

CLUBHOUSE OPENING AND LOCK-UP PROCEDURE

Opening:

1. Pro Shop is unlocked.
2. Pro Shop alarm is turned off.
3. Front Clubhouse entrance door is unlocked. (Security deadbolt only)
4. Security bar is removed from rear clubhouse utility door.
5. Chained door locks are removed from both sets of clubhouse/pool doors.
6. Outside golf bathroom doors are checked and unlocked if not unlocked by greens keeping crew.

Lock-up:

1. Pro Shop Responsibilities:
 - a. Golf bathroom lights are checked and bathroom doors locked.
 - b. All Pro Shop access doors are locked and Pro Shop Alarm is set.
2. Night Lock-Up Persons' Responsibilities.
 - a. Check that Golf bathrooms are locked.
 - b. Check that Pro Shop doors are locked.
 - c. Place night security bar on rear clubhouse utility door.
 - d. Place night security chains on both sets of clubhouse/pool doors.
 - e. Checks the functioning of the green light on the AED units once a week (as a back-up plan for scheduled weekly monitoring by the assigned AED monitors.)
 - f. Locks main entrance night security deadbolt.

Approved Amy R. Boss
4-14-10