



New Dungeness Light Station Association

P.O. Box 1283, Sequim, WA 98382-1283
Phone (360) 683-6638

“So, you are going to be a Lighthouse Keeper!”

Keeper Information Packet

PLEASE READ BEFORE ARRIVAL

TABLE OF CONTENTS

Release Form	2
Welcome	2
What to bring	3
Transportation to the Light Station	4
While you are there	5
When you leave	5
Weather delays	6
Merchandise.....	6
Keeper Duties and Responsibilities	7
General	7
Daily	8
Weekly	9
Safety	10
Defibrillator.....	10
Fire drill.....	10
In case of fire.....	11
Weather	11
Lighthouse telephone	11
Visitor information.....	12
Kitchen and miscellaneous supplies provided	14
Keeper’s House provisions	15
Directions to the Keeper Transfer Station	16

We hope you enjoy your stay

Release Form

Before you arrive, you will be sent a release form which must be dated, signed and returned to the Association. Keepers who have not returned the form cannot be allowed on the Station. Parents or guardians of minor children should sign the release form on their behalf. Now that the legalities are done,

Welcome!

The New Dungeness Light Station Association Board of Directors and General Manager welcome you as Keepers for a week at the Light Station. We sincerely hope that your stay will be an enjoyable and memorable experience.

We take Keepers to the Station each week, either Friday or Saturday as tides permit. Sometimes these transfers are in the middle of the night (mostly in the winter). Because the Station is within the Dungeness National Wildlife Refuge, we want to minimize the number of trips down the beach. So Keepers commit to a full week's stay, sometimes shortened or lengthened one day due to tides.

Although your stay will not be the same as it would be at a hotel or bed and breakfast, it will be a completely unique experience. We will transport you, your Co-Keepers and your food, drink and gear to the lighthouse in beach-equipped, 4-wheel drive vehicles driven by experienced drivers. While in the Keeper's House, treat it like it is your own. And remember, those who come after you will appreciate a clean, neat house, hopefully as good as or better than you found it.

We ask you to do a few chores during your stay. Your most important function is to welcome visitors who hike the 5 miles or boat to the Lighthouse. Keepers give the visitors tours of the Lighthouse building and the grounds. The Keeper's House is your private residence during your stay. It and the other buildings are off limits to visitors.

Your home during your stay is a cozy well-furnished house constructed in 1904 as the Head Keeper's Quarters. It has 3 bedrooms with queen beds, one with an additional twin, and a basement bedroom with two twin beds. Two bedrooms are upstairs and one is on the main level. There are two full

bathrooms, a basement recreation room with pool and ping pong tables, and a washer and dryer. It has many amenities you may want; Wi-Fi, internet, TV, and cell phone service. Linens are provided.

Your Co-Keepers may be friends, family or people you have not met. Regardless, we encourage you to contact your Co-Keepers well in advance of your stay, and discuss things like sharing cooking responsibilities, any food likes, dislikes or special needs, which bedroom you would prefer and other things that may be of interest. Meeting at a restaurant in Sequim before you go out is a great way to start the week.

The most important thing is to have a good, memorable experience. We will do our best to make that happen.

What to bring

The Keeper's House is supplied with most of the things you will need. All the linens, cleaning supplies, bathroom tissue, paper towels, furniture polish and the like are provided. What you will need to bring are:

- Food and seasonings, including coffee, tea, salt, pepper, sugar and the like
- Drinks (alcohol can only be consumed inside the Keeper's House)
- Clothing and footwear appropriate for the beach and the season
- Cameras, binoculars, scopes
- Personal electronic gear such as cell phones, laptops etc.
- Games, books, or other entertainment
- Inside shoes (please remove outside shoes on the porch)
- Medications
- Personal toiletries such as soap, shampoo, toothpaste, hair dryer and the like

The best packing containers are strong ice chests (not Styrofoam) and plastic boxes with lids. Plastic and paper sacks are not recommended. The ride out can be a bit bumpy so pack securely so we do not “break any eggs!”

And remember, there is no delivery service to the Lighthouse for things you forget!

