



Riviera Club Association, Inc

7500 Estero Boulevard
Fort Myers Beach, FL 33931

HURRICANE SHUTDOWN PROCEDURES

TEAM IN PLACE- (**Authorized Personal Only**)

Managed By: Ruben De La Rosa

Peter Bradt (903), Bill Helmstadt (403), Al Goldberg (604)

Reuben DeLaRosa, Jennifer Gonzales, CRM Assistant (TBD)

JIM WALTHOUR 630-240-7209

DENNIS NEAL 917-743-2350

BILL HELMSTADT 917-743-2350 On Site (Aug-Dec)

RUBEN De La ROSA 239-265-1821 On Site

JENNIFER GONZALES 239-450-9448 CRM Office

PETER BRADT 903-646-241-7702 On Site

AL GOLDBERG 239-321-7700 On Site

BOARD MEMBERS

JACK CONOVER 248-505-0638

TERRY HILGENBERG 715-853-3000

MARK HUBBARD 313-506-0216

DAVE TRACEY 519-999-3780



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3 Days Out -72 Hours

- GRILLS & LP TANKS STORED – OFF FENCE (Finn-1414) (Tracey 0057)
- STORE CIGARETTE & TRASH RECEPTICALS STORED TO TOOL ROOM
- SECURE RECYCLE AREA
- POND / IRRIGATION - BREAKERS OFF-
- POND ELECTRICAL BOXES COVERED & SHUT OFF (Cover on Order)
- CART STORAGE- IN LOBBY
- STRAP DOWN: VAC PAKS, PUMP HOUSE + FUEL CUBE
- STORE STRAP POOL FURNITURE
- ALL REMAINING BRICKS ON PALETTES MUST BE SHRINK WRAPPED



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HURRICANE SHUTDOWN PROCEDURES

2 Days Out (48 Hours)

- ELECTRIC VEHICLES INCLUDING BIKES MUST BE REMOVED FROM THE PROPERTY
- SHUTDOWN FIRE PUMP- FIRE PUMP ROOM CONTROLLER OFF
NOTE: NOTIFY IMPERIAL
- INSTALL FIRE PUMP COMPRESSION DOORS-
- INSTALL FIRE PUMP ROOM VENT & FAN COVERS
- INSTALL FIRE PANEL COMPRESSION DOORS
- INSTALL FPL FLOOD PANEL - (Due 7/1 Garrison Flood)
- INSTALL GATE FLOOD PANEL INSTALL
- CARS REMOVED FROM UNDERGROUND PARKING-
- CLOSE SLIDING STANLEY DOORS TURNED OFF AND LOCKED
(Ruben De la Rosa)
- LOBBY HURRICANE SHUTTERS LOWERED.
Note: Maintenance Office Shutters Close on Day 3
- INSTALL 24 SANDBAGS IN FRONT OF STANLEY DOORS
- INSTALL 10 SANDBAGS AROUND FUEL CUBE
- SECURE RECYCLE AREA- NO PALETTES OR TRASH LEFT OUTSIDE

Note: Sandbags must be placed **After** Hurricane Shutters Are Lowered



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HURRICANE SHUTDOWN PROCEDURES

1 Day Out (24 Hours-Final Shutdown)

- LOBBY AC VENT COVERED-
- AC LOBBY SHUTDOWN- AC BREAKER
- PORTABLE BATHROOM DOOR LOCKED-STRAPPED DOWN TO TREE
- INSTALL 12 SANDBAGS AROUND DATA ROOM
- MAINTENANCE OFFICE HURRICANE SHUTTERS LOWERED
- ELEVATOR SHUT OFF BREAKER- OFF - Electrical Room Panel
- DWP ELECTRICAL BREAKER OFF
- BUILDING WATER SHUT OFF-
- MAINTENANCE HURRICANE SHUTTERS LOWERED (RUBEN ONLY)
- OFFICE KEYS & REMOTES MOVED TO GENERATOR ROOM
- BUILDING IS SHUTDOWN

