ITEM 3.3.4 LOCK-UP & NIGHT CLOSING JOB DESCRIPTION (Daily at 10:00 pm)

CLUBHOUSE:

1. Check each outside door to be sure it is closed and locked. Includes all office doors, conference room, auditorium, chair room and kitchen outside doors under parking canopy. Also sliding doors to poolside.
2. Check inside doors to office, and kitchen. Be sure they are closed and locked.
3. Check restrooms, library, and kitchen to be sure lights and water are turned off.
4. Check two thermostats in auditorium, and one in library. Make sure they are working.
5. Turn off all lights and fans, except flood lights marked **"DO NOT TURN OFF".**

RECREATION HALL:

1. Check each outside door to be sure it is closed and locked. Includes rear doors inside the sun room and Room C at rear of building.
2. Check Rooms A, B, C, and Sun Room. Turn off lights, and make sure automatic thermostats are working properly at 76 – 78 degrees.
3. Check restrooms to be sure lights and water are turned off.
4. Exercise Room, open door to be sure no one is there, and lights and fans are off.

LAUNDRY:

1. Turn off lights and fans.
2. Be sure both doors are closed and locked.

OUTSIDE PUBLIC RESTROOMS:

1. Check to be sure lights and water turned off.

POOL AND PATIO:

1. Check Shower Rooms to be sure lights, fans and water turned off.
2. Check that TV, radio, and Spa are off.
3. Be sure no one is in pool, and that both gates are closed and locked.

MAINTENANCE BUILDING:

1. Check front and side access doors, be sure closed and locked.
2. Check outside fuel tank, be sure lock in place and closed.

TIME REQUIRED FOR ABOVE: Approximately 30 minutes to 1 hour. The person doing this procedure will be paid flat rate of $20.00 per visit, not eligible or subject to any employee benefits for this service.

Previous 02/04/97; 02/21/03; 03/17/09; 09/18/12; 6/16/2015, 9/21/2020
Amended – 04/21/26; **Approved – 5/19/2026**