

**This Form Tells Club Daily Score
on Operations**

THE Menlo Country Club has figured out a way to avoid any controversies between officials and department heads resulting from lack of mutually understood knowledge of major operations.

A daily report is made in triplicate. One copy is kept at the club, where among other services, it helps the accountant in segregating expenses; another copy is sent to the president and the third copy is torn in half, the lefthand half which refers to house operations, being sent to the house-chairman, and the righthand half which reports on outside operations, being sent to the green-chairman.

At the top of the report is: "San Francisco office must be notified immediately by telephone of any unusual accident or occurrence."

The report items:

Rainfall, weather, date.

Clubhouse: Employees on duty; employees off duty; employees, illness or vacation; number of extra help; reason for extra help; permanent guests (2 weeks or more); transient guests; room reservations for next week-end; meals served: breakfast, luncheon, dinner.

Green fees today; total to date; swimming fees today; total to date; special parties; complaints and nature of same; lost and found.

(Signed, Manager.)

Golf Course: Employees on duty; employees: illness or accident; new work in progress; is equipment in good shape?

(Signed, Superintendent.)

Engineer's Department: Are pumps in order? Is water system in order? Is heating system in order? Is refrigeration system in order? State any machinery trouble; repair work in progress; new work in progress.

(Signed, Engineer.)

Caddie House: Is pro on duty? Is caddie master on duty? Have members' clubs been cleaned? number of caddies reporting; number of players, members; number of players, guests; state complaints or anything unusual.

(Signed, Professional.)

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