

NIGHT CHECK INSTRUCTIONS, REVISED MAY 17, 2023

TIME: The alarm for the Clubhouse is supposed to arm after 11:00 PM—the time all residents are supposed to be out of the Clubhouse. If you can, try to do your night check around 10:00 PM, but it is okay to do it earlier. If you have a conflict or are ill, we have alternate volunteers that can take your place. Oftentimes, residents may be in the Clubhouse while you are performing night check. You do not need to wait for them to leave. They will close things up after you are finished. Just note the occurrence on the checklist.

CHECKLIST: The checklist on our clipboard in the craft room provides a detailed list of items to check in every room during your inspection. A few thoughts to assist you are provided below:

Locks: Please check all the doors and windows. The alarm system may not display which doors are open. To make sure they are locked, push on the door itself, not the crash bar.

Lights: Please ensure all room lights are turned off at night. If you notice a burned-out interior light, please note it on the checklist.

Thermostats: The thermostats automatically reset for energy conservation to the programmed temperature at 11 PM and 6 AM. The preset temperatures are 65 degrees for heat in the winter and 78 degrees for cooling in the summer. **Generally, it is not necessary for you to make any adjustments to the thermostats.**

Mechanical Room: Check the mechanical room for any unusual chemical smell and for leaks primarily around the pumps. You will see a display panel with the temperature reflected near the Reznor heater for the indoor pool. The temperature is the air temperature in the indoor pool area. The temperature should be in the 80's. If the temperature is **significantly** less, please note it and notify Frank O'Connor (215-816-0250) or a Facility Committee Chairperson (Karen Windau 703-595-3549 or Maria Derbyshire 410-227-3435).

Contacts/Reporting: Please note any discrepancy in the clubhouse on the checklist. If you smell smoke or think something is burning, contact the fire department by dialing 911, then contact one of the FC Co-Chairs, Karen Windau or Maria Derbyshire. Also, for pool issues leave a note under the property managers' door noting the problem.

For all other items contact/email a Facility Co-Chairperson.

Key turnover with your relief: You should keep the keys in your possession during your week of night check. Once you complete your week, pass the keys to your relief. (Please do not leave the keys in the Clubhouse).