



## **SANCTUARY CLOSING PROCEDURES**

### **CHILDREN'S CHURCH ROOM:**

- Thermostat arrowed up to 80 (cool) or down to 60 (heat)
- Lock outside door, shut off lights

### **NURSERY:**

- Thermostat arrowed up to 80 (cool) or down to 60 (heat)
- Bathroom lights off
- Lock door to playground, shut lights off

### **YOUTH ROOM:**

- When the Sanctuary is set to heat, open the door so the pipes don't freeze.
- When it's set to cool, close the door so we don't cool the room needlessly.

### **SANCTUARY:**

- Thermostat arrowed up to 80 (cool) or down to 60 (heat)
- Click off lights above kitchen with remote
- Blow out candles
- Are stage lights out, projectors off, sound board off?
- Both Bathrooms empty and lights off
- Unplug lights in Children's worship area, and in area by restrooms
- Check door going out from Nursery towards the parking lot - make sure it is secure
- Lock front doors, shut off lights, set the alarm

**WHOEVER SETS THE ALARM, PLEASE MAKE SURE THE OUTDOOR NURSERY DOOR IS SHUT.**