



Crisp Point Light Historical Society

info@crisppointlighthouse.org

Lighthouse Keepers Program Information & Guidelines

Purpose

The purpose of the Crisp Point Light Historical Society Keepers Program is to provide a safe, clean, and enjoyable experience in a rustic setting for all who visit the Crisp Point Lighthouse and those who participate in the Keepers Program. Crisp Point Lighthouse is a “Leave No Trace” remote location with no camping services such as electricity, waste removal services or refrigeration. We do have toilets and water available at the Visitor Center for volunteer use. Keepers are expected to bring their own electrical power supply including generator, food, heat, refrigeration and supplies etc. to sustain themselves during their Keeping timeframe.

Overview

In order for visitors of Crisp Point to recognize who the Keepers are, all Keepers on duty should be wearing their Keepers Shirt or Keepers Pins (see picture of the pin on page 8) **or other Keeper wear such as sweatshirts or patches**. All Keepers are required, on a daily basis (more often if needed) to perform certain duties as outlined below in the instructions. Any Keepers failing to maintain the high standards of friendliness, neatness, and cleanliness as expected, may be banned from participating in the Keepers Program in the future. **The Keepers Program is work and not intended to be a carefree vacation**; there are daily duties that must be performed in order to maintain our high standards. **All Keepers (including their assistants) must read and understand these instructions prior to being Keepers. The attached Acknowledgement Form (last page) must be filled out and returned to the Keeper Coordinator or your dates will be cancelled.**

Information

- **Read and understand the Keeper’s instructions.** Unless stated otherwise, designate and list who will be Head Keeper and Assistant Keepers on page 9. **Sign the page and return to the CPLHS by e-mail (keepercoordinator@crisppointlighthouse.org) or US mail to: CPLHS, Attention: Gina Moore; 109 Kent St.; Auburn, MI 48611 no later than January 31, 2027.** Keepers will not be given the key information until this step is completed. A **minimum of two adults are required yet four adults are recommended; there is a maximum of six adults** per Keeper Group. At least one adult must be physically fit enough to climb the tower and climb the attic ladder in the Visitor Center. Children, grandchildren, and pets are welcome. However due to the dangers of the lake, rocks, lighthouse and parking lot they must be supervised at all times. If you do bring house trained pets into the Visitor Center they are to be under your control at all times and do not allow them to wander around the store. Pet hair has been getting on the clothing resulting in the need to lint roll the items. You are responsible to sweep or

vacuum the Visitor Center to remove pet hair after your pet has been in the store. If they bark or have accidents in the store, they must be removed from the store and remain in the Keepers area for the duration of your stay. You are responsible to clean up their mess.

ALL pets must be under complete control at all times when Visitors are present. All dog owners must comply with Michigan's Leash Law, MCL 287.262; all dogs over 6 months of age must wear a collar, be licensed and be leashed.

Alcohol, Tobacco, Drugs, Marijuana & Vaping Use at Crisp Point

Volunteer Keepers and Assistant Keepers may not be involved in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on Crisp Point grounds. A violation of this will result in the volunteers being removed as Keepers and barred from volunteering in the future.

The use and/or storage of any type of alcohol by any Keepers, Assistant Keepers or invited guest outside the Keepers camping area (except stored in a vehicle) is strictly prohibited. The use and or storage of any other controlled substance including marijuana or THC vaping products is prohibited anywhere on the grounds of the Crisp Point Lighthouse by Keepers, Assistant Keepers and all visitors. This includes the Lighthouse, Visitor's Center, parking lot and grounds. Only controlled medications prescribed by a physician are allowed to be used by Keepers and Assistant Keepers. Medications that impair your ability to respond to emergencies during the hours of 10:00 AM and 6:00 PM are prohibited.

The use of tobacco or vaping products is only allowed within the parking lot area and the Keepers camping area. This is a family friendly facility and these rules must be followed!

Off Duty Keepers, Assistant Keepers & Guests may consume Alcohol within the Keepers Camping Area between the hours of 6:00 pm and 1:00 am by those of legal drinking age in Michigan.

