

Royal Oak Opening & Closing Procedures

Opening Procedures:

1. Clock in on the When I Work App
2. Open the Premier lock box and retrieve facility keys
3. Use the key fob in the Premier lock box, swipe on the sensor and enter the gate. Make sure the gate closes behind you.
4. Unlock the storage closet and retrieve gear box and buoy
5. Place Pool Monitor Stand in proper location, see photo below. Set up Pool Monitor Stand with gear box, buoy, first aid kit, umbrella, and clipboard with Weekly Procedure Sheet
 - a. Blank Weekly Procedure Sheets can be found in the expanding file.



6. Place all of your belongings inside the gear box
7. Walk the facility checking for hazards or trash and organizing the furniture
8. 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.

9. 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 clipboard, first aid kit, and expanding file to the fear box. Return all gear to the storage closet.
4. Lock the storage closet
5. Return the facility keys to the Premier lock box
6. Clock out on the When I Work App