

Jeep Posse Building Open and Close Up Instructions
Effective 11/20/2019

General Building Open Instructions

1. Unlock the lock on the door at the kitchen entrance using the key pad.
2. If using the meeting area, **only turn on one bank of overhead lights in order conserve electricity usage.**
3. If heating or air conditioning is required, set the thermostat to where the temperature is reasonably comfortable.

Building Close Instructions

1. **The person responsible for opening up the building for its use is responsible for making sure that the shack and building are closed up properly. Delegation of this responsibility can be transferred to another person who has building access privileges.**
2. If using the club station, refer to the open/close instructions posted on the bulletin board in the shack to be certain that the shack is properly closed up.
3. Verify that the window blinds in the meeting room are closed.
4. Place all chairs on top of the tables.
5. Be sure that all trash is placed in a garbage can.
6. Empty the bathroom trash cans into the larger garbage cans that are placed throughout the building.
7. **Set the thermostat per the instructions underneath the thermostat in the back of the meeting area. After setting the temperature, press and hold the "Hold" button for a couple of seconds to make sure that the temperature is properly set.** You may also find building close up and thermostat instructions posted inside the kitchen by the entrance door.
8. Verify that the two secondary building entrance doors are locked.
9. Turn off the meeting room lights.
10. Verify the outside porch light is turned off.
11. Lock the kitchen entrance door from the outside – electronic lock instructions are inside the kitchen by the door.
12. Verify that the vehicle gate is closed and locked. The gate lock is to be fastened to the other lock so that the gate can be opened by unlocking either lock.
13. Close the parking lot fence gate by the steps.

Contact Frank Bender K8FB, Club Station Manager regarding any issues.

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