

# **Kernan Forest**

12301 Kernan Forest Blvd  
Jacksonville, FL

- Lockbox is located to the left of the gate. The code is **1284**
- Get the binder out of the office. Code to office is **1010**
- Place the sign in sheets in binder and pen out on one of the tables near the entrance gate for residents to sign when they enter.
- Check the bathrooms and make sure they are stocked with soap, paper towels, and toilet paper. Check them every hour throughout the shift
- Greet people as they come in and ask politely for them to sign in.
- All children under the age of 15 must be accompanied by an adult. Children age 15 or over must have a valid I.D.
- All guests must be accompanied by a homeowner or resident tenant (who has valid I.D. with address of property printed on I.D.).
- Smoking and alcoholic beverages are prohibited
- Walk the pool every hour to check for any trash on the floors and straighten up chairs if needed
- For the closing shift, make sure all the lights and fans are off.
- Place binder back in office and make sure it is locked
- Check all trash to make sure it is not halfway full. If it is, take it out to the dumpster and replace trash bags. The code to the dumpster is **7946**
- Do one more check on the bathroom and clean anything that needs to be
- Place the keys back in the lock box and be sure to mix the code so it stays locked.