

ENGINEERING DEPARTMENT CHECK LIST

Checklist for items that needs to be in complete working order before JEE arrival. Items should be kept in constany working order, with a final and thorough check a minimum of 24 hours before arrival.

MAIN COMPOUND WEEKLY TASKS

	Pool	Library	Master Bed	Chillax	Cabanas	Kitchen	Theater	Roads
Pool Lights								
Pool Pump								
Pool Heater								
Outside Sconces (USE LED ONLY)								
Tree and Art/statue lights								
All lights timer settings								
Check exposed wires								
Flood lights								
Ceiling lights								
Thermostats (Write temp setting)								
Run faucets, Flush toilets, check for leaks								
Check cisterns								
Check Septic tanks for smell								
Check door and window hardware								

Approved Lightbulbs

Sconces: Ecosmart A19 Soft White LED, 450 Lumens

12 V tree lights: Philips MR16 20W Halogen, 240 Lumens. To be phased out with LED

Replacement LED is: GE Soft White 4W, 210 Lumens, 2900 Kelvin 12 MR16

Pool lights: Philips Halogen T3 150W, 2400 lumens

GENERAL ISLAND AREAS WEEKLY TASKS								
	Gym	5 Palms	Flagpole	InfoCenter	Tiki	Helipad	Kite House	Tennis
Pool Lights								
Pool Pump								
Pool Heater								
Outside Sconces								
Tree and Art/statue lights								
All light timer settings								
Check exposed wires								
Flood Lights								
Ceiling Lights								
Thermostats (Write temp setting)								
Run Faucets, Flush toilets, check for leaks								
Check door and window hardware								
MAINTENANCE AREAS WEEKLY CHECKS								
R/O Plant according to maintenance schedule			Attach maintenance report					
Generators according to maintenance schedule								
General clean up, tools, files, supplies								

MONTHLY LIGHT CHECKS				
All outdoor lights needs to be checked after dark one time per month. Use firs Monday of each month, or the following day if that particular Monday is a holiday. Check timers, light beam direction and replace broken fixtures and bulbs				
Date of last walk through	Date: /		Done by:	
REMARKS				
Checklist Completed by:				
		NAME & DATE	SIGNATURE	