



INTERIM DUTY MANAGER

(I.D.M.)

# Manual

(Two copies)

Revised April 21, 2025

A complete collection of expected tasks and suggestions for the  
I.D.M.(s.) during your week of volunteer duty

Dear I.D.M.,

Thank-you for volunteering a week of your life to serve as Interim Duty Manager at Harmony Woods. By doing your part, you help to prevent fee increases as the Board won't need to hire staff to maintain our facility.

This I.D.M. manual should answer all of your questions about park maintenance activities. However, if you find an issue that isn't addressed in this manual, contact a Board member (preferably the I.D.M./Park Manager).

Duty week goes from Sunday at 1:00 pm to the next Sunday at 1:00 pm.

***The following should be addressed during your first Sunday:***

- Obtain one of the two I.D.M. folders. It should contain:
  - Two manuals – one for each I.D.M.
  - Two complete sets of manager keys – one for each I.D.M.
  - Park water testing kit
  - Weekender lot reservation record book, envelopes and receipt book
- Put your contact information (names, lot numbers, cell phones-optional) on the white board in the clubhouse window
- Check the answering machine in the office for messages
- Obtain “Manager” sign(s) from previous week I.D.M.(s) and place in a conspicuous place on your lot(s)
- Check the washrooms to see that they were adequately cleaned this morning (all surfaces cleaned, garbage out). If not, clean as needed.
- Do your first of three pool water checks by 4:00 (instructions later in this manual and also in pool pump room)
- If a park water check wasn't done by the previous I.D.M. today, do it now. Instructions are in this manual.
- Check Casual Camping Reservation Book for activity during your I.D.M. week and respond to reservations as necessary (reserving site, collecting fee, etc.)
- Read through and familiarize yourselves with the contents of this manual. If unsure of any of its contents, contact the Board's I.D.M./Park Manager.
- It is customary for I.D.M.s, during their duty week, to tackle a project that would benefit the entire campground (pick up sticks, trim sides of roadways, paint, etc.). A list is posted in the house and/or see Property Managers.

***Good luck with your duty week and thank-you from the Board for your service!***

# DAILY SCHEDULE

Time	Duty
<b>By 9:30 am</b>	<ul style="list-style-type: none"> <li>• Open house (both doors)               <ul style="list-style-type: none"> <li>○ Check both house &amp; building washrooms (<i>reference cleaning section in manual</i>)</li> <li>○ Open kitchen window for ventilation</li> </ul> </li> <li>• Check phone for messages (deliver personally or via email if necessary)</li> <li>• Open pool (<i>reference pool section of manual</i>)               <ul style="list-style-type: none"> <li>○ If raining, thundering, lightning or faulty equipment, do not open pool</li> <li>○ Leave gates locked with closed sign on shallow end gate</li> <li>○ If closed, still check pool water</li> <li>○ Open pool when storm subsides</li> </ul> </li> <li>• Water gate planter boxes if needed</li> </ul>
<b>Throughout Day</b>	<ul style="list-style-type: none"> <li>• Check phone for messages (4-5 times/day) &amp; deliver as required</li> <li>• Check pool as per schedule (<i>reference pool section of manual</i>)</li> <li>• Collect garbage (not individual campers) around pavilion, pool, house &amp; washrooms</li> <li>• Check all three washrooms               <ul style="list-style-type: none"> <li>○ Clean sinks &amp; countertops, sweep &amp; check for supplies</li> </ul> </li> </ul>
<b>Anytime</b>	<ul style="list-style-type: none"> <li>• Check park water everyday (<i>reference park water testing in manual</i>)</li> </ul>
<b>By 9:00 pm</b>	<ul style="list-style-type: none"> <li>• House               <ul style="list-style-type: none"> <li>○ Windows closed &amp; lights off</li> <li>○ Check for cleanliness</li> <li>○ Sweep if necessary</li> <li>○ Lock house (both doors)</li> </ul> </li> <li>• Close pool (<i>reference pool section of manual</i>)               <ul style="list-style-type: none"> <li>○ Make sure umbrellas are tied down and all chairs are put back neatly</li> </ul> </li> <li>• Drive around the entire park and check for abnormalities</li> </ul>

