**Building Opening and Closing Checklist**

**Open Sundays by 8AM**

**OPENING TASKS**

* Unlock main entrance with Key *(door that is handicap accessible)*
* Use hex key to unlock all main entrance doors from the inside *(6)*
* Turn 6 light switches in atrium on *(red is on / green is off)*
* Turn on 6 welcome center TV’s and load images with TV remote *(4 info booths, 2 at kids check in)*
* Turn on large atrium TV and start slide show
* Unlock sanctuary doors with hex key *(6)*
* Check the temperature of the building by walking into each room
* Walk the building looking for items out of place and take care of them *(Floor in atrium, carpets, etc)*
* DURING WINTER: Put ice melt on any ice on the sidewalks or main entrance to the church

**CLOSING TASKS**

* Check all external doors in building to make sure they are closed and locked *(15)* 
  + Sanctuary outside doors *(garage door and rear entrance behind screen, two emergency exit doors on either side of the sanctuary)*
  + Two outside doors near café
  + Outside doors at kids ministry check in
  + Outside doors in EC classrooms *(3)*
  + Outside doors in DV8 *(2)*
* Verify sanctuary shades are in the up position
* Lock sanctuary doors with hex key *(verify locked)*
* Verify Café TV is off
* Verify doors to café is locked *(3) (Entrance, closet, inside door)*
* Verify multipurpose doors are locked *(2) – (Leave unlocked and open during winter months)*
* Verify hallway entrance to EC is locked
* Turn off 6 welcome center TV’s *(4 info booths, 2 at kids check in)*
* Turn off large atrium TV
* Turn off light switches in atrium *(leave the top right switch on for security)*
* Lock main entrance doors with hex key *(verify locked)*