

OPENING AND CLOSING BUILDING PROCEDURE

To open or close the building you will need to:

- A) Obtain a key or keys from the church office
- B) If you open it, you are responsible to close it

CLOSING THE BUILDING:

If nobody else will be using the building that day:

- A) Turn off all heat or AC completely in every room.
- B) Turn off all lights.
- C) Lock all rooms and classrooms.
- D) Make sure that no water is running.
- E) Be sure all equipment is turned off.
- F) Make sure all outside doors are locked.
- G) Close windows
- H) Clean up and leave everything as you found it

NAME _____

DATE _____

SIGNED _____