Transportation to the Light Station

We will take you and your gear to the Light Station in 4-wheel drive, beach-equipped trucks operated by experienced drivers. Driving to the Light Station is part of the experience, whether it be day or night. Sometimes the beach is smooth and sandy. Other times it is hummocky and rocky. Your driver will have had experience in driving in a wide range of conditions.

We ask that you be at the Transfer Station (see attached map) *30 minutes* before your scheduled departure, to give you time to meet your drivers and fellow Keepers and load your gear.

There are parking spaces at the Transfer Station, but remember to lock your car as the Association is not responsible for damage to your car or its contents.

When you reach the Light Station and unload, make sure you keep track of all your gear and supplies so it does not come back into town with a returning Keeper! Your driver will point out the best way to avoid mixing your gear with returning Keepers.

When you arrive at the Station, please designate one or two persons to walk around the grounds with the driver, so he can point out important safety and operational features. The amount of time for this walk-around may vary depending on past Keeper experience at the Lighthouse. If this is your first stay, ask one of the returning Keepers to give you a tour of the Keeper’s House.

While you are there

After you arrive and have put your belongings in the House, you may need to start visitor tours right away. Coordinate this handoff with the outgoing Keepers. This is particularly important when the weather is good, as there can be many more visitors than at other times. Other things to keep in mind:

- Never leave the Light Station unattended, regardless of the time of day or whether visitors are present. If you go for a walk on the beach, leave at least two Keepers on the Station.
- Refresh your memory on the history of the Station so you can provide a more meaningful experience for the visitors. The best source is *“New Dungeness Lighthouse, a History of the New Dungeness Lighthouse”* which can be found in the Lighthouse lobby and the Keeper’s House or can be purchased (See Merchandise Section in this Packet).
- Keep the place clean and tidy.
- After every use, clean the dryer and washer filters.
- Check the vacuum filter before the first use and clean as necessary.
- Perform other chores as you can and as listed under The Keeper Duties and Responsibilities Section of this Packet.

When you leave

The most important consideration when you are preparing to leave is making sure the Keeper’s House is clean and tidy for the next Keepers. Nothing is worse for an incoming Keeper than to find a dirty oven, refrigerator, linens or floors. Please leave the House as you would like to find it when you arrive. This means:

- Wash the linens and make the beds. Put clean towels etc, in the bathrooms.
- Sweep, vacuum and mop the floors. Make sure to get those dust bunnies under the beds and furniture.
- Clean the stove top and oven.
- Wipe down both refrigerators.

- Do not leave garbage behind for the incoming Keepers to deal with.
- *Do not leave any food, either in the refrigerators or cabinets.* This includes leftovers, food still in the package, coffee, tea, spices, drinks, or *any other supplies you brought.*
- *Double bag all garbage.* Bags are supplied in the pantry of the kitchen. If you want to separately bag recyclables, we will place them in a special bin at the Transfer Station. Place glass in the plastic bin labeled for glass which is stored under the back porch.
- Clean the filters on the dryer and washing machine. Clean the filter on the vacuum before you leave.
- *Make sure you leave two sets of keys with the incoming Keepers*

Weather Delays

Although it has seldom happened, transfers can be delayed hours or even a day during strong storms that render the beach unsuitable for safe driving. The drivers will make the decision on suitability and consult with the Association on their decision. In the event of a delay, every effort will be made to make the transfer as soon as it is safe. When a delay occurs, both the incoming and outgoing Keepers will be notified as soon as possible. The Association is not responsible for costs associated with overnight stays or reservation changes.

Merchandise

The Association sells a variety of Lighthouse merchandise, including “T” shirts, hats, coats and pins. If you would like to have any of these items during your stay, either call the general manager *at least one week prior to your stay* to order your merchandise or go to [\(link to merchandise on the website or to store at ...\)](#). The driver will give you your purchases.

Keeper Duties and Responsibilities

There are certain rules, duties and responsibilities that will make your stay safe and enjoyable, while at the same time maintaining the integrity of the Light Station and the Dungeness National Wildlife Refuge.

