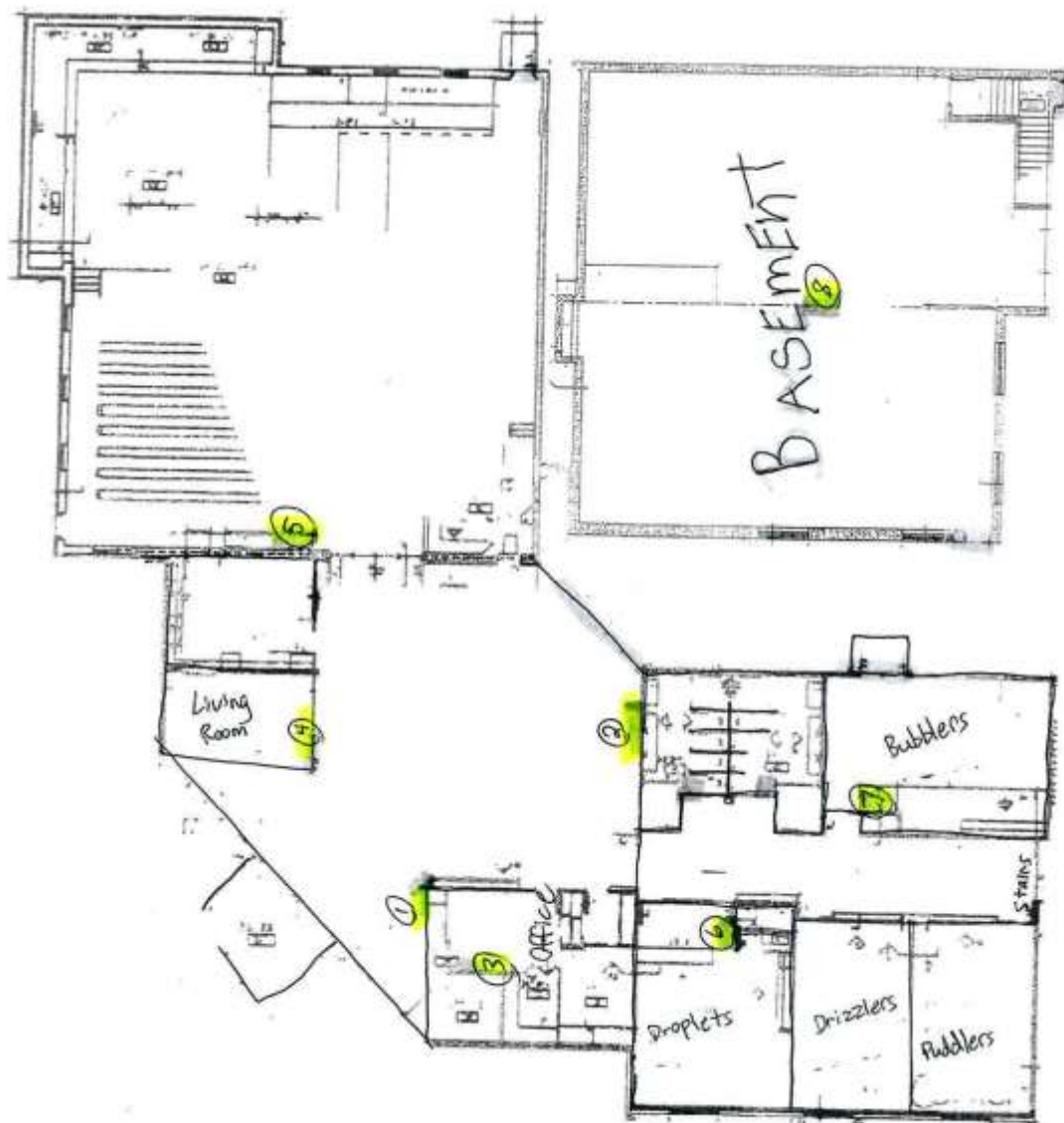


Closing Down the Church Building Checklist

- 1.) Adjust all thermostats to “Program On” by hitting “Mode” (see map for locations)
- 2.) Turn off all lights
 - a. Sanctuary, living room, waterworks rooms, basement, restrooms, office, foyer, hallways
- 3.) Turn off all utilities and games
 - a. Coffee maker
 - b. Air hockey and basketball in youth groom
 - c. Televisions
- 4.) Check restrooms to make sure toilets are not running
- 5.) Lock all exterior doors
 - a. Seven in total: Front door, back door (in foyer), sanctuary door, bubblers door, stairwell door, downstairs back door
- 6.) (Special Events): Vacuum used areas



④ Thermostats