

Clubhouse Checking Guidelines

1 July, 2021

We check the Clubhouse for **maintenance** and **security** reasons. The key points are ensuring the facilities are locked, there are no pieces of equipment left on, and all water is turned off.

Checking is for a period of one week, beginning on a Sunday evening and the last check is on Saturday night. It is best to do it as late as possible, usually around 6:30 in winter months and 9:00 PM in the summer. If you are unavailable for any of the days, please find a substitute.

Community Room and Kitchen:

1. Check the patio and kitchen doors to be sure they are locked. Be sure the screen door in the kitchen is pulled shut. Check ovens and stove burners to be sure they are off.
2. Turn off all lights.
3. Close the door from the community room to the foyer. Turn off the lights as you leave the hallway (the switch is to the right of the door as you exit).

Locker Rooms — Men's and Women's:

1. Pull shower curtains closed. Take shower mats off of the floor and hang on shower bars.
2. Turn off all lights. The light switches in the lavatory foyers are on automatic motion sensors and should be set to "AUTO".
3. Check sauna circuit breakers which are located outside of the sauna door. Make sure they are off. When the breaker is off, the light in the sauna will be off.
4. Check restrooms to make sure faucets are turned off and toilets are not running. Report any issues to John Getz or Steve Anderson.

Fitness Room:

1. Be sure all machines are off. The switches for the treadmills are on the front of the machines, almost at floor level in a little inset. The display lights should go off.
2. Turn off the TV if it is on.
3. Turn off all lights.

Pool Area:

1. We no longer run the exhaust fan, so it should be "OFF".
2. Check all the sliding screen doors and make sure they are locked. The seven sliding glass doors on the ends of the pool should all be left open 12" for overnight ventilation. The ones on the long wall should be closed and locked.
3. If the pool water looks cloudy, call John Getz.
4. Straighten the tables and chairs if necessary.
5. Turn off all pool lights. (if you are new, call John Getz or Steve Anderson to know where switches are located).
6. If rain is forecast, it is raining, or if the temperature is going below 60°, please close the overhead panels. (directions and switches are located near the pump room). If the weather is warm, the roof can be left open.

Finishing up:

1. When you are finished checking the Clubhouse, please indicate the time on the log sheet posted on the bulletin board so late users can see that they need to take care of closing the building.
2. As you leave the building be certain that both doors are locked. Pull on the front door to confirm that both doors are locked.