

Clubhouse Night Check Checklist

Week of / /

Name: _____

	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Comments
FIRST FLOOR								
CLUB ROOM								
Thermostat**								
Windows locked								
Doors closed								
Stove off								
Fireplace off								
Lights off								
LIBRARY								
Doors closed								
Fireplace off								
HALLWAY								
Thermostat								
Lights off								
MEN and WOMEN ROOMS								
Faucets off								
Lights off								
MEDIA ROOM								
Thermostat**								
Windows locked								
Fireplace off								
Television off								
Lights off								
LOWER LEVEL								
EXERCISE ROOM								
Thermostats**								
Windows locked								
Doors closed								
Lights off								
TVs off								
AEROBICS ROOM								
Thermostats**								
Windows locked								
Doors closed								
Lights off								
MEN AND WOMEN ROOMS								
Faucets off								
Lights off								
INDOOR POOL AREA/ VESTIBUL								
Windows Locked								
Doors Closed								
Equipment room visual								
Lights off								
HALLWAY								
Thermostat**								
Lights off								
Storage Rm Door Locked								

Key:
 ✓ = No Problem
 X = Problem, Fixed
 R = Problem, Not Fixed

**** Thermostats:**
 65° Winter
 78° Summer

Additional Comments: _____