- **AT LEAST TWO DAYS PRIOR** to your scheduled Keeper time, Call Cathy Chenard for the key information at: 906-281-2760. **You must call. Do not wait until you are on your way because you may not get the code in time. Cell service in the UP can be very limited.** The code will not be e-mailed or sent by text. *Do Not Share the key information with anyone unless directed to by Cameron, Gina or Bill.*
- Keepers and/or Assistant Keepers may be contacted by a Board Member or the Assistant Gift Shop Manager prior to their Keeper timeframe in order to transport supplies and/or merchandise to the Visitor Center.
- **Visitor's Center, Tower & Restrooms are to be open at a minimum from 10:00am to 6:00pm during your scheduled keeper time.** Make sure everything is ready to open

at 10:00am. The Restrooms, Visitor's Center and Tower must be cleaned and ready to accept visitors prior to the scheduled hours of operation and repeated throughout the day as needed. If possible, keeping the Tower and Visitor's Center open longer is very beneficial during the busy months. If you cannot open by 10:00am or close early you **MUST** call Gina or Cameron for approval as this is the time our visitors expect it to be open.

- **Head keepers must be present on-site during the entire duration of their scheduled keeper time within the operating hours of 10 am to 6 pm.** An exception to this would be to leave the site temporarily to get supplies as long as the remaining volunteers are capable of running the site in their temporary absence and that there are at least two volunteer adults. Other exception requests must be communicated with Gina or Bill.
- In-coming Keepers are encouraged to arrive the evening before their scheduled time. **There is to be one Keepers camping area open for the in-coming Keepers.** Please be aware that the out-going Keepers **are not required to vacate** the other established Keepers camping area until 9:00am the morning following their scheduled time. Therefore you may have to set up your camp and move it to your preferred Keepers camping area after 9:00am. This overlap is encouraged to improve communication between Keepers. **The out-going Keepers MUST vacate the Keeper's camping area by 9:00am** to allow time for the in-coming Keepers to set up.
- The out-going Keepers must make sure everything is clean and restocked prior to the new Keepers taking over. This includes making sure the restrooms are clean and the cabinets are re-stocked from stock that is located upstairs in the Visitor's Center. The keys for the restroom supply cabinets are located in the Visitor Center Utility Room hung on a hook at the end of the grey cabinets. The blue keys unlock the toilet paper holders. Additionally, merchandise bins must be restocked with available overstock. Spare merchandise is stored in the Visitor Center attic, display cases & cabinets in the Visitor Center and the trailer. The Lighthouse and Visitor's Center must be swept and the trash in the Utility Room must be taken with you and disposed of properly.
- In-coming Keepers should contact the current Keepers at least a day before their arrival during normal business hours to communicate things such as potential needs of Crisp Point (change, etc.) that you may be asked to pick up, their departure time and your intended arrival time. It is advised that you get the contact information for the current Keepers. **Contact information for keepers can be obtained by contacting one of the Keeper Coordinators.** All Keepers should monitor their cell phones (using WiFi assisted calling at Crisp Point) and email as much as possible. You may also call the Visitor's Center at 906-658-3600. You should make this call while in Paradise, Newberry or other large urban areas as cellular service in the UP is very limited and non-existent on M123 outside of Paradise and Newberry,
- **Using a camper:** Please park your camper on the cement camper pad. If you will be using a tent, please set up your camp in the fire pit area at a safe distance from the fire pit. All wastewater must be captured within waste tanks and taken to a dump station. Under no circumstances are you to dump grey or black water tanks on Crisp Point

grounds. Be courteous to our Visitors and Park in the Keepers areas whenever possible. In severe weather you may move into the Visitor's Center. **Under no condition shall there be more than two Keeper recreational units set up (examples: camper & a tent or two campers or two tents or RV's etc.) except during the overlap period mentioned above without the expressed written consent of the Keeper Coordinator.** At no time is there to be more than four recreational units set up (including overlap time) without the permission of the CPLHS Board of Directors.

