

## Guideline for Closing Building

It is the responsibility of each leader to make certain that the building is shut down properly. Please be mindful that there may have been areas used that you were not aware of. Take note of the guidelines below:

At the conclusion of each Sunday service, Wednesday night Bible Study and ministry activity, there must be a walk through performed by the leader of that activity or person responsible for closing the building.

1. Check that each area is in order.  
Note: Check 1<sup>st</sup> and 2<sup>nd</sup> floor as your ministry may have been on each floor without you knowing.
2. Remove all trash and garbage from building (if your activity consisted of food and drink.)
3. Please pick any food up off the floor.
4. Check and turn off all lights in rest rooms on 1<sup>st</sup> and 2<sup>nd</sup> floor.
5. Check and turn off all lights in all gathering areas that were used by your ministry.
6. Turn off all light switches located at back door to back steps on 2<sup>nd</sup> floor
7. Check Emergency exit doors at bottom of back steps to ensure that they are closed properly simply by physically looking then pulling toward you ensuring that the doors are tightly closed.
8. Check door in lobby near parking lot by pulling on it and locking bottom lock.
9. Turn off lights in band area (Switch is located to the left of window behind curtain).
10. Turn off fan located on pulpit.
11. Turn off tall lamp on pulpit.
12. Turn off lights in both classrooms.
13. Dim the lights over the pulpit. (Switches are located in the Baby Nursing room in the sanctuary, the middle room between classroom A and B).
14. Turn off lights in sanctuary.
15. Have your ministry to exit building by way of the CDC lobby door.
16. Check to ensure that there is no one still in the building.
17. Activate alarm.
18. Lock bottom lock on CDC side exit door.
19. Tug and push on Church office door to ensure that it is secure.
20. Tug and push on side door near parking lot to ensure that it is secure.
21. Tug and push on Emergency exit doors to ensure that they are secure.

There will be need to bother the heat and air. Building Management will set the thermostats during the week and they must not be tampered with.