

Patrol Daily Checklist

Beginning of shift:

- Read all reports since last shift.
- Check Patrol email when your shift starts and throughout the day.
- Print more security report forms when needed.
- Unlock gatehouse.

During your shift:

- Check supplies and report items that need to be ordered: toilet paper, paper towels, coffee, cleaning supplies, paper, office supplies etc. to patrol supervisor.
- Vacuum/Dust Office as needed.
- Remove cobwebs, sweep and maintain general cleanliness of the office and gatehouse.
- Clean bathroom: wipe down toilet, sink, mirror and sweep.
- Change out toilet paper and paper towels when needed.
- Ensure that all receipts for purchases are kept in the envelope located in the large metal cabinets labelled 'receipts for accounting'.
- After 1PM daily, except for Sunday's, please pickup mail at the post office. Contact owners that have mail to be picked up in the office.
- Contact owners that have UPS/FedEx or other deliveries in the office for pickup.
- One complete drive around the entire community. Please note any concerns in your report.

End of Shift:

- Check the key log to ensure all keys checked out have been returned.
- Make sure the bollards are in place for the night.
- Take trash out.
- Take the flag down prior to sunset and store for the night, if needed.
- Check community center doors and ensure the building is locked.
- Wipe kitchen counters, clean any dishes and ensure the kitchen area is tidy including the microwave and fridge.
- Lock the key cabinets and turn down the thermostat before leaving.
- Take the sign down from the lobby window. Turn out the lights and check the building to ensure it's secure (windows and locks).
- Lock gatehouse.

To Do When Needed and Time Allows:

- Check truck gas levels and get gas if below ¼ tank.
- Wash truck when needed.
- Check service stickers/tires for maintenance. Note items needed on the daily report and inform patrol supervisor.