- **Internet Access:** There is wireless internet available (Hughesnet) to the Keepers on duty and those coming on. Internet usage during the hours of 8:00am and 6:00pm should be limited to text messaging and checking e-mail on an occasional basis. After 6:00pm you may check sites such as Facebook. **At NO TIME should any large files such as movies be downloaded or streamed as we do not have unlimited data. This includes video calls, conferencing such as Facetime, Zoom and Google Duo etc.** Keepers are to keep the WiFi password secret. Visitors are not allowed to access the internet via Crisp Point's wireless system. If we use up all our data for the month, Hughesnet will slow down our data.
- **Electrical Use:** The solar system, batteries and inverter are only large enough to supply the business needs of the Visitor Center. At no time are Keepers to plug in heaters, coffee pots or other appliances or power their individual camping needs into the Visitor Center electrical system. **You are expected to bring your own electrical generation system, heating and refrigeration as you feel necessary for your stay.**
- Keepers and Assistant Keepers should do their best to direct traffic into proper parking areas within the parking lot and have ATV drivers park their ATV's in the sandy parking area east of the parking lot as marked. Be courteous to our Visitors and Park your vehicles in the Keepers areas whenever possible. Parking is a premium at times.
- **Be Attentive to Visitors:** While manning the Visitor Center do not read books, use your tablets or cell phones while visitors are in the gift shop unless you are looking up something for a visitor. You need to be greeting visitors with a smile, helping them find merchandise and making them feel welcome. Ignoring visitors in the Visitor Center is rude and unacceptable behavior.
- **Visitors** may go out on the catwalk at the top of the tower unless there is inclement weather. Anyone under age 16 should be accompanied by an adult guardian when climbing the tower. **Do not allow anything to be thrown / dropped from the tower.** Do not allow anyone to sit / lean on or over the railing and do not allow banging on windows. Catwalk should be closed and locked during inclement weather such as rain and high winds.
- **Water System** Our well is classified as a Type III well which means it serves less than 25 persons per day for 60 days a year or locations where there are less than 15 service connections. It has been tested and is safe to drink. Keepers may use the water as their needs dictate. If necessary, please fill your RV tank or your water containers either late at

night or early in the morning utilizing your hoses. Route hoses as best as possible to prevent tripping hazards and pick them up when done filling. **Do not use the water system and your hoses as a pressurized water supply system for your RV, fill your tank and use your water pump.**

- Visitors are not allowed to drink the water from the sink in the utility room or the outside faucet. Bottled water is available for purchase through the Square system.
- **Outside faucet** (by the restrooms): This faucet is for **Keeper use only** when cleaning the restrooms or filling their RV tanks. Make sure the shut off valve in the Utility Room is off when not in use. **NO Feet Washing allowed.**
- **Camp Fires / Grill:** When using wood or charcoal, only use the provided fire pit / grill for camp fires /cooking. It is your responsibility to know the current guidelines for having camp fires. Contact the Local DNR office for more information, Newberry office 1-906-293-5131. When cleaning the **cooled ashes** from the Grill or Fire Pit, dig a hole in the sand away from any combustible material / trees and bury the ashes. Do not leave food or food waste on the grill or in the grill areas as this attracts wildlife to the area. Do not leave the grill dirty for the next Keepers! **DO NOT BURN PLASTICS, PROCESSED LUMBER OR ANY OTHER ILLEGAL MATERIAL IN FIRE PIT PER MICHIGAN LAW.**
- **Make sure the lighthouse entrance building, tower and catwalk are cleared of visitors, {check & latch catwalk access door}, then lock the lighthouse entrance building.** Ensure the restrooms and Visitor's Center (large room) doors are locked prior to retiring for the evening or when you plan on leaving the grounds for any reason. **Test each lock to make sure it is locked.**
- **Restrooms are to remain locked** after business hours yet may be used by the Keepers during this timeframe. Place magnetic sign that restrooms are closed on the Visitor Center door when you close them. The magnet may be stored on back side of door when they are open. **Test each lock to make sure it is locked.**



- **Keepers are not required** to perform any type of first-aid, CPR or other emergency service. Doing so will be on a voluntary basis and generally covered by the Good Samaritan Law. There is a first aid kit in the Visitor's Center utility room and an AED in the Visitor Center on the wall to left side of the south door. There is also a small first aid kit located inside the lighthouse. There are also first aid supplies in the Utility Room in a tool box. In addition, there is a ring buoy and rope on the beach.



- **EMERGENCY PHONE SERVICE:** Phone service is available in the Visitor's Center. In case of emergency dial 911, give the operator your location, Crisp Point Lighthouse 1944 Crisp Point Rd. (CR 412) Newberry, MI 49868. The number to the Visitor's Center phone is **1-906-658-3600**.

There is also a phone in the **red box** located on the west side of the parking lot. Verify all phones work correctly at the beginning of your Keeper period by calling your cell phone and testing communication. Report any issues to Cameron, Gina or Bill.

