

**“The Best Possible Experience”  
2019 Garden Docent Training  
Hillwood Estate, Museum & Gardens**

**Directions to the Mansion Volunteer Lounge**

The mansion volunteer lounge is on the second floor of the mansion and houses resources for Hillwood volunteers. Docents are welcome to spend time here before and at the end of their shifts or in between tours. The mansion volunteer lounge also has a touch screen computer volunteers can use to sign in and sign out of their shifts.

- When facing the mansion and the motor court, walk towards the left side of the mansion.
- At the side of the mansion, go up the flight of steps.
- Press the silver button on the gray exterior intercom. It will begin ringing, notifying security of your presence at the door. The exterior door will unlock with a click. Once you hear the click, you can open the door.
- In the anteroom, close the exterior door behind you. The interior door will **not** open until the exterior door is shut. The interior door will unlock with a click. Once you hear the click, you can open the door. You do not have to press the button on the interior intercom.
- The security control room is on your right. Inform the officer there that you are a volunteer and going to the volunteer lounge on the second floor.
- Proceed up the flight of green steps.
- At the top of the green steps, make a left turn, going through the door at the end of the short hallway. You will be in a kitchen area.
- Make a right, walking past the copier.
- Make another right past the copier and continue up the short flight of steps.
- The mansion volunteer lounge is on your left.
- Throughout this area, there are signs with blue arrows directing to the volunteer lounge.

**Storage Spaces**

- Next to the copier are numbered cubbies with locks where you can store your belongings.
- After placing your belongings in the cubby, use the key on the elastic lanyard to lock the cubby. Keep the lanyard on your wrist or in your pocket.
- You can also use the double door closet across from the copier to store your coat.