

# **BUILDING CLOSE-UP CHECKLIST**

## **Church of the Ascension**

**September 10, 2021**

The directions below provide a “walk-through” of what is needed to close up the building after a church service or event. The directions about closing internal doors are needed to ensure that the zone air-conditioning/heating system is working efficiently.

1. Check that the outside door by the rector’s office is closed fully – it locks automatically when fully shut. The outside floodlights should be kept on for nighttime security.
2. Sanctuary:
  - a. Walk to the back of the sanctuary and close and bolt the door at the right back corner.
  - b. Turn off the table lamps and the lights on the painting frames on both sides of the sanctuary.
  - c. Close and bolt the outside door to the narthex (right back corner) – it is held open by a chain
  - d. Turn off narthex light switch, which is to the left of the outside door.
  - e. Close and bolt door between narthex and sanctuary
  - f. Turn off all sanctuary lights:
    - i. There are two sets of switches, one inside the cabinet in the back left corner of the sanctuary by the narthex door (lift lid to view) and one on the side of the organ console toward the altar.
    - ii. Dial system – the right dial turns off the lights and the left dial turns them on. Starting at “1” on the right-hand dial, push the dial down to turn off the first set of lights, the turn the dial to the next number and repeat until all lights are off.
    - iii. There is an additional light switch by the door to the Sunday school wing that turns on lights at the front of the sanctuary – this may be on or off regardless of the dial settings – make sure it is off.
  - g. Turn off the lights in the small side chapel with the devotional candles – dial is to the right of the entrance when facing out. Candles can safely be left to burn themselves out.
  - h. Turn off chapel lights, which are to the left of the outside door at the back of the chapel. Check that the outside chapel door is bolted.
  - i. Close the inside door between the sanctuary and the Sunday school wing on your way out.
  - j. Confirm that the door to the sacristy from the church is closed and locked.
3. Close, bolt and bar the outside door to the garden.
4. Turn off the lights in the sacristy and make sure the door to the hallway is closed and locked. Light switches are located at the top of the steps and to the left of the sacristy door when viewed from inside the sacristy.
5. Close the inside door between the sacristy hall and the Sunday school wing.
6. Make sure the office door is fully latched and locked – it sticks.

7. Parish hall:
  - a. Turn off the lights on the high part of the ceiling. The switches are on the left wall, past the room divider and next to the small side door to the outside. Pull all switches down until they “click.”
  - b. The dial switch there is for the ceiling fans – make sure they are off.
  - c. Check the outside doors at the back of the parish hall to make sure they are bolted.
  - d. Leave on the lights on the stage area to highlight the window from outside at night.
  - e. Turn off the lights in the lower part of the parish hall, using both sets of dimmer switches on either side. Make sure that they are pushed off, not just dimmed all the way.
  - f. Make sure the coffee pots are unplugged, if still in the parish hall.
  - g. Close the hallway doors to the parish hall on your way out and secure them at the top and the bottom.
8. Check that the lights are out in both bathrooms at the end of the first floor.
9. Check that the library windows are closed, lights are off, and door is locked.
10. Kitchen:
  - a. Turn off the coffee maker and heating elements.
  - b. Check that the oven, stove, and convection oven are off.
  - c. Check that the fan over the stove is off – switch is on the left side of the hood over the stove.
  - d. Check that the dishwasher is off – press red “off” button and will display “off.”
  - e. Lock kitchen door – with key from outside (if exiting) or by toggling switch on the side of the door.
  - f. Outside flood lights by the kitchen door should be left on for nighttime security.
11. Walk through the basement and the second floor of the Sunday school wing. Check that everyone is gone, all windows are closed, lights are off, and inside doors are closed and locked.
12. Check the outside door in the glass-walled stairwell to make sure it is latched and locked.
13. Close the inside door at the bottom of the glass-walled stairwell.
14. Lock the main outside doors to the Sunday school wing (Office door). From the inside:
  - a. Lock the door on the left from the inside using the deadbolt
  - b. Lock the door on the right from the outside using a key.