General

- **The Station is within the National Wildlife Refuge. Please stay within the clearly marked boundaries. Restricted Areas include the area from the Light Station to the end of the Spit, Graveyard Spit and most of the area of the Bay-side of the Spit. Study the Refuge brochure (attached) to familiarize yourself with the rules.**
- **There can be severe penalties for persons, including Keepers who knowingly violate the restricted areas.**
- **Keepers are not there to enforce Refuge rules. *Do not confront* visitors who are violating the rules. Reminders to stay out of restricted areas are OK, but if you think the rules are being violated call the Refuge office (360) 457-8451.**
- **No Alcohol consumption outside the Keeper's House.**
- **No firearms or pets. Smoking is prohibited in all buildings.**
- **No candles, oil lamps or other open flames.**
- **You may not have overnight visitors.**
- **Keepers may not have boats or other personal watercraft.**
- **Do not take any plants or seeds to the Light Station, or feed the native animals. Also it is illegal to remove objects other than trash from the Refuge.**
- **You may fish as long as you have a license and are within season.**
- **No Keeper under 18 is allowed on the lantern gallery (balcony).**
- **Children under 12 must be accompanied in the Tower by an adult.**
- **No hunting, trapping, taking of eggs or disturbance of wildlife is permitted.**

Daily

- **Visitors come first. There should always be a person on the Station to greet visitors and provide tours. During the busy season, it is best to have 3 Keepers on visitor duty; one in the lantern, one in the front rooms of the Lighthouse and another on the lawn to greet incoming visitors.**
- **Allow only 4 visitors in the lantern, always accompanied by a Keeper.**
- ***Do not allow* any visitor on the balcony of the lantern. The railing is very low and one could easily fall off the tower. Keepers should use the balcony sparingly, keeping in mind the low railing. *Do not lean on the railing!***
- **Flag: Raise at 8:00 AM and lower at sunset. Take the flag down when the wind speed is 25 miles per hour or higher.**
- **Before 9:00 AM, put out the tour signs and unlock the public restroom.**
- **Visiting hours are 9:00AM to 5:00 PM. Use your discretion if someone arrives late or comes early. Our general philosophy is, “if they walk or boat all the way out, they get a tour”.**
- **Periodically check on the cleanliness of the public restroom.**
- **Periodically shine the brass in the lantern.**
- **Keep the Barn and Transformer buildings locked at all times. Keep the Lighthouse and Keeper’s House locked when not occupied.**
- **If you walk the beach and pick up trash, place it in the cans along the drive. The Fish and Wildlife Service will pick up this trash. Do not put household trash in these cans.**
- **In the evening:**
 - **Sweep the floor of the lantern room and stairway.**
 - **Vacuum the entry and downstairs rooms of the Lighthouse.**
 - **Clean the public restroom.**
 - **Remove all but a few dollars from the donation box and place the donations in the designated envelope to give to the driver.**
 - **Empty the trash in the restroom and Lighthouse.**
 - **Lock the doors to the Lighthouse and restroom.**
- **During your first few days, keep a list of supplies that are low or things needing repair. Someone will call you on Wednesday regarding your list.**

Weekly

- **Water the lawn using the schedule on the inside cover of the sprinkler control box on the east side of the Lighthouse.**
- **Mow and trim the lawn. This may not need to be done every week in the winter, but please check to see. There are brooms and a blower to remove clippings from the sidewalks.**
- **When needed, clean bird droppings from sidewalks, interpretive signs etc.**
- **When needed clean the windows of the Lighthouse, the Keeper's House and the Lantern Room windows. Please do not clean the lens case in the front room of the Lighthouse. It requires special cleaner. Also do not clean the Plexiglass Beacon in the Lantern. That is the responsibility of the Coast Guard.**

Safety

The greatest responsibility you have during your tour of duty is the Safety of all Keepers and visitors. Upon arrival, familiarize yourself with the locations of the following items:

FIRE EXTINGUISHERS

Keeper's House

Each Bedroom
Kitchen (2)
Back Porch
Basement

Lighthouse Building

Lantern Room (next to light)
Lobby
Discovery Room

Flammable Storage Building

On Fence Posts (2)

Barn/Maintenance Shed/Garage

Inside Door

FIRST AID KITS

Cabinet in Kitchen
Bookcase shelf in Lighthouse Lobby
Barn

MSDS MANUALS (material safety data sheets)

Cleaning Cabinet in Kitchen
Flammable Storage Shed
Barn

CPR - PERSONAL PROTECTION BARRIER

Cabinet in Kitchen
Bookcase shelf in Lighthouse Lobby
Barn

SHOWER CHAIR (for assistance when bathing)

Stored in basement store room

Defibrillator - LOCATED BEHIND THE DOOR IN THE KITCHEN

It is important that you are familiar with how this safety device operates. At the **beginning of your stay**, *PLEASE* find this machine and **watch** the short 5 minute training DVD. A brief, concise instruction card is with the machine. **Return** them to their storage place with the machine.