# WEEKLY SCHEDULE

Time	Duty
<b>When Needed</b>	<ul style="list-style-type: none"> <li>• Post reservation sign on any lot required (signs in shed by house)               <ul style="list-style-type: none"> <li>○ When guests arrive:                   <ul style="list-style-type: none"> <li>▪ Collect money for entire stay</li> <li>▪ Complete receipt book including lot number</li> <li>▪ Submit payment in envelope to treasurer</li> </ul> </li> </ul> </li> </ul>
<b>When &amp; Where Needed</b>	<ul style="list-style-type: none"> <li>• Grass cutting of common areas               <ul style="list-style-type: none"> <li>○ If you cannot use the tractor(s), please arrange for a qualified driver to cut the grass</li> </ul> </li> </ul>
<b>Throughout Week</b>	<ul style="list-style-type: none"> <li>• Pull weeds as required               <ul style="list-style-type: none"> <li>○ House</li> <li>○ Bathrooms</li> <li>○ Memorial Garden</li> <li>○ Map/Sign Garden</li> </ul> </li> <li>• Grass trimming around planters by gate, playground equipment and horseshoe area as required</li> <li>• Project (<i>reference list in house</i>)</li> </ul>
<b>Thursday</b>	<ul style="list-style-type: none"> <li>• Shock pool at closing (<i>reference pool section of manual</i>)</li> </ul>
<b>End of Duty Week</b>	<ul style="list-style-type: none"> <li>• Check inventory in storage unit in men's washroom               <ul style="list-style-type: none"> <li>○ Request products from I.D.M. Park Manager</li> <li>○ Advise new managers of order so no duplications</li> </ul> </li> <li>• Empty garbages               <ul style="list-style-type: none"> <li>○ Pavilion</li> <li>○ House</li> <li>○ Bathrooms</li> <li>○ Pool House</li> </ul> </li> <li>• Cleaning House &amp; Bathrooms (<i>reference cleaning section</i>)               <ul style="list-style-type: none"> <li>○ Complete cleaning</li> </ul> </li> </ul>
<b>1:00 pm</b>	<ul style="list-style-type: none"> <li>• Hand over to new I.D.M.(s)               <ul style="list-style-type: none"> <li>○ I.D.M. bag</li> <li>○ All books and water sampling kit</li> <li>○ Manager sign(s)</li> </ul> </li> </ul>

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## PARK WATER TESTING

- Tested any time every day
- Test the water **at the pumphouse** every day; allows for more Accurate reading of chlorine that will run through the system
- Run water for three minutes before testing
- Use both bottles in Hanna Testing Kit and fill to 10 ml line
- Follow instructions in testing kit
- Put chlorine reading in the Water Treatment Log
- If the chlorine reading in the water system is low (less than 1) or high (over 5) please check Contact list for proper communication

## SWIMMING POOL PROCEDURES

Our swimming pool is our main recreation source and is opened daily, ***weather-permitting***, (usually from mid-June to mid-September) at the discretion of the Interim Duty Manager. Usual closing situations include:

- Rainstorms
- Thunder
- Lightning
- Pool equipment break-down (contact pool supervisor or Board chairperson)
- Power failure

The pool hours are as follows:

- Pool opening ***by*** 9:30 am
- Pool closing ***before*** dusk (you must be still able to see the black dot in the deep end)
- Dusk is a constantly-changing timeframe and is latest on June 21<sup>st</sup>. Use your discretion.

Pool opening, maintenance and closing procedures are all available in the pool shed and include the following:

- Start by removing the closed sign on gate – store in pool shed
- Unlock both gates
- Water testing using the test kit at opening and closing. The rest of the testings can be done with the test strips.

Any questions or concerns, contact the pool supervisor

# LISTS

The following lists are included in this section as you may need to contact some of these people while you're on-duty:

- Membership list (in case phone messages need to be communicated)
- Board members (in case of emergencies)

## BUSINESS CONTACT LIST

<b>Name/Company</b>	<b>Phone Number</b>
Excavating – Dale Steeper	519-871-1411
Food – Foodland	519-294-6215
Garbage (Tuesday) Mars	519-319-3113
Hardware – Home Hardware	519-294-6755
Hydro – Ontario	1-800-434-1235
Internet & Phone - Hayes	519-238-8333
LCBO	519-294-6694
Parkhill Outdoor Products	519-294-0659
Plumber – Larmer (Cliff Harrington)	519-878-6760
Poison Control	1-800-268-9017
Recycling (Monday) Bluewater	519-228-6678
Septic – Grand Bend Sanitation	519-319-3113
Tree – Summit	519-868-0140

## EMERGENCY CONTACTS

Hospital – Exeter	519-235-2700
Hospital – Strathroy	519-245-5295

- First Aid Kit can be found in the kitchen galley, in the laundry room on top of AED & by the pool.

