

Just a quick note to remind everyone...and hopefully avoid any frozen pipes in the Club House.

When you leave the Building please complete the following:

1. Personally verify that all (3) doors are locked and secured.
2. Personally verify that the Safe Room is locked and secured.
3. Personally verify that all **interior doors** are propped wide open - this includes the Women's Bathroom.
(If someone wants to dig their way in and also has the combination code to get into the building, then more power to them.)
4. Personally verify that the Thermostat is set to 50 degrees.
5. Personally verify that the coffee pot is unplugged.

Thank you for your assistance.