Lock Up Procedures

If another committee is also in the building, get explicit agreement from the other leader that they will lock up afterward. The last group to leave the building should perform the following:

1. **Turn off all lights in the building:**

    - Sanctuary lights (switches in the chancel annex between Block Room and Sanctuary)
    - Center of Interest light
    - Back lounge & classrooms
    - Front lounge, Social hall, kitchen
    - Balcony stairway
    - Foyer (light over front door and light in foyer ceiling near atrium are *permanently on*) Hallway by office

2. Check Windows:

- Shut atrium window doors
- Shut social hall top windows
- Shut any other windows opened...kitchen, art room, back lounge. Put pole in track if there is one there.

3. Check Bathrooms:

- Ensure the toilets are not running
- Leave bathroom doors open, windows closed and locked (double check windows)

4. Lock doors:

- Kitchen – Lowell side door and backyard door: the lock goes horizontal "-"
- Balcony/Choir Loft door at top of stairs
- Check Blockroom outer doors – punch type of lock – push on door to make sure closed tight
- Front doors on Brewster – Pop out bars from the inside, Push or pull hard, make sure they latch
- Side doors on Lowell – Lock handle from the outside, Push or pull hard, make sure they latch.