Time	Task	Notes/To Do
7:00:00 AM	Arrive	**Make drinks if there is a Church event that day. You will be notified the week prior if this is needed.**
7:30:00 AM	Check HVAC/walk building (outside perimeter & inside)	
	Turn on lights in all entryways, hallways & bathrooms	
	Turn HVAC up or down (a/c or heat) as needed	
8:30:00 AM	Unlock exterior doors - Main, Broach Hall, Memorial Garden & all three 5th Street Entrances (1 first floor & 2 second floor) Unlock Recption Office, Conference Room and Workroom near 2nd Floor 5th St. Entrance.	
	Open hall doors and assure all hallway lights on	
9:45:00 AM	Turn on lights in sanctuary & narthex	
10:00:00 AM	Unlock all sanctuary narthex doors	
10:15:00 AM	Lock Memorial Garden doors	
10:35:00 AM	Lock first floor 5th Street entrance door	
	Close Upper Gym & Upper Broach hallway doors	
10:45:00 AM	Lock Broach Hall and Main Entrance exterior doors	
	Lock two second floor 5th Street entrance doors (leave volunteer office door unlocked for tellers)	
	Patrol parking lot and walk around buildings	**Pick up trash as needed.**
	Turn HVAC up or down (a/c or heat) as needed	
11:30 AM / End of Worship	Open Sanctuary doors	
	As people leave walk around building checking for trash and assist where needed.	
12:00:00 PM* **	Close all remaining hallway doors	***If there is no event after worship.**
	Set up Broach Hall if needed	**If a setup is needed you will be notified the week before.**
	Weather permitting: Check and clear Roof Drains weekly	
	Check and Restock Lounge Cabinets	
	Inventory Kitchen Pantry	**Notify Amanda if anything needs to be ordered.**
	Other light maintenance duties as needed	**A detailed description will be left in your box if there are any maintenance duties needed.**
	Check and flush all toilets and urinals	
	Turn off all lights	**Clean and replace any lights as needed**
	Check and Lock all remaining doors	
11:30 AM**	Be available to help as needed.	****On days when there is an event after worship.**
	Take out trash and clean up after event. Clean dishes if needed.	
1:30:00 PM**	Close all remaining hallway doors	
	Reset Broach Hall if needed	
	Check and flush all toilets and urinals	
	Turn off all lights	
	Check and Lock all remaining doors	
2:30:00 AM	End of Day	