➤ AED can be found in the laundry room (summer) and the house (winter).

### 2024-2025 BOARD

<b>Job</b>	<b>Name</b>
• Chair	• Andrew Lillico
• Vice-Chair	• Pete Smith
• Membership	• Chris Snyders
• Treasurer	• Pat Snyders
• Recreation	• Terry Hallman
• Ways & Means	• Janice Sewell
• Secretary	• Lauren Madzia
• Property Manager(s)	• Paul Moynahan • Richard Young
• I.D.M./Park Manager	• Harold Silver

### COMMITTIES

<b>Tree Committee</b>	<b>Burn Pile Contact</b>
<ul style="list-style-type: none"> <li>• Barry Bergman</li> <li>• BJ Bergman</li> <li>• Pete Smith</li> <li>• Dave Ellenor</li> </ul>	<ul style="list-style-type: none"> <li>• Andrew Lillico</li> </ul>

<b>Pump House Issues</b>	<b>Supplies</b>
<ul style="list-style-type: none"> <li>• Andrew Lillico</li> <li>• Dave Ellenor</li> <li>• Gabby Vallozzi</li> </ul>	<ul style="list-style-type: none"> <li>• Contact I.D.M. Park Manager</li> </ul>

<b>Water Readings</b>	<b>Pool Supervisor</b>
<ul style="list-style-type: none"> <li>• Harold Silver</li> <li>• Andrew Lillico</li> </ul>	<ul style="list-style-type: none"> <li>• Chris Snyders</li> <li>• Rich Lauzon (consultative role)</li> </ul>



## CASUAL CAMPING RESERVATIONS

- Casual camper must be sponsored by an active site member of the park who will contact the I.D.M. for reservation procedures
- Ensure reservation sign is on site 2 days prior to arrival
  - Sign can be found in shed by house
- There are 5 designated casual camping sites:
  - 9
  - 17
  - 19
  - 38
  - 42
- Provide guests with gate code
- Assist in finding campsite
- Distribute casual camping rules & regulations
- Collect fees for the entire duration of stay
  - Complete receipt (receipt book in bag) and submit fees to treasurer (envelope in manager bag)
- Advise campers of any upcoming special activities
- Make sure reservation signs are returned to shed by end of stay

# CLEANING

Reference page for individual cleaning tasks.

**Entire list must be done on Sunday** before the end of your week.

- **House**

- Sweep, dust, vacuum; wash floors as required
  - Watch for spiders & webs in windows
- Wipe counters & sink with spray bottle solution
  - ES364 disinfectant under kitchen sink
- Clean microwave, stove & fridge as required
- Fully clean the house bathroom
  - Toilet
  - Sink
  - Vanity
  - Floor
- Empty all garbages
  - Bathroom
  - Kitchen
  - Library wall

- **Pavilion**

- Empty all garbage containers as required
- Put new bags in
  - Bags are located in the kitchen galley on trolley

- **Washroom Building**

- Showers
  - Spray with ES364 spray (in each shower)
  - Use green headed long handled scrubber (located in men's washroom) to scrub all walls and the floor

- Counters & Sink
    - Use ES364 spray and paper towel found under sink or in cleaning cupboard (NOT the pull hand paper towel) to wipe down
  - Mirrors
    - Use window cleaner found under sink or in storage cupboard and wipe down
  - Walls & Ceilings
    - Use broom for cobwebs
  - Toilets/Urinals
    - Use ES364 spray and toilet brush provided in each stall
    - Clean base of toilet, toilet bowl & seat and urinals
    - Use spray on cubical doors/walls and wipe down
  - Floors & Mats
    - Sweep FIRST
    - Use mop & pail provided in men's washroom with Lysol cleaner (diluted)
  - Garbages
    - Empty all cans
    - Put new bags in
    - Women's washroom – empty all sanitary napkin holders & replace with new bags
  - Restock
    - All toilet paper
    - Hand pull paper towels as required
  - **Laundry Room**
    - Washer & Dryer
      - Clean inside & out
      - Empty garbage can & refill with new bag
      - Use broom to clear cobwebs
      - Sweep & clean floor
- Advise I.D.M. Park Manager of any supply requirements

