

NIGHT WATCH INSTRUCTIONS

Thank you for volunteering to help ensure that the Regency Hills Clubhouse is safe as well as secure and that we maintain it in an environmentally friendly manner. To accomplish this task, please review the following.

TIME: The alarm for the Clubhouse will arm after 11 p.m. – the time all residents are supposed to be out of the building. We would like you to check the Clubhouse on or after 10 p.m. but please do not feel guilty if you want to perform it earlier. If you have a conflict or are ill, and cannot find anyone to take your place, please contact Doug Loutzenhiser or Maria Derbyshire. Finally, there may be occasions when there are residents in the Clubhouse while you are performing the night check. You do not need to wait for them to leave, you can rely upon them to finish closing-up the area they are using after you are finished. Just note the occurrence on the checklist.

CHECKLIST: The checklist is in a binder located in the foyer of the clubhouse (left drawer). It serves as a guide and 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 to make sure they are locked. You need to try to open the window to make sure it is locked. Sometimes the lock is on, however, the window opens. You need to push on the doors (not the bar) to make sure they are locked.
- ✓ **Lights:** Please ensure all room lights are turned off at night. The light on the table in the foyer is on a timer. Please do not turn it off. If there are any lights burned out, please note it on the checklist. The lights on the back porch go on and off automatically. Please do not turn them off.
- ✓ **Thermostats:** The thermostats automatically reset for energy conservation to the programmed temperature at preset times. It is not necessary for you to make any adjustments to the thermostats unless someone adjusted temperature and put on hold.
- ✓ **Circuit Breaker:** Please ensure all switches are in the “ON” position.
- ✓ **Mechanical Room:** Please check the mechanical room for leaks primarily around the hot water heater.
- ✓ **Contacts/Reporting:** Please note any discrepancy in the clubhouse on the checklist. If there is an emergency or something that you deem needs immediate attention, please call the appropriate agency or person (for a fire, call the Fire Department – 911)

Bob Derbyshire Night Watch Coordinator; (410) 227-0375

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Maria Derbyshire – Facilities Co-Chairperson; 484-924-8074 or 410-227-3435;

Thank you for supporting our community! Revised 12/29/23