

Opening and Closing Procedure

1. Open all exterior doors by turning screws up. Screws are accessible from inside the building and for the most part are the bolts or screws with red painted heads on the right end of the activation bar of each door. Don't forget the handicapped door.
2. Turn on lights throughout the building, using hallway and room light switches. Do not use circuit breakers in the fuse panels.
3. Turn on ceiling fans in the Sanctuary using the remotes which are labeled and stored in the wall cabinet found on the west wall of the narthex. Remotes will either be on the shelf or in a small metal box. The remotes are marked for front, middle and back. Turn on by pressing the medium setting. In the summer they should be going counter-clockwise; in the winter clockwise. If not, hit the reverse button. (Activating the fans with the remotes requires you to point the remote at the fan and to move around a bit until a point of activation is found. This can be a hit or miss process that may take a number of attempts). Again, do not use circuit breakers to turn fans on or off.
4. Open the Sunday School wing classrooms and open windows for cross ventilation in the warm weather months.
5. Open windows in the nursery and fireplace rooms for ventilation as well.

Closing the building

1. Make sure all windows are closed and locked. (Check all windows. Not just the ones you have opened. Others may add a window or two to your list).
2. Turn out all lights on all floors with wall switches.
3. Check diaper pail in the nursery and empty into the dumpster or at least remove the diaper bag and throw bag onto the dumpster lid. (diapers do better outdoors).
4. Lock Sunday School wing making sure the theater and computer rooms are individually locked and secured.
5. Turn off ceiling fans in the summer. Set to low in the winter.
6. Set entry area thermostats to lowest setting and close vestibule doors as applicable.
7. Lock all outside doors by unscrewing "redheaded" bolts. Double check each door for proof of process. Make sure all door flippers are in the down position. (Door flippers are the flaps found on the outside side of the door). Be doubly sure that door you entered the building from originally is secure. This must be checked from the outside).

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