

## Building Closing Procedures & Notes

1. Our church building goal is to maintain a safe, clean and attractive building to honor our Lord Jesus Christ, and to provide a holy place for people to learn about Him, and to love, worship and follow Him.
  - a. During services, the back entrance and hallway are not to be used by anyone but moms with babies, staff and prayer counselors. We have had children running in a circle through the green room, kitchen or children's hallway before and after services.
  - b. **For the safety of our children** the following doors are to remain **locked** before, during and after services:  
**Rear entrance door, both kitchen doors, prayer rooms, storage rooms, green room back door**  
Also - The child gates need to be monitored by an adult while children are in the building
  - c. **The Sound Room door is to be closed at all times if even 1 child is in the building.**
  
2. Summer: Turn 6 thermostats to Cool / 78 degrees / HOLD  
Spring/Fall/ Winter: Turn 6 thermostats to Heat / 58 degrees / HOLD
  - a. 2 in Sanctuary, one on far right wall, one in cove by light switches
  - b. 1 in All Purpose Room by sound booth
  - c. 1 in Welcome area
  - d. 1 in Child room 5-7
  - e. 1 in Green room **SEE DIAGRAM**
  
3. Lock all doors that can lock
  - a. Note: There are 10 exterior doors, and people open every one of them at times
  - b. So, they all need to be tested every time – by physically pushing on the frame from inside or pulling from outside **SEE DIAGRAM**
  - c. The glass doors are particularly deceiving – they can look locked BUT MAY NOT BE
  - d. Lock all rooms inside, esp. storage rooms, children's rooms, kitchen and prayer rooms
  
4. Turn off lights as you exit rooms
  - a. Make sure all lights are off, incl. bathrooms
  - b. Many times we come in and find lights on from night before, so be diligent and check all spaces
  
5. Children's Rooms: Turn off TV's – Samsung Remote works on both Samsung TVs
  
6. Common (with Gourmet Foods) glass doors do not lock