Fire Drill

Practice a fire drill on your first day. Each person (both adult & child) should familiarize himself/herself with all exits and fire ladder locations and know what to do in case of fire. Portable fire ladders are stored under the beds in the upstairs "Baker" and "Tower" bedrooms.

In Case Of Fire

The Keeper's House is equipped with a whole-house fire suppression sprinkler system. The sprinklers may not extinguish a large fire, but can give occupants more time to exit the building. In case of fire, follow the following procedures:

1. Call **EMERGENCY DISPATCH (360) 417-2459 (speed dial #9)**
2. Notify the **General Manager at (810) 923-3711 (speed dial #2)**
3. If the fire is **small**, fight it with the extinguishers and garden hoses.
4. If the fire is **too large** to fight safely, **get clear** of all buildings. If the **stairs are blocked**, you may exit both upstairs bedrooms by opening the windows and climbing down the portable escape ladders located under the beds.
5. If you have a VHF radio, tune it to channel 81, the Coast Guard.
6. If the fire is out of control, assemble everyone at the large **white cable crossing sign** near the helicopter pad and wait for the helicopter or boat.

Under no circumstances should you endanger your safety or the safety of others. Preservation of the Light Station is our goal, but not worth a life.

Weather

An emergency NOAA radio is located in the downstairs "Blake" bedroom. **It needs to be left on at all times** and will automatically notify you of **local** weather-related and other emergencies. During a lightning storm **DO NOT** go into the lighthouse tower.

Lighthouse Telephone Number

(360) 477- 0122

This cell phone is for Light Station related business or emergency use only! It is not for personal use. Please make sure the phone is on at all times and periodically check it for messages.

Visitor Information

Here are the most frequently asked questions you will hear from visitors. When you are settled in at the Light Station, you will find several books that will give you a thorough history of New Dungeness Light Station. There is also a considerable amount of information on the walls in the tower museums. The best reference is “***New Dungeness Lighthouse, a History of the New Dungeness Lighthouse***” which is available in the Lighthouse lobby and the Keeper’s House.

- **When was everything built?**

The lighthouse was built in 1857, the barn in 1877, the oil house in 1892, and the Officer-in-charge quarters (Keeper’s’ House) in 1904.

- **How tall is the tower?**

The light’s focal plane was originally 100 feet above sea level. The tower was originally 91 feet high (measured from ground level) but was lowered in 1927 to its current height of 63 feet above ground level. It was lowered because the top portion of the tower was found to have some severely weakened masonry. This resulted from earthquakes, or pounding surf or artillery practice, or all, depending on which story you read. It was not lowered because it was too high to be seen in fog—as some say.

- **How far is it to the light?**

From the parking lot to the light is 5 miles, for a 10-mile round trip.

- **How long is the spit?**

5 miles long and it is still growing.

- **How is the spit made?**

Sands from the Dungeness River and the bluffs to the west empty into the Strait and are pushed eastward by currents and are deposited along the spit.

- **Why is the light not at the end of the spit?**

It was 1/6th of a mile from the end when it was first built. All the land beyond the station has since been added by nature.

- **How far can the light be seen?**

The lens has a nominal useful range of 17 miles.

- **How many steps are there in the tower?**

There are 74 steps in the Tower.

- **When was the light automated?**

In 1976.

- **What was the little room halfway up the tower used for?**

It was originally used to store spare parts for the light and the tools and cleaning equipment needed to keep the light operating properly.

- **Does the water ever wash over the spit?**

Occasionally, when a storm surge coincides with an extremely high tide, the water will push logs up onto the flat area of the spit. Even more rarely, the thin neck of the spit will be washed out by the storm and for a few days the Light Station will be connected with the land only at low tide; and the bay will be full of floating logs.