The main purpose of this phone is to make emergency calls. If you have to make a long distance call outside of the 906 area code, please give the person you are calling the Visitor's Center phone number and have them call you back. This will keep the CPLHS Long Distance Charges to a Minimum. **If there has been an emergency or to report other problems at the lighthouse or Visitor's Center call Cameron at: 989-854-9166. Leave a message if necessary.**

- Greet all visitors and ask the visitors to sign one of the four guest books located about the complex. Please only sign one book.
- Sweep lighthouse, service building, boardwalks, restrooms and Visitor's Center as needed.
- Clean acrylic lens for the lighthouse as necessary per the following procedure:
 1. Using a soft cloth or soft bristle paintbrush, wash with water and a mild nonabrasive soap
 2. After wetting, remove any caked dirt or mud with the hand, not with an instrument or scraper.
 3. Rinse with clear water.

Warning: Do not use the following substances on the lantern lens: acetone, alcohol, benzene, carbon tetrachloride, fire extinguisher fluid, and dry cleaning fluid, lacquer thinner, pumice soaps, or kitchen scouring compounds.

- **Re-supply restrooms as needed.** Cleaning supplies, toilet paper etc. are in cabinets located in each restroom. **The keys to these cabinets and the toilet paper holders are located on the hook on the end of the cabinets in the utility room located inside the Visitor's Center. The keys must be returned to this location after use.** As needed, and before your time as Keeper is over, re-stock the cabinets in the restrooms. Additional toilet paper, paper towel and cleaning supplies are upstairs in the Visitor's Center. Use caution when using the pull down steps. Inventory these supplies at the beginning of your Keeper period and write on the log sheet located in the Visitor's Center. If it is possible we ask you to use your Smart Phone, tablet or laptop and please transfer and send us the inventory from the online form at the following the link: <https://www.crisppointlighthouse.org/suppliesinventory.html> or scan the QR Code



below.

If supplies are getting low please e-mail or text Cameron to let him know. This should not be necessary if all Keepers transmit the inventory list their Keeper timeframe!

- **Re-stock the merchandise** bins and racks from the available extra supply. Each display case has storage beneath them for extra stock. Additional stock may be found under the display tables as well. Extra stock is stored upstairs in the Visitor Center attic or in Merchandise Trailer by the shed. When available and space allows, keep two of each style & color on the display racks. Do not display merchandise over doors or in doorways and windows.

Make sure to check size and style when re-stocking the bins, don't assume they are correct.

- A neat and organized Visitor Center is appealing to our Visitors. Please do not move display items in areas that they were are not already displayed. Keep in mind there are historical books and artifacts in the Visitor Center. Merchandise should not be displayed in these areas. The glass display case is for merchandise. Office supplies should be stored in the wood cabinet next to the utility room door, not in the glass display cases. Please do not overstock as this gives the appearance of clutter and it is hard for our visitors to find what they need.
- **Restock the trailer** when new merchandise arrives. Clothing should be put in bins by size, T-shirts in T-shirt bins and Sweat shirts/pants/hoodies in their proper bins. Break down boxes and dispose of them properly per disposal instructions below.
- Only items authorized by the President and/or Treasurer or their designated agents are allowed to be sold in the Visitor Center.
- **We are a "Leave No Trace" site therefore trash cans are not provided for the general public.** Please ask visitors to take their trash, including pet wastes with them and dispose of properly. You may offer them a bag to put their trash in to take with them.
- Pick up debris and other items found around the grounds, remove cigarette butts from the ashtrays, ensure they are extinguished and dispose in the trash can in the Utility Room.
- **When your Keeper time is over take any trash, including cardboard boxes and other trash generated on site and dispose of properly at your next destination. Here are some options you may use:**
 1. State Parks (with campgrounds) for a fee if you are not camping there such as Tahquamenon Lower Falls Campground or Rivermouth Campground.
 2. Whitefish Township Transfer Station this site accepts recyclables for free (such as cardboard) and trash for a small fee. Address is 8740 N Genes Rd (off of M-123 west of Paradise). Hours are Wed 12-5pm and Saturday 9am - 5pm.
 3. Newberry Transfer Station accepts trash for a fee. Available Thursdays only between 11am and 4:30pm. Operated by GFL Environmental, 7311 Co Rd 391, Newberry MI

