**Museum Operational Management**

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| **Task**  **No.** | **Task Description** | **Action**  **Owner** | **Date(s) to be Completed** | **Completed**  **Yes/No** |
| 1 | Create 'Re-Opening' Action Plan and Risk Assessment |  |  | No |
| 2 | Update Action Plan and Risk Register associated with Business Plan |  |  | No |
| 3 | Review all policies and procedures to incorporate any required updates |  |  | No |
| 4 | Update web-site, social media platforms and stakeholders/partnerships to clearly reflect how Museum is providing protection, social isolation, times and opening and what can be expected as visitor experience |  |  | No |
| 5 | Create site signage to provide assurance of our actions to keep all safe, guidelines we anticipate visitors, staff and volunteers to adhere to |  |  | No |
| 6 | Ensure sufficient PPE, toilet consumables, card reader rolls etc. available from first day of opening |  |  | No |
| 7 | Set up daily staffing rota for manning and cleaning of all areas |  |  | No |
| 8 | Revised Green Recycling bin schedule |  |  | No |
| 9 | Update marketing flyers |  |  | No |
| 10 | Install notice in Crew Room re reminder for adherence to generic government and specific site rules, read Risk Assessment/sign re compliance |  |  | No |
| 11 | Purchase laser temperature gauge |  |  | No |
| 12 | Purchase portable Perspex Front of House screen |  |  | No |
| 13 | All Team Leaders to liaise with Health & Safety Adviser to refresh considerations for site Health & Safety and set up meeting with team members for Day 1/prior to commencement of any work on site |  |  | No |
| 14 | Ensure all safety equipment and materials ready for use, e.g. gas detector, helmets for tours ensure appropriate people trained in the use of the basement gas detector |  |  | No |
| 15 | All Area of Site - Set up ‘sanitizer’ stations, with appropriate hygiene signage adjacent entry/exit points and where public can ‘touch’ an object |  |  | No |
| 16 | All areas of site - Install site signage re visitor adherence to Government and site rules re COVID-19 |  |  | No |

**Site Management**

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| **Task**  **No.** | **Location** | **Task Description** | **Action**  **Owner** | **Date(s) to be Completed** | **Completed**  **Yes/No** |
| 1a | Engine Hall | Undertake full maintenance and safety checks on all the working exhibits and complete action log, ensure all staff and volunteer operators are fully aware of daily checks and logs and operational processes |  |  | No |
| 1b | Ensure that all items on public display are cleaned and in good condition |  |  | No |
| 1c | Ensure the removal from public areas of objects that are not fully restored and may present a possible safety hazard, if appropriate replace with items from reserve collection |  |  | No |
| 1d | Ensure any required actions are undertaken so engines/artefacts meet operational requirements, including PAT testing. Note I do not believe there are any statuary tests required for the engines / artefacts, the statuary tests apply to pressure vessels and lifting equipment |  |  | No |
| 1e | Place out 2m ‘social isolation’ markings and directional arrows to reflect route to be followed by visitors |  |  | No |
| 1f | Set up Front of House Desk adjacent Marshall, including card reader |  |  | No |
| 1g | Set up ‘sanitizer’ stations at Front Desk and adjacent all exhibits that can be touched by the public |  |  | No |
| 1h | Set up restricted ‘Gift Shop’ within perspex box, adjacent to Front of House Desk |  |  | No |
| 2a | Old Boiler Room | Undertake full maintenance and safety checks on all the working exhibits and complete action log |  |  | No |
| 2b | Ensure that all items on public display are cleaned and in good condition |  |  | No |
| 2c | Ensure the removal from public areas of objects that are not fully restored and may present a possible safety hazard. If appropriate replace with items from reserve collection |  |  | No |

