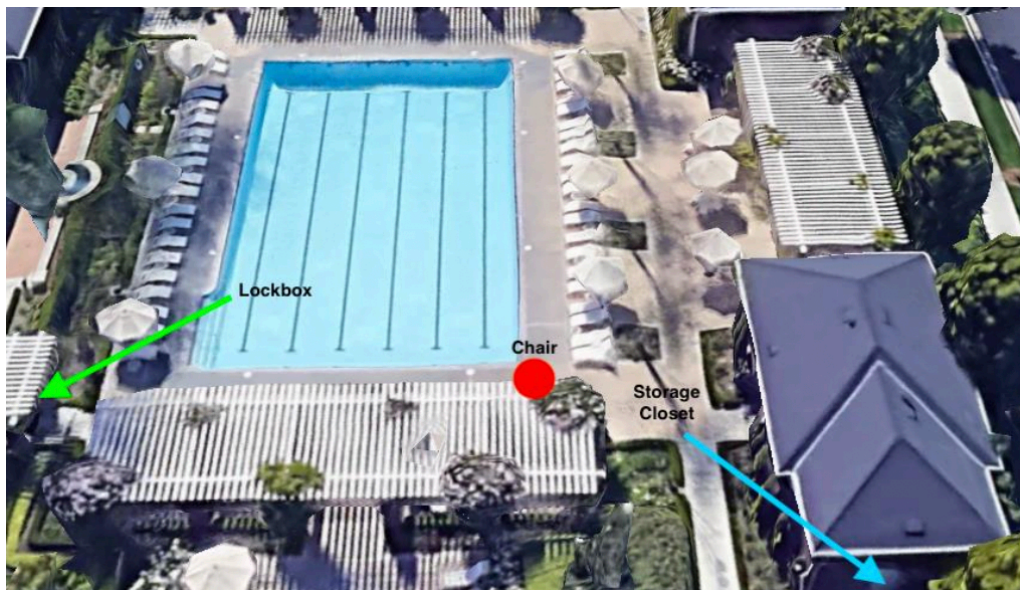


Opening & Closing Procedures

Columbus Square

Opening Procedures:

1. Clock in on the When I Work App
2. Open the lock box and retrieve facility keys.
3. Use the key in the lock box to enter the gate. Make sure the gate closes behind you.
4. Unlock the storage closet
5. Place a deck chair in the proper location, see photo below. Set up your station with buoy, first aid kit, umbrella, pool monitor gear box, and tote box provided by the HOA.



6. Place all of your belongings into the pool monitor gear box.
7. Walk the facility checking for hazards or trash and organizing the furniture
8. Start the Weekly Procedure Sheet on the clipboard.
 - a. Blank Weekly Procedure Sheets can be found in the expanding file
9. Take a Deck/Water Count upon arrival and record on the Weekly Procedure Sheet in the correct time slot
 - a. Note: The facility is open hours outside of when Premier is on-site, please let patrons know that items that are not allowed may not be used while Premier is on site if such items are present at time of arrival.

10. Report any maintenance concerns or issues to your Manager on Duty

During Shift Tasks and Rules:

1. Take pool/deck count every hour on the hour
2. Make sure the deck is always clean of trash and the furniture is organized
3. Enforce all rules CONSISTENTLY – See Rules for specifics
4. Notify Management of any issues and any questions

Closing Procedures:

1. Straighten the pool furniture and pick up trash on and around the pool deck
2. Take a Deck/Water Count upon closing and record on the Weekly Procedure Sheet in the correct time slot.
3. Return the clipboard, first aid kit, clock, and expanding file to the gear box. Return all gear and tote box provided by the HOA to the storage closet.
4. Lock the storage closet
5. Return the facility keys to the lock box
6. Clock out on the When I Work App