

# THE FALLS

## CLUBHOUSE SECURITY CHECK PROCEDURE

The homeowners of The Falls perform the security check of the Clubhouse building. It saves The Falls Owners Association (TFOA) the cost of paying an outside security service to perform the function. The process takes approximately 15 to 20 minutes per evening, and participation is on a volunteer basis. The signup sheet, which is located on the table on the dance floor, is for a one week period of time starting on Monday evening.

Please check the clubhouse each evening about 9 P.M. If there is a function in progress that will run later, take care of only what you can at that time. If the building needs additional attention that you can not complete at that time, it becomes the responsibility of the group using the facility. So just remind the head person that you are turning the responsibility over to them.

### Outside (Bring a Flashlight):

1. Check all the exterior doors first by walking around the outside of the building before going inside. It is easiest to start at the main entrance, walk counter-clockwise and end at the **east door** (the one with the combination keypad). Any unlocked doors found must be locked from the inside.
  - ✓ There is a hex key for the double doors of the main entrance (north side). The hex key is located on the east shelf in the front entryway. Push the crash bar in, and turn the hex key to lock the door. The push bar will pop out. This key will also lock the crash bar doors on the south (patio) side.
  - ✓ To lock the other double doors on the south side without the crash bar, follow the instructions on the doors.
  - ✓ Follow the instructions on the door to lock the door in the workout room.
  - ✓ The double door on the west end has its own hex key hanging on the right side of the door frame.
  - ✓ The kitchen door is locked when the thumbscrew is turned clockwise. It will always open from the inside. To test it, you have to be outside.
2. Check the Storage Annex to make sure the door is locked. It can be locked without a key by turning the thumbscrew in the center of the inside knob and closing the door. The light switch is located inside the east clubhouse door. If needed, the key is on a hook just inside the "office" door. It is labeled "ANNEX" on a piece of wood.

## Inside:

1. Check all four thermostats (one in the Exercise Room, one in the Card Room, and two in the Main Room on the wall near the piano and on the wall around the corner from the Card Room.  
**Summer:** Spread the 2 temperature levers to opposite ends.  
**Winter:** Set the heat at 60 degrees and the cool lever to the right.
2. Check both bathrooms. Add paper towels and toilet paper and empty the trash as needed. The key to the paper dispensers is on a nail on the door frame of the storage closet in each restroom. Paper towels and toilet paper are in the storage closet as well. Trash bags can be found under the sink in the kitchen.
3. If the fireplace is on, turn it off. Use the remote control and directions on the hearth.
4. Ensure the kitchen and craft room appliances, stereo equipment (in the kitchen closet) and sink faucets are turned off. Unplug any coffee pots. Check the icemaker tray to see that it is in the correct position so that the ice cubes do not fall through the racks and fill up the whole freezer compartment. The tray should be pushed to the far left and all the way back to the rear of the compartment under the ice maker. Then make sure that the refrigerator doors are completely closed.
5. Check and, as necessary, empty trash in the kitchen, craft room, game room and great room.
6. Close all blinds in the craft room, game room and great room.
7. Turn off lights. Make sure all 6 “slide light switches” (4 located on the north wall by the entrance and 2 by the wet bar) are all the way down until you hear a “click.” The only **inside** lights that should remain on are those in the entryway and those just outside both bathrooms. Parking lot and entry lights are on a timer.
8. Exit through any door except those with thumbscrews. Just make sure that it is closed tight.

The Falls Newsletter, as a reminder, will list those who have volunteered to perform the building check for the month. It is requested that on Sunday, the individual who is performing the inspection contact next week's volunteer to remind them of their upcoming building security check. If they are new to the job, invite them to accompany you on your Sunday night security check.

In case of an emergency or if you have questions, please call **Ken Krueger (923-6536)** or **Jerry Volf (923-0195)**.