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| **Task**  **No.** | **Location** | **Task Description** | **Action**  **Owner** | **Date(s) to be Completed** | **Completed**  **Yes/No** |
| 2d | Old Boiler Room Continued | Place out 2m ‘social isolation’ markings and directional arrows to reflect route to be followed by visitors |  |  | No |
| 2e | Ensure any required actions are undertaken so engines/artefacts meet statutory testing and operational requirements |  |  | No |
| 3a | Generator Hall | Undertake full maintenance and safety checks on all the working exhibits and complete action log. Ensure staff are aware of full operational processes |  |  | No |
| 3b | Ensure that all items on public display are cleaned and in good condition |  |  | No |
| 3c | Ensure the removal from public areas of objects that are not fully restored and may present a possible safety hazard. If appropriate replace with items from reserve collection |  |  | No |
| 3d | Ensure any required actions are undertaken so engines/artefacts meet statutory testing requirements, including PAT testing |  |  |  |
| 3e | Place out 2m ‘social isolation’ markings and directional arrows to reflect route to be followed by visitors |  |  | No |
| 3f | Cover ‘Gift Shop’ so unable to be touched by visitors |  |  | No |
| 3g | Cover library with clear Plastic/film and install sign advising books can be purchased from Front Desk |  |  | No |
| 3h | Tuesday before opening …. Set up second refreshment area for Volunteers (to support social isolation distancing in Crew Room) |  |  | No |
| 4a | Steam Pump Tea Room plus patio and picnic area | Test all garden furniture to ensure sturdy & fit for purpose – undertake any necessary repairs (note: several chairs already require repair) |  |  | No |
| 4b | Rub down all wooden furniture within patio and picnic areas and re-stain/varnish |  |  | No |
| 4b | Note: Re-opening and new day-to-day actions to be agreed with  Manager |  |  | No |
| 5 | External Engineering Walk | Clean and “revitalise” all external exhibits and associated interpretation panels, including Merrilees |  |  | No |
| **Task**  **No.** | **Location** | **Task Description** | **Action**  **Owner** | **Date(s) to be Completed** | **Completed**  **Yes/No** |
| 6a | Inside Toilets | Thoroughly cleaned and install appropriate consumables |  |  | No |
| 6b | New vacant/engaged lock to be installed on Gents toilet door from corridor, together with signage reflecting single use |  |  | No |
| 6c | Install cleaning roster onto back of entry door |  |  | No |
| 7a | Outside Toilets | Thoroughly cleaned and appropriate consumables installed |  |  | No |
| 7b | Social distancing signage to be installed |  |  | No |
| 7c | Install cleaning roster onto back of entry door |  |  | No |
| 8a | Boiler House | Undertake full maintenance and safety checks on all the working exhibits and complete action log |  |  | No |
| 8b | Clean/clear all areas to ensure safe working conditions |  |  | No |
| 9 | Reserve Building | All items to be inspected and schedule of restoration/ maintenance to be prepared for completion, properly boxed and stored in dedicated locations post June |  |  | No |
| 10a | Railway | Restore Deltic to operational condition relocate to MPD |  |  | No |
| 10b | Complete Maintenance on Rolling stock |  |  | No |
| 10c | Arrange Boiler tests on working steam locos |  |  | No |
| 10d | Arrange pressure test on K1 |  |  | No |
| 10e | Reassemble K1 |  |  | No |
| 10f | Produce Operating Instruction for railway to comply with Covid – 19 restrictions |  |  | No |
| 10g | Ensure Social distance markers and Sanitising station etc set up prior to railway returning to service |  |  | No |
| 10h | Remove weeds around railway track (weeding / weedkiller / burning) |  |  | No |
| 10i | Remove all debris from / close to track, ensure track is fit for service |  |  | No |
| 11a | Astaria | Clean/clear to ensure fit for use from Day 1 |  |  | No |
| 11b | Set out signage/markings for directional route |  |  | No |
| 12a | Crew room & refreshment provision | Cleaned and cleared to ensure fit for use from Day 1 |  |  | No |
| 12b | Replenish consumables for Crew Room and Generator Hall refreshment station |  |  | No |
| **Task**  **No.** | **Location** | **Task Description** | **Action**  **Owner** | **Date(s) to be Completed** | **Completed**  **Yes/No** |
| 13 | Garage | Produce Operational instruction / signage to enable social isolation to be complied with, restricting numbers of people in the Garage and workshop at any time |  |  | No |
| 14a | Courtyard | Small restored road roller and the Paxman engines to be inspected and any required maintenance undertaken preparation / process to be introduced to enable them to be displayed as static items when the museum is open |  |  | No |
| 14b | Non-running Paxman engine condition check and recorded |  |  | No |
| 14c | Marsdon engine condition checked and recorded |  |  | No |
| 15 | Oil/petrol building | Ensure appropriate diesel and petrol held to allow required tasks to be completed from Day 1. Note this is already in place, responsibility on person emptying cans to refill, |  |  | No |
| 16 | Bridge to hardstanding | Clear/clean bridge walkway and handrails. Note this will be an ongoing requirement once open |  |  | No |
| 17 | All Garden & Planted Areas | Undertake gardening/landscaping on a zero budget basis |  |  | No |
| 18a | Bluebell Wood/ Courtyard and Picnic Area/ Sensory Garden | Undertake grass cutting/strimming as required (in coordination of work in Main Field) |  |  | yes |
| 18b | Check, Clean, repair as necessary and paint top surfaces of picnic benches |  |  | No |
| 19 | Main Field | Undertake grass cutting/strimming rota as required (in coordination of work in Courtyard/Bluebell Wood/Picnic Area and Sensory Garden) |  |  | No |
| 20a | Hardstanding opposite Gate 2 | Children’s play area – cordon off with ‘orange’ fencing depending on gov regulations regarding play equipment, if open check equipment is safe and serviceable |  |  | No |
| 20b | Clean all signage |  |  | No |
| 20c | Amend/Repair Opening/Closing Sign remove stick on paper opening hour label replace with something more appropriate |  |  | No |

