

Opening the church in the summer

1. Unlock front doors
2. Place doors on hooks with "Magic Wand"
3. Turn lights on in Narthex
 - A. To the left of front doors
 - 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 on
 - a. One switch to the left of the door
 - b. Other switch to the left of window that overlooks the Sanctuary
 - B. Turn fan on, also left of window that overlooks sanctuary
 - C. Turn AC on high
5. Sanctuary
 - A. In the back right, Turn on all 6 bottom light switches, don't worry about the knobs above. Also turn on the stain glass switch thats to the left of the stain glass.
 - B. Open all Windows
 - a. 3 Sets on high street side, 2 on fellowship hall side.
 - C. Turn fan on in back by pulling the string
 - D. Turn on the Jesus stain glass picture. The switch is to right of the picture, almost in the back hallway.
 - E. If it's hot, place fans up front in a place where they aren't in anyones way. Don't have the cords in any isles and tape them down for safety.
 - F. Turn on 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 on in the top right corner on the back.
7. Fellowship hall
 - A. Unlock doors leading to Harvey Park. The right door has to be unlatched from the top and bottom before you can open it.
 - a. Once open, there are bungee cords on the railings to keep the doors from slamming so please attach them.
 - B. Open the windows, including the one closest to the doors
 - C. Uncover the tea and utensils
 - D. To turn the lights on, 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. plug it in and wait 5-10 minutes before putting water in it.
 - b. Dump out old coffee and put new filter and fill half way
 - c. black means regular, orange means decaf
 - F. Make sure there's water in the hot water machine and plug that in.
8. Classrooms upstairs
 - A. Go in all classrooms and turns lights and AC on.
 - B. turn the hallway light on with the switch at the top of the stairs

9. Kitchen

A. Open window to left of fridge

10. Women's Parlor

A. Open window

B. Lights to the right of the fireplace

11. Open office windows OR turn the AC on

12. Make sure parking lot door is unlocked from the outside.