

Closing the church in the summer

1. Unhook doors with "Magic Wand"
2. Lock front doors
 - A. The doors being closed indicates that the PD will start ticketing people on high street
3. Turn lights off in Narthex
 - A. To the left of front doors. Leave the left one on for the outside light.
 - B. To the right of Nursery stairs
 - C. In the right closet that leads to the basement, there's a switch to the lights above the two closets
4. Nursery
 - A. Turn lights off
 - a. One switch to the left to the door
 - b. Other switch to the left of window that overlooks the Sanctuary
 - B. Turn fan off, also left of window that overlooks sanctuary
 - C. Turn AC off
 - D. Make sure bathroom lights are off, window is shut and fan and toilet are off.
5. Sanctuary
 - A. In the back right, Turn off all 6 bottom light switches, don't worry about the knobs above. Also turn off the stain glass switch thats to the left of the stain glass.
 - B. Close all Windows
 - a. 3 Sets on high street side, 2 on fellowship hall side.
 - C. Turn fan off in back by pulling the string
 - D. Turn off the Jesus stain glass picture. The switch is to right of the picture, almost in the back hallway.
 - E. Turn off and unplug fans if they were used during the service
 - F. Turn off monitors at the front with the power switch on the back of all the monitors.
6. Sound System
 - A. power switch on amp. The Amp is on the floor and the power switch is the in the top right corner on the side.
 - B. Turn the sound board off in the top right corner on the back.
7. Fellowship hall
 - A. Latch the right door on the top AND bottom, then close the left door and lock
 - B. Close the windows, including the one closest to the doors
 - C. Dump out cream then cover the tea and utensils with the blue towel
 - D. To turn the lights off, there are switches to the left of the door and one that leads up the stairs
 - a. There is also one that light switch that is near the back hallway.
 - E. Coffee machine
 - a. Dump out old coffee
 - b. unplug it and move next to microwave
 - F. Unplug the hot water machine and move next to microwave
8. Classrooms upstairs
 - A. Go in all classrooms and turns lights and AC off.
 - a. MAKE SURE HEAT IS OFF- there are 5 switches upstairs
 - B. turn the hallway light off with the switch at the top of the stairs
9. Kitchen - checklist of fridge that doesn't need to be followed every Sunday
 - A. Close window to left of fridge
 - B. make sure food is put away

- C. Make sure lights and fan are off
 - D. Check bathrooms- Lights and water off.
10. Women's Parlor
- A. Close window
 - B. Turn off lights to the right of the fireplace
 - C. Check bathroom- turn lights and fan off, close window
11. Close office windows or turn AC off
12. Make sure parking lot door is locked from the outside.