



Evening Shift Security Activities

Daily Activities	COMPLETED	OBSERVATIONS
AREA TOUR IS CARRIED OUT		
REVIEW OF TANK WATER LEVELS		
REVIEW OF TANK WATER LEVELS		
WATER PIPES REQUESTED		
MONITOR THE ENTRY AND EXIT OF CARS AND PEOPLE		
TAXI REQUEST		
DELIVERY OF WATER TO THE DEPARTMENTS		
TURN OFF SMALL POOL PUMP		
LONG CHAIRS ALIGNMENT		
CLOSE UMBRELLAS		
REVIEW OF POOL CHLORINE LEVELS		
REVIEW OF POOL PH LEVELS		
TURN ON LIGHTS IN AREAS, TOWERS AND POOL INTERIORS		
PACKAGE DELIVERY TO OWNERS		



Morning Shift Security Activities

Daily Activities	COMPLETED	OBSERVATIONS
OPEN POOL UMBRELLA		
REVIEW OF POOL PH LEVELS		
REVIEW OF POOL CHLORINE LEVELS		
TURN ON THE SMALL POOL PUMP		
REVIEW OF CAPAZ METERS		
REVIEW OF CFE AND SOLAR LIGHT METERS		
SENDING BEFORE AND AFTER PHOTO OF PIPE METER		
BRING BOTTLE WATER CARRIERS TO DEPARTMENTS		
REVIEW OF WATER CISTERN LEVELS FOR LEAK CAUNDO REIGAN		
REQUEST WATER PIPES		
MONITOR THE ENTRY AND EXIT OF CARS AND PEOPLE		
BE AWARE OF CAPAZ'S WATER		
TURN ON THE IRRIGATION PUMP (MONDAY, TUESDAY, THURSDAY AND FRIDAY)		
FILL DRUMS WITH BRINE WATER		
EMPTY PACKAGES OF SALT		
TOUR THROUGH ALL AREAS		
PERFORM WATER HARDNESS TEST (TUESDAY AND FRIDAY)		
PACKAGE DELIVERY TO OWNERS		
TOUR THROUGH ALL AREAS		

PANIC ALARM TEST (04TH OF EVERY MONTH)		
ELEVATOR ALARM TEST (TUESDAY OF EVERY MONTH)		
REQUEST WATER CARRIERS OFFICE AND DEPARTMENTS		