

## **Security and Conservation Procedures to be Followed Before the Last Person Leaves the Building**

Staff, committee chairs, program organizers, key holders, and others who know they are among just a few people in the building should ensure these security and conservation procedures are followed before the last person leaves. Staff, committee chairs, program organizers, and key holders may need to see who else is in the building and confer with them to determine who will be the last to leave and discuss what still needs to be done.

### **Two swinging fire doors in the hallway are closed.**

### **Offices are closed and locked.**

- Administrative office
- Office for RE Director and Music Director. This room also has a big table for meetings.

### **Faucets are turned off.**

- 3 (4?) bathrooms
- Kitchen

### **Thermostat adjustments are cancelled.**

- The thermostats all operate on a programmed schedule. If an adjustment is made, it must be cancelled before leaving the building. The “cancel” button is on the lower right side of each thermostat.
- There are 4 thermostats.
  - Two in the sanctuary. One on each column near the entrance.
  - Lobby near the hallway.
  - Hallway near the men’s restroom.

### **Exit doors are locked (5)**

- Doors that are not used as much as the others. These doors should always be locked.
  - Following Sunday service or another large event, physically check to make sure all these doors are locked.
  - Following a smaller gathering, physically check to make sure these doors got locked again if you know someone in your group used one of these doors.
    - Sanctuary to back parking lot
    - Storage room to back parking lot
    - RE Director/Music Director office to 4th St. parking lot (shared with 4&20 and Milio’s)
- Doors that are frequently used.
  - Near administrative office to 4th St. parking lot (shared with 4&20 and Milio’s). Physically check to make sure this door is properly closed and locked. It should always be locked.
  - Front door on Johnson Street. This door is locked by inserting a key into the hole located on the underside of the push bar. You will hear a click and the bar will release if it is properly locked.

### **All lights are turned off.**