

## Clubhouse Closing Procedures

- Turn off TV
- Make sure premises is left clean and orderly.
- Put dishes in dishwasher and turn on dishwasher.
- Make sure kitchen is clean and that all trash has been taken to dumpster.
- Make sure ovens and coffee makers are turned off.
- Set thermostat to 60 degrees in winter and 80 degrees in summer when you leave.
- Turn off bathroom lights.
- Turn off storage room (pantry) lights.
- Make sure office lights are off and office is locked.
- Check to make sure windows are closed and locked.
- Lock side door facing water.
- Turn off all lights and overhead fans – make sure porch lights are off (Security lights will remain on automatically between dark and daylight.)
- Exit through combo lock door. Lock the combo box.
- If elevator is unlocked – get in elevator. Close and lock outside door, close inner door and go down to the first floor. Exit elevator and turn off elevator light. Close inner door then close outside door and lock with combo lock.
- Turn off under building lights.

March 2017

March 2017