

WIFI:
Network: MySpectrumWifiE1
Password: epicnature459

Serious issues? Contact:
Vanessa - (562)665-8776 (weekends)
Darren - (949)433-5034 (weekdays)

Gmail:
email: alberhill.premier@gmail.com
Password: Premier#1234

Alberhill

Opening Procedures:

1. Clock in on the When I Work App.
2. Grab key card from Premier lockbox.
3. Turn alarm system off when you first arrive at clubhouse, **security code 61611**.
4. Grab equipment from storage room and remove body cam from charger and equip and turn on. Push video record button if someone is causing issues.
5. Remove tablet from charger and check gmail for resident list updates before heading to station.
6. Set up chair and table station with sign-in sheet by gate, and prepare to check residents in using updated list on tablet.

During Shift Tasks and Rules:

1. Take pool/deck count every hour on the hour
2. Check-in residents by asking to see proof of residency, matching name to resident list, and having them sign the sign in sheet
3. Enforce all rules consistently (no ball/frisbee or object throwing)
4. Check all coolers and bags for glass/alcohol and other restricted items by asking residents to open themselves, and look inside. Do NOT touch anyone's belongings. If restricted items are present, ask to return to vehicle.
5. When check in station is not busy, walk a loop of the deck and enforce rules. Openers take 10 at 1:30PM. Closers take 10 at 6:30PM.
6. 2 guests maximum per resident, including guests that are minors. All minors (under 18) must be supervised by an adult (18 or older)

Closing Procedures:

1. Clear pool of patrons, including restrooms.
2. Return equipment to clubhouse storage room and charge body cams and tablet for the following day.
3. Turn off the air conditioning in the clubhouse.
4. Arm alarm system before leaving, **security code 61612** to activate, and close clubhouse door tightly.
5. Return keycard to Premier lockbox.
6. Clock out on the When I Work App.