

## **KCYM Clubhouse Closing Procedures 2025-2026**

A “Designated Closer” is responsible for securing the Club House after each event. The member who is closing will need to press the Lock Icon on the keyless entry pad to secure the front door (no code needed). The event will dictate who is responsible for performing the following procedures:

1. Ensure the Club House is clean and free of food to discourage “critters.”
  - a. Take all food items home or dispose of them. Remove all food trash in the Kitchen and Dining Room and take to the dumpster. Replacement trash bags are located in the Storage Room.
  - b. Clean all tables, buffets and countertops in contact with food.
  - c. Sweep or vacuum floors to ensure free of food crumbs.
2. Ensure the following appliances are OFF: Stove/Oven, Dishwasher, & Warming Drawers. Operating instructions are in the Kitchen Appliances notebook in the Storage Room.
3. Ensure the Coffee Maker is ON.
4. Ensure the Kitchen Heating Air Conditioning Unit is at the recommended seasonal Setting. The remote thermostat is located on the wall to the right of the stove. Operating instructions are in the Heating Cooling Systems notebook in the Storage Room.
5. Ensure the Assembly and Dining Room thermostats are at their programmed settings and locked out (Property Manager or designee only).
6. Ensure bathroom heaters are OFF. These heaters will not go OFF automatically.
7. In the winter months, all bathroom doors must be left OPEN upon exiting the Club House.
8. Ensure all fireplaces are OFF, as applicable. Operating instructions are in the Indoor/Outdoor Fireplaces notebook located in the Storage Room.
9. Ensure the Assembly Room microphone and Bose Speaker Tower are OFF. Operating instructions for the Bose Tower are located inside the podium.
10. Close all room shutters and blinds. The Assembly Room shutters must be closed upward to prevent sun damage to furniture and carpet.
11. Ensure all interior lighting is OFF.

The following area lights turn off automatically: Cloak Room, Library, Bathrooms, Storage Room and Storage Room Mechanical Closet.

The following area lights need to be turned off manually: Entry, Assembly Room, Stage, Electrical Room, Dining Room, Kitchen & All Lamps.

12. Ensure the following exterior lighting is ON: Front Porch & Kitchen Porch.

The patio lanterns are on the programmed exterior lighting system and will turn ON/OFF automatically.

The patio spotlight is typically not on.

13. Ensure all windows and doors are secure.

**If the security system will be armed** it is important to perform Steps 13a (below) first to assure a door will not open upon checking from the outside. If the security system is not being used, check/secure doors in any sequence upon exiting the Club House. Security system operating instructions are located in the entry table drawer and in the Security System notebook in the Storage Room.

- a. Note: Take your key with you so you don't get locked out. Assure the Kitchen and Dining Room Patio Doors are locked from the outside. Once these doors are unlocked they remain unlocked until relocked with a key. It cannot be determined if they are locked from the inside.

Tips:

Kitchen Door – if not fully closing, check the black plate on the left door frame. If the plate has shifted, readjust the plate using a screwdriver from the toolbox in the Storage Room. This door does not automatically relock when you exit. There is a key to the kitchen door in the upper cabinet closest to the door. **It is critical to be certain that this door is locked before leaving.** It is best to test this with two people. We hope to get the lock on the kitchen door changed soon and be able to use the same keys we use on the patio doors to lock the kitchen door.

Dining Room Patio Doors – if not fully closing, open door slightly and move the vertical bar up and down until it closes properly.

- b. Ensure the Front Door is locked.

Thank you for taking great care of our Club House!

Director of Property Management

4/2017, 4/2019, 3/2020