# ALL EMERGENCIES: 9-1-1

Our Address: #33825 Harmony Rd.  
Off Mark Settlement Rd  
West of Hwy #81  
7 KM North of Parkhill

- Provide lot # where emergency services are required
  
- Sirens must be on for gate to rise
  
- Front Gate
  - If required, gate can be manually lifted by turning off breaker 28 in the panel in the house (outside bathroom door)

## HI701 Free Chlorine



HANNA  
instruments

## Functional Description & LCD Display



## Tips for an Accurate Measurement

- Ensure the sample does not contain any debris.
- Whenever the cuvette is placed into the checker, it must be dry outside and free of fingerprints, oil and dirt.
- Wipe the cuvette thoroughly with HI731318 microfiber cleaning cloth or a lint-free cloth prior to insertion.
- Shaking the cuvette can generate bubbles, causing higher readings. To obtain accurate measurements, remove such bubbles by swirling or by gently tapping the cuvette.
- Do not let the reacted sample stand too long after reagent has been added, as accuracy will be affected.
- Discard the sample immediately after the reading has been taken or the glass might become permanently stained.



## Battery Replacement

To save the battery, the checker shuts down after 2 minutes of non-use.

A fresh battery lasts for a minimum of 5000 measurements. When the battery is drained, the instrument displays "bAd" then "bAt", and turns off.

To replace the battery, follow the next steps:

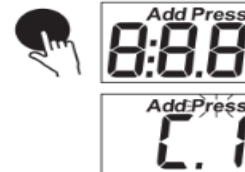
1. Press and hold the ON/OFF button to turn the checker off.
2. Turn the instrument upside down and use a screwdriver to unfasten the screw and remove the battery cover.



3. Remove the old battery, replace it with a new 1.5V AAA battery, inserting the negative end first.
4. Replace the battery cover, fasten and tighten the screw.

## Measurement Procedure

- Press the ON/OFF button to turn the checker on. All segments will be displayed for a few seconds, followed by "Add", "C.1" with "Press" blinking.



- Fill the cuvette with 10 mL of unreacted sample and replace the cap. Insert the cuvette into the checker and close the cap.



- Press the ON/OFF button. When the display shows "Add", "C.2" with "Press" blinking, the checker is zeroed.



- Remove the cuvette, unscrew the cap and add the content of one packet of HI701-0 Free Chlorine reagent. Replace the cap and shake gently for 20 seconds.



- Insert the cuvette into the checker and close the cap. Press and hold the ON/OFF button. The display will show the countdown prior to the measurement. Alternatively, wait 1 minute and press the button.



- When the timer ends the checker will perform the reading. The instrument displays the free chlorine concentration in ppm. The checker automatically turns off 2 minutes after reading.



## Errors & Warnings

The checker shows clear warning messages when erroneous conditions appear and when measured values are outside the expected range. The information below provides an explanation of the errors and warnings, and the recommended action to be taken.

**Light High:** There is an excess amount of ambient light reaching the detector. Please check the preparation of the zero cuvette.



**Light Low:** There is not enough light to perform a measurement. Please check the preparation of the zero cuvette.



**Inverted Cuvettes:** The sample and the zero cuvettes are inverted. Swap the cuvettes and repeat the measurement.



**Under Range:** A blinking "0.00" indicates that the sample absorbs less light than the zero reference. Check the measurement procedure and make sure to use the same cuvette for reference (zero) and measurement.



**Over Range:** Maximum concentration value displayed blinking indicates the measured value is outside the limits of the method. Verify that the sample does not contain any debris. Dilute the sample and repeat the measurement.



**Battery Low:** Battery level is too low for the checker to function properly. Replace the battery with a new one.



**Drained Battery:** The battery is drained and must be replaced. Replace the battery with a new one and restart the checker.