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| 21a | Pavillion | Clean all external and internal areas |  |  | No |
| 22b | Test all furniture and equipment to ensure fit for purpose including PAT testing |  |  | No |
| 22c | Check electrical and water outlets to ensure safe and fit for purchase |  |  | No |
| 23a | Field Toilets | View to ensure no leaks/damage and thorough clean then ensure locked up |  |  | No |
| 23b | Review to ensure E&S Water works completed to disposal point ?? Disposal point serviceable but requires signage to prevent inappropriate items (Sanitary towels, clothing, solid matter etc) are not deposited. Note current issue was one of the two pumps was not working and was due to be replaced circa 3 weeks ago |  |  | No |
| 24 | Bridge from field to courtyard | Place Heres fencing across bridge to ensure no access available from field and place directional signage to entry point |  |  | No |
| 25a | Gate 1 | Clean gates to remove all lichen and other staining |  |  | No |
| 25b | Remove weeds adjacent to outside/inside of Gates |  |  | No |
| 25c | Re-fix Staff/Deliveries notice to fencing |  |  | No |
| 25d | Clean all signage (including main museum sign) |  |  | No |
| 26a | Gate 2 | Clean to remove all lichen and other staining |  |  | No |
| 26b | Remove weeds adjacent to outside/inside of Gates |  |  | No |
| 26c | Clean all signage and Gate Guardians |  |  | No |
| 27a | Staff / event car park | Remove / cut down weeds (using wheeled strimmer) |  |  | No |
| 27b | From previous bonfires / unburnt material - remove remaining material from site |  |  | No |
| 28 | General site | Check for damage / debris from recent wind, remove branches etc |  |  | No |

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| 29 | Archive & Collections Room | Clean and clear of surplus ‘rubbish’ | JG |  | No |
| 30 | Office 1 | Clean and clear of surplus ‘rubbish’ | DT |  | No |
| 31 | Office 2 | Clean and clear of surplus ‘rubbish’ | DT |  | No |