

## RULES FOR GUARDS

1. The guards must be on-duty all the time except for one and a half hours during lunch from 12 Noon to 1:30 P.M.
2. The front gate should be closed all the time.
3. The gate to the driveway (for cars) should be locked all the time.
4. The gate to the garage, where the motorcycles are kept should be locked all the time.
5. The guards should make sure the front gate is locked after 10 P.M. every day.
6. During the week from Monday to Saturday, the guards should not let anyone into the courtyard before 8 A.M. The office is not open before 8 A.M.
7. If someone comes to the gate before 8 A.M. the guard should tell them to come back after 8 A.M. and to leave a hand written message. To do this, the guard should always have paper and pen available for someone to leave a message.
8. The guard should never, never let anyone in to the house unless someone is in the office.
9. The guard should never tell someone to bang on the door or window to the Hayes' bedroom.
10. The guard's radio should not be played loudly before 8 A.M.
11. The courtyard should be kept clean and swept all the time.
- 12.

*tools - ask first,  
not left outside  
return promptly*

*- let us know if guard out of reach.*

## RULES FOR GUARDS

1. The guards must be on-duty all the time except for one and a half hours during lunch from 12 Noon to 1:30 P.M. If the guards need to leave the compound they should inform someone in the house first.

*and arrange for Piam or someone else to watch the gate.*

2. The front gate should be closed *and latched* all the time.

3. The gate to the driveway (for cars) should be locked all the time.

4. The gate to the garage, where the motorcycles are kept should be locked all the time.

5. The guards should make sure the front gate is locked after 10 P.M. every day.

6. During the week from Monday to Saturday, the guards should not let anyone into the courtyard before 8 A.M. The office is not open before 8 A.M.

7. If someone comes to the gate before 8 A.M. the guard should tell them to come back after 8 A.M. and to leave a hand written message. To do this, the guard should always have paper and pen available for someone to leave a message.

8. The guard should never, never let anyone in to the house unless someone is in the office.

9. The guard should never tell someone to bang on the door or window to the Hayes' bedroom.

10. The guard's radio should not be played loudly before 8 A.M.

11. The courtyard must be kept clean and swept all the time.

12. No tools can be borrowed unless permission is given by Kathleen or Michael. All tools must be returned promptly after used. No tools should be left outside at any time.

13. The guards should not use the bicycle.

14. The garage light should be switched off after 12 midnight.

15. The board should instruct people not to park in front of either gate.