

# **Securing Unity Spiritual Center**

**Make sure both doors are in the lock position by pushing on the door and NOT the crash bar. The pin in the pulled down position is in the closed or locked position and the pin pushed up is in the open or unlocked position. The pins are underneath and on the end of the crash bar. To set the pin to open, you must push against the crash bar of that door while pulling the pin downward.**

**Approved January 2017**