- **Where does the power come from?**

The power comes to the Light Station by way of a 2 mile long cable under the bay from the shore.

- **Where does all the fresh water come from?**

There is an artesian well beneath the grounds. The pipe is in the center of the yard. The water rises under natural pressure and is stored in the cistern, which is the large white cylinder west of the tower building. The overflow from the cistern goes into the pond outside the fence. The well is 665 feet deep, was drilled in 1930, and is reported to produce 80 gallons per minute.

- **When was the foghorn removed?**

The foghorn was removed by the Coast Guard in April, 2005.

KITCHEN AND MISCELLANEOUS ITEMS

Appliances

BBQ – large, propane (outside)
Blender, Oster
Bread maker
Can openers (electric & manual)
Coffee grinder
Coffeemaker (12-cup) and extra carafes
Crock-pot, Rival (4 1/2 quart)
Electric pancake griddle
Food Processor, Kitchen Aid
George Forman-type grill
Juicer, B&D
Mixer (electric, hand-held)
Popcorn Popper
Toaster (4-slice)
Waffle iron

Preparation

Apple Corer/Slicer
Bread knife
Cheese slicer
Colanders, 2 plastic, 1 stainless
Cutting boards
Egg beater (manual)
Egg slicer
Garlic press
Glass Bowl set (graduated - 12 w/lids)
Graters (Assorted)
Juice squeezer
Knives (assorted in storage block)
Measuring cups & spoons
Meat tenderizer
Mixing bowls (assorted sizes)
Nut cracker & picks
Pastry blender
Pizza cutter
Pot strainer
Potato masher
Rolling pin
Salad spinner
Scissors (food use only)
Spoons, wooden
Tea strainer
Tongs
Turkey baster
Vegetable peeler
Wire whisks (assorted)

Baking/Cooking

Baking/casserole dishes (assorted sizes)
Broiler pans
Cookie sheets & cooling racks
Double boiler
Loaf pans
Muffin pans
Pie pans
Sauce pans & pots (assorted sizes)
Spatulas, Spoons, Turners
Skillets (assorted sizes)
Stock pot (granite) very large
Steamer
Tea kettle
Turkey Roasting Pan (granite)

Serving

Bowls (assorted sizes)
Coffee carafes, insulated
Glasses – wine
Glasses (8 & 16 ounces)
Ice cream scoop
Knives, forks and spoons (assorted)
Mugs
Plates (dinner, salad & dessert)
Salad servers (wood)
Serving forks & spoons
Serving platters/trays (assorted sizes)
Soup ladle
Trivets
Water pitcher

Miscellaneous

Aluminum foil
Coffee filters
Cookie jar
Corkscrew
Crab tools
Flower vases
Gloves (disposable)
Ironing board and iron
Plastic food wrap
Storage Containers, glass w/lids
Meat Thermometer

Note: Items not listed may have been left by Keepers and are not routinely supplied.

KEEPER'S HOUSE PROVISIONS

Living Room

- Satellite TV
- DVD / CD player
- Wireless Internet

Kitchen

- Electric Stove & Oven
- Refrigerator with freezer
- Microwave
- Coffee maker
- **See: "Kitchen and Miscellaneous Items"** for a complete list of kitchen equipment.

Bedrooms & Baths

- Sheets and Pillowcases
- Towels and Wash Cloths
- Blankets, Quilts & Pillow Shams
- Shower Chair

Basement

- Washer
- Dryer
- Refrigerator with freezer (#2)
- Pool and Ping Pong table
- Games
- Puzzles

We also provide:

- Air freshener
- All purpose cleaner
- Aluminum foil
- Baking soda
- Bleach
- Brass cleaner – main supply stored in the paint shed (oil house) & one in use in the tower
- Cleanser ("Comet" type)
- Fabric softener
- Flash lights and batteries
- Furniture polish
- Glass / Window cleaner
- Gloves – disposable
- Light bulbs
- Liquid dish detergent, Liquid hand soap, Liquid laundry detergent
- Paper cups & towels
- Plastic wrap
- Sponges
- Toilet paper
- Trash bags: heavy/black (household); clear (bathrooms) and white (kitchen).
- Vacuum bags – filters available through General Manager

TRANSFER STATION DIRECTIONS

