

BOULDER CHURCH FACILITIES PROGRAM MASTER CHECK SHEET

Open	Close	Area	Task
Sanctuary			
<input type="checkbox"/>	<input type="checkbox"/>		Sanctuary Lights + Stage Lights (On/Off)
<input type="checkbox"/>	<input type="checkbox"/>		Room 218 lights and fan (On/Off)
<input type="checkbox"/>	<input type="checkbox"/>		Outside doors (keep side doors locked - emergency exit only)
<input type="checkbox"/>	<input type="checkbox"/>		Narthex doors (outside) remember latches for opening and closing
<input type="checkbox"/>	<input type="checkbox"/>		Main air fan (summer only) Fan on, platform doors closed, & baptismal doors open
<input type="checkbox"/>	<input type="checkbox"/>		Side air fans (summer only)
<input type="checkbox"/>	<input type="checkbox"/>		Thermostat 65° at start 60° during service and 55° when ending (Summer off)
<input type="checkbox"/>	<input type="checkbox"/>		Piano Cover - remove and store in 215 - Cover Piano afterwards
<input type="checkbox"/>	<input type="checkbox"/>		Windows (Open/Close)
<input type="checkbox"/>	<input type="checkbox"/>		Overall cleanliness
<input type="checkbox"/>	<input type="checkbox"/>		Make sure grey chairs are in tight clean rows (remove two chairs for wheelchair access one on either end)
<input type="checkbox"/>	<input type="checkbox"/>		Giving Altars at the three exits near 207, 220 and 216.
<input type="checkbox"/>	<input type="checkbox"/>		Clean all benches, pick up trash from under the seats, in the pews and vacuum Sanctuary. Remove all trash and take out lower level entrance.
A/V			
<input type="checkbox"/>	<input type="checkbox"/>		Video Projector(s) (Make sure they are off when you leave)
<input type="checkbox"/>	<input type="checkbox"/>		Main Center screen lowered/raised
<input type="checkbox"/>	<input type="checkbox"/>		Mics, cables, keyboard, music stands stored in room 215 and both 215/214 locked.
<input type="checkbox"/>	<input type="checkbox"/>		Batteries on chargers
<input type="checkbox"/>	<input type="checkbox"/>		Computer(s) Sleep (do not switch off)
<input type="checkbox"/>	<input type="checkbox"/>		Audio Board Powered Down (use the key under the sound desk)
Behind Stage			
<input type="checkbox"/>	<input type="checkbox"/>		Bathrooms - lights/toilets flushed
<input type="checkbox"/>	<input type="checkbox"/>		Hallway lights
<input type="checkbox"/>	<input type="checkbox"/>		Side room lights
<input type="checkbox"/>	<input type="checkbox"/>		Bathrooms (open/locked)
Offices/Community Room 203			
<input type="checkbox"/>	<input type="checkbox"/>		Cabinet cleared
<input type="checkbox"/>	<input type="checkbox"/>		Computer(s) Sleep (do not switch off)
<input type="checkbox"/>	<input type="checkbox"/>		Photocopier sleep - re-stocked
<input type="checkbox"/>	<input type="checkbox"/>		Copier Room (open/lock)
<input type="checkbox"/>	<input type="checkbox"/>		Hallway lights
<input type="checkbox"/>	<input type="checkbox"/>		Thermostat 65° at start 60° during service and 55° when ending
Downstairs			
<input type="checkbox"/>	<input type="checkbox"/>		Fellowship Hall Lights & Thermostat 65° at start 60° during use and 55° when ending
<input type="checkbox"/>	<input type="checkbox"/>		Kitchen counters cleared (see kitchen guidelines)
<input type="checkbox"/>	<input type="checkbox"/>		Bathrooms - lights/toilets flushed
<input type="checkbox"/>	<input type="checkbox"/>		Hallway lights (on/off)

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Bonus			
<input type="checkbox"/>	<input type="checkbox"/>		Fellowship Lunch awnings (set-up/pack-down)
<input type="checkbox"/>	<input type="checkbox"/>		Walk around the outside, check all external doors/windows are closed.
<input type="checkbox"/>	<input type="checkbox"/>		Snow - shovel and remove snow and salt pathways (or use snow blower)
<input type="checkbox"/>	<input type="checkbox"/>		Signs - parking and services
<input type="checkbox"/>	<input type="checkbox"/>		Make sure all LED TVs are on showing Boulder Church Adverts
<input type="checkbox"/>	<input type="checkbox"/>		Add cups hot/cold to three water cooler tower locations.

Date:

Name:

Signature:

Areas that need attention: