domes stowed and closed

32" dome/warm room:

- Mousetrap in water heater closet, hot water heater working
- No water leaks, toilets running, etc
- Make sure bathroom door is closed and latched
- Burned out lightbulbs
- Heaters in warm room and bathroom working
- Listen for any unusual noises, etc
- Parked to the West, both shutters closed

- Lights on for humidity over 70%
- In bad weather coordinate with Adam on covering scope and computer desk
- Mirror covers closed.
- Scope at stow
- Dome at closed and at stow

60" dome/warm room:

- Mousetrap and bait in kitchen area
- Heaters working
- Lights burned out, etc
- Doors to the dome closed
- Parked to the West, both shutters closed
- No water leaks, hot water heater working
- If no Trouble Report, check internet connection and aux computer
- If in lightning shutdown, make sure everything is unplugged
- If not in lightning shutdown and it is needed – do so.
- Touch hot water heater outlet pipe for temp
- Lights on for humidity over 70% if needed
- Safety chains to upstairs and both sets behind north pier clipped
- Outside – gate on northern end of site in place
- Mirror covers closed.
- Scope at stow

Korean office:

- Door locked
- Once in a while open and check heaters working, etc inside

Army Tower:

- No water leaks, toilets running, etc
- Burned out lightbulbs
- Third floor locked
- Broken windows
- Heaters working
- Check first floor under piping to southwest side for leaks

4-door:

- No water leaks, toilets running, etc
- Burned out lightbulbs, etc
- Equipment plugged in during winter
- No new equipment leaks, big puddles under them, etc
- Doors closed, locked
- No broken windows
- Heaters working
- Check double door room to east of north building entrance once in a while for leaks (?)

#### Powerhouse:

- Generator checklist
- No water leaks, toilet running, etc
- Broken windows
- Mouse trap by office, bait by lunchroom
- Heaters working
- All doors locked, back door bolted

#### Domestic pumphouse:

- Water leaks
- Air pressure between 45-60
- Chlorine at least once a week
- Heaters working
- Broken windows, windows closed
- Check light

#### Fire pump house:

- Water leaks
- Heaters working
- Broken windows, door and windows closed etc
- Check light
- Check oil level, coolant level in sight glass, battery on charger
- Winter door louver cover in place?
- Emergency window pull handle in place?

#### Non-Potable Water Tanks:

- During summer months when full, look for leaks

#### Fuel Tanks:

- Look for leaks
- Pumps stowed and locked up
- Look for weeds in summer

#### Residence:

- When resident is gone from site on days off or vacation walk around house and check for water leaks, vandalism etc.

#### 2 Story Building:

- Check that east and west doors are locked.
- Walk around backside (south) and look for damage, etc.

#### Air Force Compound:

- Upper gate locked during summer/open during winter
- Gate to compound closed unless site being serviced

- Inspect barbed wire either side of upper gate during summer as this is where people gain access to site.

#### 500,000 Gallon Water Tanks:

- Walk around south tank, look for leaks
- Check level on tank
- Is overflow running?
- From distance, north tank leaking? Collapsed more?

#### Long Building:

- East, Middle and West doors shut and locked?
- Windows closed

### Bigelow

#### 61”:

- Heaters working
- Lights burned out, etc
- Alarm was set before and after you leave
- Doors to the dome closed
- Parked to the West, shutters closed, windscreens closed
- Check LN2
- No water leaks, hot water heater working
- If no Trouble Report, check internet connection and aux computer
- Check servos are off(4 switches off total)
- TCS Disabled
- If lightning shutdown, make sure everything is unplugged
- If it is not in lightning shutdown make sure everything is plugged in
- Lights on for humidity over 70% if needed
- Mirror covers closed
- Heater is set to 3.5 and nothing is pushed up against it
- Black line on knob to heater in bathroom in vertical position
- Nothing on top of water heater in janitors closet (my own OCD item)
- In dark room
  - Bleed aircompressor
  - Heater on
  - Water leaks
  - Flow rate from compressor ball on first line.
- Check gaseous nitrogen level in tank by pier
- Open door to elevator and check for oil spill
- Inside shop
  - Walk back to electrical panels. Make sure closed
  - Make sure two door cabinet and tool boxes are locked
- Check small stairwell lights
- Catwalk door locked
- Flat field lights off

- Elevator down, unless up for specific reason i.e. – specific instrument cables through floor.
- Windscreens overlapped properly (at least one or two panels)
- Does instrument dewar need to be filled?

Schmidt:

- Heater working in warm room
- Burned out light bulbs
- Dome parked to the west, shutters closed, etc
- Lights on for humidity over 70% if needed
- Doors locked
- Mouse traps empty
- Lightning shutdown if needed? Check colored ribbons. Call CSS if have questions
- Check stairwell lights
- In dome, canvas cover on power box and top of scope (?) if storming
- Used to look in dome closet at compressor

Dorm:

- Broken windows
- Heater working
- Burned out lights, etc
- Mouse trap in janitors closet and behind trash cans in Kitchen
- Rotate lights on if no one is staying there
- Water leaks, toilets running, etc
- Walk out east and west doors looking down sides of dorm.
- Walk around dorm if possible
- Check for open windows
- Verify windows locked and shades closed
- Wooden shutters closed in winter
- Small red light above snow walk door not burned out
- Heater in dorm set to 62 degrees
- Lock present and closed on hose bib outside top of snow walk
- Check fridge for leftover food and discard
- Smell for gas in water heater room
- Feel water heater pipes to verify working
- Listen for clunking on air handler – if so belt loose
- Try to push open east and west exit doors to verify shut, verify locked
- Listen for smoke alarms beeping

Generator:

- Lights work, including the emergency light
- Oil level, fuel level, coolant level, battery water
- Louvers closed
- Check three phase lights illuminated on northwest corner of building

- Battery charger working
- Block heater warm to touch

Pumphouse:

- No leaks
- Mouse bait full
- Make sure there is around 50 PSI at the pump, every once in a while drain tank with hose bib enough for the pump to turn on to verify operation
- Look for signs of animals digging into/under building
- Check for vandalism, etc
- Heater on and set to 50 degrees
- Light bulb works

Propane tanks:

- Check levels
- Make sure you don't smell any propane leaking, etc
- Lids closed properly

2-door:

- Doors locked – pull up on garage doors to verify, check side door
- Look for signs of animals digging into/under building
- Check for vandalism, etc
- Look behind also

Water Tank:

- Check level
- Leaks?

Heavy Equipment:

- Parked away from dome so no one can jump onto catwalk.
- Block heaters plugged in and working during winter
- Vandalism – loader, grader, snowcats?