

Sunday Council (whole building) walkthrough

Thank you for helping with this important walkthrough! The walkthrough should take place after all Sunday morning activities have ended. The exception is 2nd Sundays where the dinner ministry will be responsible for the district lot door until deliveries have ended. We tried to make this document brief, but comprehensive. Feedback as you do the walkthroughs is welcomed!

General Building Walkthrough (kitchen, fellowship hall, classrooms, sanctuary, narthex and restrooms are likely to be utilized on Sundays)

- ☐ Lights should be off
- ☐ Windows should be closed and locked
- ☐ Fans should be off
- ☐ Electric baseboards should be off (located in the downstairs meeting rooms & some SS rooms)
- ☐ Thermostats that are programmable can be left alone

Sanctuary

- ☐ Sliding doors between sanctuary and narthex should be open
- ☐ Door into the hallway toward choir room should be open
- ☐ Lights and ceiling fans should be off
- ☐ Exhaust fan over the choir loft should be off
- ☐ The wall air conditioners should all be off
- ☐ Sound system should be off

Exterior Doors

- ☐ Be sure doors are mechanically locked from the inside (See note about street level Perrin Street doors*!)
- ☐ Be sure all doors are locked and will not open from the exterior
 - 2 Perrin Street entrances (street level and top of stairs by the Narthex)
 - 2 Parking lot doors on the office and choir wings
 - School district lot door
 - 2 doors that open into the courtyard, by the LYO room and off the SS wing

**The street level Perrin Street doors now have a Maglock and therefore need the door closest to the building wall with the doorbell to remain mechanically unlocked for the handicap accessibility and card swipe features to work properly. The other door (closer to the lift) needs to remain mechanically locked. Please note, there is a motion sensor on the inside, which automatically unlocks the door as you walk toward it, so if you walk out that door and try to check from the exterior, you need to not have someone waiting on the inside for you and you may have to wait 20-30 seconds for the door to lock.*