



St. Louis Astronomical Society

Library Telescope Program

Telescope Preparation/Delivery Action Plans

May 2015

Saturday (5/9) Build at Parkway West High School

Parkway West High School is located at 14653 Clayton Road, Ballwin, MO 63011. Colleen O'Toole, Science Department Leader at Parkway West High School, is our host. Many thanks to Colleen for arranging the facilities for us.

Colleen says "...tell the volunteers to turn into West High (off Clayton) and make the FIRST RIGHT around the side/back of the building as if you are going to the **pool** or **cafeteria** (there will be HOT PINK signs and arrows directing them.) The entrance to go in will be marked with hot pink signs/arrows as well."

Parkway West High School doors will be open by 8am on Saturday, May 9th. We expect volunteers to come/go all day. Early volunteers should arrive by 8:30 am with work to officially start by 9am. We plan to work through 5pm that day. We really need to get done on Saturday since Sunday is Mother's Day.

Tools/Equipment

All required tools and equipment should already be on hand. But it never hurts to bring a few things you think you might need. Please note: Grant Martin has already taken care of soldering all the red dot finders. Some hot glue work may still be needed.

Food/Refreshments

We plan to have coffee, water, tea and lemonade available all day.

Lunch will be served around noon. The main course will be lasagna from Sam's Club. We ask for help with extras such as side dishes and desserts. We could also help with snacks for the day too.

We will have all necessary plates, utensils, napkins, etc.

For assistance or any questions, contact Don Ficken (librarytelescope@slasonline.org or 314-550-7191 cell)

1. Arrival of telescopes

All telescopes arrived on Tuesday, April 28th. It took two UPS trucks to deliver them to us. The 45 telescopes delivered plus the 5 telescopes on hand makes 50 telescopes (see photo on right). They have been stored in my garage awaiting the build.

The following steps have already been taken:

- Telescope boxes opened to check for damage and to ensure all parts are present
- A control number written on each box
- A control number added to each telescope base
- Red dot finder removed for prebuild upgrade
- Tube dust cover removed
- Moon port drilled on dust cover
- All stickers and manuals inserted into each box



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2. Friday Delivery of Telescopes to Parkway West High School

A 6' x 12' UHaul covered trailer will be picked up at 11am on Friday (5/8). The "covered" part should protect us if we get the rain that is forecast. I plan to arrive at Parkway West High School at 12:45 pm with the 50 telescopes. Students will carry them to the Science Lab.

3. Friday Night Preplanning Meeting at Parkway West High School

At 7pm on Friday night (5/8), a few volunteers will meet to review the Saturday work plan. It is not necessary for volunteers to attend the Friday night session unless you just want to.

On Friday night, we will need to:

- Discuss the tasks
- Discuss team assignments and workflow
- Make sure all components are available
- Make sure all tools needed for assembly are available

4. Saturday "Build" at Parkway West High School

Refer to details outlined on page 1. The High School will be open at 8am and teams should start arriving at 8:30 am with work to begin no later than 9am. We need to get done by 5pm (cleanup and all) so this will be a busy day. We do not want to work on Sunday due to Mother's Day.

5. Return finished telescopes to my house

When telescopes have been assembled and quality checks completed, the telescopes will be returned to my house. To save us money, I would like to return the UHaul on Sunday morning.

6. Post build "quality test"

After the telescopes have been returned to my house, all telescopes must pass quality control tests. We might start testing on Monday night, 5/11, if the weather is good. These tests include the following:

- They must be "star tested" to make sure a clear, crisp star can be seen at full magnification
- The red dot finder must be tested to make sure it aligns properly
- All items must be double checked to see they are complete

7. Final Telescope Delivery

If post-build quality testing goes well, some telescopes may be delivered the week starting Monday, May 11th. However, I expect the bulk of the telescopes will be delivered the week of May 18th. All telescopes should be delivered by Wednesday, May 20th.

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8. Telescopes Available for Public Checkout

Friday, May 29th is the date the telescopes are scheduled to be officially available for public checkout. The delay between delivery and public checkout allows the libraries time to catalog the telescopes into their system and deliver them to the appropriate branches.

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