

Please slide under office door when completed.

Checklist for Closing Building after 11:00 AM Sunday Service

1. **Adjust manual thermostats** to unoccupied temperature (A/C 83°, Heat 60°)
 Prayer Room
2. **Turn off water to Baptismal Font**
 Valve located in wall behind sound & projection booth in back of Centrum
3. **Turn off all lights**

<input type="checkbox"/> Prayer Room	<input type="checkbox"/> Narthex
<input type="checkbox"/> Conference Rm	<input type="checkbox"/> Restrooms (4)
<input type="checkbox"/> Youth Room	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Library	<input type="checkbox"/> Sunday School Rooms
	<input type="checkbox"/> Fellowship Hall
	<input type="checkbox"/> Centrum
4. **Lock all outside entrance Doors** (or make sure they are locked and latched; turn off automatic doors at east entrance).

<input type="checkbox"/> West Entrance (5)	<input type="checkbox"/> Office Hall North Dr.	<input type="checkbox"/> Youth Room
<input type="checkbox"/> Fellowship (double)	<input type="checkbox"/> East (double, turn off automatic door)	<input type="checkbox"/> Nursery
<input type="checkbox"/> Class Rm 103	<input type="checkbox"/> Class Rm 105	<input type="checkbox"/> Southeast
<input type="checkbox"/> Near sacristy	<input type="checkbox"/> Centrum	
<input type="checkbox"/> Courtyard South (2)	<input type="checkbox"/> Courtyard North (2)	
5. **Other things to check / lock / or turn off**
 - Lock Red Door Room (in Fellowship Hall)
 - Check Restroom to make sure water is not running in sinks or toilets
 - Close Doors (1) Centrum (2) Education Hallway (3) Fellowship Hall

Questions: Call Pastor David (402) 741-2935

_____ **Building Steward**

_____ **Date**

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