- In the event of impending lightning, the tower should be locked and no one allowed inside until conditions improve.
- In event of rain or fog tower windows and catwalk hatch should be closed and locked.
- If the wind is expected to blow **above 25mph**, take the flags down to prevent damage, close the catwalk to Visitors.
- **Visitor Center & Cash Register instructions:** Please bring two rolls of quarters, two rolls of dimes, and two rolls of nickels with you in event the change gets low. You may “sell” your coins to the lighthouse by simply removing their value from the cash drawer and placing your coins in the drawer as needed. Verify your cash at the beginning and end of each day. Do a cash drop at the end of each day. Insert cash including coins, checks, money orders and your daily cash report sheet in the cash drop pouch. The cash drop should match your day’s receipts of cash, checks and money orders. Minimize use of the lights whenever possible (such as when visitors are not in the Visitor’s Center). Shut off the camera monitor at closing and turn it on upon opening for the day. For issues with the cash register or checking out with Square, after attempting to reboot the system, please contact Gina Moore at 810-964-4236 or Bill Beasley at 989-859-1407.
- Follow the guidelines set forth in the Crisp Point Light Historical Society Visitor Center Retail Operations book including how much cash is to remain in the drawer nightly, the daily cash report and instructions on doing the cash drop.
- **Solar System & Generator:** These systems are monitored remotely. If you notice an alarm, please contact Bill Beasley at 989-859-1407, Cameron Lovett at 989-854-9166 or John Rath at 989-450-4616.
- Consider writing an article about your experience as a volunteer keeper for one of our newsletters. If you are interested, please contact our newsletter editor at newsletter@crisppointlighthouse.org . See our CPLHS Contacts and General Info page for additional contact info at www.crisppointlighthouse.org/contacts.html

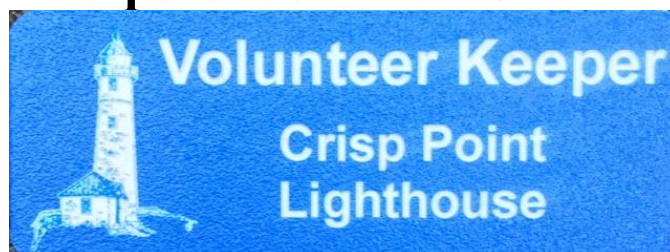
Lighthouse / Visitor’s Center / Camper Pad Keys

- Upon selection as a Keeper, the keys for the Lighthouse, Visitors Center and Camper Pad information will be supplied to you by the Assistant Gift Shop Manager.

Charcoal Barbecue Grill

There is a charcoal Barbecue grill available for the Keepers to use in the keepers camping area. You will need to provide your own charcoal, charcoal lighter and utensils. Clean the grill after it cools when done using it and bury the cooled ashes. Do not leave food or food waste on the grill or in the grill areas as this attracts wildlife to the area. **DO NOT leave a dirty grill for the next Keepers!**

Keepers Identification Pins



It is preferable for you to wear the Keepers shirts (purchased prior to your Keeper time) or other Keeper wear such as sweatshirts, patches or personalized name tags in order for the visitors of Crisp Point Lighthouse to identify the Keepers on duty. However, if your shirt(s) are not available, then you must wear one of the available **Volunteer Keeper Pins**. The pins are located inside the glass display case under the cash register. Please return the Keeper Pins to the storage area when your Keeper time is over for the in-coming Keepers to use. **DO NOT** take them with you, they are not souvenirs.

Hand Sanitizer

There are Purell and/or Dial Hand Sanitizer Dispensers in each restroom and in the lighthouse. The re-fill instructions are similar on each brand. To re-fill the dispensers with a new supply, you must first open the dispenser by pushing a button on the bottom of the dispenser. **DO NOT PRY** the dispensers open! Follow the instructions that are posted in the Visitor Center or watch this video for further guidance: <https://www.youtube.com/watch?v=cwC2pornTSU>. Please call Bill Beasley @ 989-859-1407 or Gina Moore @ 810-964-4236 if you have any questions on how to change them.

Supply Cabinets in the Restrooms

When restocking the supply cabinets, please remove all plastic wrap from the supplies prior to placing in cabinet. Do not leave the empty paper rolls and plastic wrap in the Supply Cabinet. Dispose of trash in the can located in the utility room. Re-stock the cabinets from extra stock located upstairs in the Visitor's Center. The keys for the restroom supply cabinets are located in the Visitor Center Utility Room hung on a hook at the end of the grey cabinets. The blue keys unlock the toilet paper holders. Please text or e-mail Cameron if extra supplies are low. **This should not be necessary if all Keepers transmit the inventory during their Keeper timeframe!**