	1.	1. Adjust manual thermostats to unoccupied temperature (A/C 83°, Heat 60°)			
Please slide under office door when completed.		Prayer Room			
	2.	Turn off water to Baptisn	nal Font		
		Valve located in wall b	ehind sound & projection booth in bac	k of Centrum	
Ĕ	3.	Turn off all lights	Prayer Room	Narthex	
8		Conference Rm	Restrooms (4)	Hallways	
ē		Youth Room	Kitchen	Fellowship Hall	
3		Library	Sunday School Rooms	Centrum	
ō	4.	Lock all outside entrance	Doors (or make sure they are locked	and latched; turn off	
automatic doors at east entrance).			-		
e		West Entrance (5)	•	Youth Room	
#		Fellowship (double)		Nursery	
5			turn off automatic door)		
g		Class Rm 103	Class Rm 105	Southeast	
5		Near sacristy	Centrum	obuinous:	
a a		Courtyard South (2)	Courtyard North (2)		
÷.	5	Other things to check / lo			
lease	0.	Lock Red Door Room			
			nake sure water is not running in sinks	or toilete	
<b>△</b>					
	Close Doors (1) Centrum (2) Education Hallway (3) Fellowship Hall				
	Questions: Call Pastor David (402) 741-2935				
	Questi	olis. Cali Pastoi David (402	Building Steward	Date	
			Building Steward	Date	
	Checklist for Closing Building after 11:00 AM Sunday Service				
	1. Adjust manual thermostats to unoccupied temperature (A/C 83°, Heat 60°)				
Prayer Room				, ,	
mpleted	2.	Turn off water to Baptisn	nal Font		
in in		=	ehind sound & projection booth in bac	k of Centrum	
Ē	3.	Turn off all lights		N I = -4I	
8	٠.	Conference Rm	Restrooms (4)	Hallways	
		Youth Room	Kitchen	Fellowship Hall	
Ě			INIONON		
2	1		Sunday School Rooms		
automatic doors at east entrance)			Sunday School Rooms	Centrum	
P	т.		Doors (or make sure they are locked	Centrum	
e	т.	Lock all outside entrance automatic doors at east ent	<b>Doors</b> (or make sure they are locked rance).	Centrum I and latched; turn off	
fice d	7.	Lock all outside entrance automatic doors at east ent West Entrance (5)	e Doors (or make sure they are locked rance).  Office Hall North Dr.	Centrum I and latched; turn off  Youth Room	
office d	т.	Lock all outside entrance automatic doors at east ent	e Doors (or make sure they are locked rance).  Office Hall North Dr.  East (double,	Centrum I and latched; turn off	
der office d	т.	Lock all outside entrance automatic doors at east ent West Entrance (5) Fellowship (double)	e Doors (or make sure they are locked rance).  Office Hall North Dr.  East (double, turn off automatic door)	Centrum I and latched; turn off  Youth Room Nursery	
under office d	Τ.	Lock all outside entrance automatic doors at east ent West Entrance (5) Fellowship (double) Class Rm 103	e Doors (or make sure they are locked rance).  Office Hall North Dr.  East (double, turn off automatic door) Class Rm 105	Centrum I and latched; turn off  Youth Room	
le under office d	7.	Lock all outside entrance automatic doors at east ent West Entrance (5) Fellowship (double) Class Rm 103 Near sacristy	e Doors (or make sure they are locked rance).  Office Hall North Dr.  East (double, turn off automatic door) Class Rm 105 Centrum	Centrum I and latched; turn off  Youth Room Nursery	
lide under office d		Lock all outside entrance automatic doors at east ent West Entrance (5) Fellowship (double)  Class Rm 103 Near sacristy Courtyard South (2)	Poors (or make sure they are locked rance).  Office Hall North Dr. East (double, turn off automatic door) Class Rm 105 Centrum Courtyard North (2)	Centrum I and latched; turn off  Youth Room Nursery	
e slide under office d		Lock all outside entrance automatic doors at east ent West Entrance (5) Fellowship (double) Class Rm 103 Near sacristy Courtyard South (2) Other things to check / lo	Poors (or make sure they are locked rance).  Office Hall North Dr.  East (double, turn off automatic door) Class Rm 105 Centrum Courtyard North (2)  ck / or turn off	Centrum I and latched; turn off  Youth Room Nursery	
ease slide under office d		Lock all outside entrance automatic doors at east ent West Entrance (5) Fellowship (double)  Class Rm 103 Near sacristy Courtyard South (2) Other things to check / lo Lock Red Door Room	Poors (or make sure they are locked rance).  Office Hall North Dr.  East (double, turn off automatic door) Class Rm 105 Centrum Courtyard North (2)  ck / or turn off (in Fellowship Hall)	Centrum I and latched; turn off  Youth Room Nursery Southeast	
Please slide under office door when		Lock all outside entrance automatic doors at east ent West Entrance (5) Fellowship (double)  Class Rm 103 Near sacristy Courtyard South (2)  Other things to check / lo Lock Red Door Room Check Restroom to me	Poors (or make sure they are locked rance).  Office Hall North Dr. East (double, turn off automatic door) Class Rm 105 Centrum Courtyard North (2) ck / or turn off (in Fellowship Hall) hake sure water is not running in sinks	Centrum I and latched; turn off  Youth Room Nursery Southeast  or toilets	
Please slide under office d		Lock all outside entrance automatic doors at east ent West Entrance (5) Fellowship (double)  Class Rm 103 Near sacristy Courtyard South (2)  Other things to check / lo Lock Red Door Room Check Restroom to me	Poors (or make sure they are locked rance).  Office Hall North Dr.  East (double, turn off automatic door) Class Rm 105 Centrum Courtyard North (2)  ck / or turn off (in Fellowship Hall)	Centrum I and latched; turn off  Youth Room Nursery Southeast  or toilets	
Please slide under office d	5.	Lock all outside entrance automatic doors at east ent West Entrance (5) Fellowship (double)  Class Rm 103 Near sacristy Courtyard South (2)  Other things to check / lo Lock Red Door Room Check Restroom to m Close Doors (1) Centr	Doors (or make sure they are locked rance).  Office Hall North Dr. East (double, turn off automatic door) Class Rm 105 Centrum Courtyard North (2) ck / or turn off (in Fellowship Hall) hake sure water is not running in sinks rum (2) Education Hallway (3) Fellows	Centrum I and latched; turn off  Youth Room Nursery Southeast  or toilets	
Please slide under office d	5.	Lock all outside entrance automatic doors at east ent West Entrance (5) Fellowship (double)  Class Rm 103 Near sacristy Courtyard South (2)  Other things to check / lo Lock Red Door Room Check Restroom to me	Doors (or make sure they are locked rance).  Office Hall North Dr. East (double, turn off automatic door) Class Rm 105 Centrum Courtyard North (2) ck / or turn off (in Fellowship Hall) hake sure water is not running in sinks rum (2) Education Hallway (3) Fellows	Centrum I and latched; turn off  Youth Room Nursery Southeast  or toilets hip Hall	

Checklist for Closing Building after 11:00 AM Sunday Service