

## Telescope Daily Rounds & Remote Observation Checklist

# Background

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Google form has been used to compile the checklist form; this will eliminate the incident that happened in 1.0m from happening and beneficial to our checklist records. How it works is that once the checks have been performed and the form submitted, it will automatically update spreadsheet responses of the checklist and also put the time stamp. Every telescope is going to have its own QR code which is linked to the checklist form and it can be scanned using QR scanner downloaded on a tablet or smart phone.

# Aim

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- To keep record of daily rounds and remote observation checklist.

# Apparatus

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- Tablet or Smartphone

NB! Ensure that a QR Scanner is downloaded on your tablet or smart phone.

# Usage of checklist form

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The QR code will be on the entrance door of the warm room (1.0m & 1.9m). Scan the relevant QR code using your tablet or Smartphone.



Figure 1: 1.0m Telescope Daily Rounds Checklist



Figure 2: 1.0m Telescope Remote Observation Checklist



Figure 3: 1.9m Telescope Daily Rounds Checklist



Figure 4: 1.9m Telescope Remote observation Checklist

Open the checklist form and perform the checks, ensure that you adhere to the checklist don't leave any stone unturned.

**1.0m Telescope Rounds Checklist**

**SAFETY CHECKS**

\* Required

Technician Name(s) \*

Your answer

**Constraints and Warnings**

These checks should only be undertaken by trained personnel.  
The right INR must be used to fill LN<sub>2</sub>.  
The limit for STE3, STE4 and SpUpNIC temperature is 240K. If both tank and Cu Block temperature is above 240K, the CCD must be warm up completely and go on the vacuum pump.  
Report all faults on the fault forum at <https://faultrreports.sao.ac.za/index.php>

**DOME FLOOR & WARM ROOM CHECKS**

In the morning

	Checked
1. Check that the dome is completely CLOSED	<input type="checkbox"/>
2. Check telescope is parked at DEC 00:00:00 S HA -07:30:00	<input type="checkbox"/>
3. If STE3 or STE4 ON - Check CCD temperature and fill with LN <sub>2</sub>	<input type="checkbox"/>
4. Check that the telescope is switched OFF - if not, follow steps (2-7) below	<input type="checkbox"/>
5. Check that the telescope is parked in FAST motion	<input type="checkbox"/>
6. Ensure that mirror covers are closed	<input type="checkbox"/>

Figure 5: Daily rounds checklist

Click the submit button once checklist has been completed.

7. Switch OFF the telescope

8. Check the 'Lock-Out' switch is ON (TCS light must be flashing)

In the afternoon

	Checked
1. If STE3 or STE4 ON - Check CCD temperature and fill with LN <sub>2</sub>	<input checked="" type="checkbox"/>
2. Ensure all lights are switched OFF	<input checked="" type="checkbox"/>

**SPECIAL NOTES**

Drain compressor (located under the stairs) every Monday, Wednesday and Friday.  
Test TECS system - every THURSDAY.  
Collect completed observing records from dome, take to Elizabeth at Hoste1 and ensure there is empty observing records in dome.  
Observing records can be printed at [https://www.sao.ac.za/wp-content/uploads/sites/5/observing\\_records.pdf](https://www.sao.ac.za/wp-content/uploads/sites/5/observing_records.pdf)  
If remote observations, ensure all ladders are stowed safely and that there is nothing on the dome track.

**Remarks**

Your answer

**SUBMIT** Page 1 of 1

Never submit passwords through Google Forms.

Figure 6: Daily rounds checklist [submit]

Once the checklist form has been submitted a spreadsheet below will be updated automatically.

	A	B	C	D	E	F	G	H	I	J	K
1	Timestamp	Technician Name(s)	[1. Check that the dome is completely CLOSED]	[2. Check telescope is parked at DEC: 00:00:00 & HA: -01:00:00]	[3. If STE3 or STE4 ON - Check CCD temperature and fill with LN2]	[4. Check that the telescope is switched OFF - If not, follow steps (5-7) below]	[5. Check that the telescope is parked in FAST motion]	[6. Ensure that mirror covers are closed]	[7. Switch OFF the telescope]	[8. Check the Lock-Out switch is ON (TCS light must be flashing)]	[9. If STE3 or STE4 - Check CCD temperature and fill with LN2]
2	7/15/2019 16:19:43	Maskole	Checked	Checked	Checked	Checked	Checked	Checked	Checked	Checked	Checked
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## Checklist Links

1. 1.0m Daily rounds checklist - <https://forms.gle/jsiMbvE8yddLqyE8A>
2. 1.9m Daily rounds checklist - <https://forms.gle/UaiRrTnzLedyCoVD8>
3. 1.0m Telescope Remote observation Checklist - <https://forms.gle/2rL4iexSKYTryjYx8>
4. 1.9m Telescope Remote observation Checklist - <https://forms.gle/uefUMz6RM7gVjeVF6>