

DEACON'S OPEN AND CLOSE CHECKLIST

Family Life Center

- Enter FLC double doors from the large parking lot.
- Unlock both double doors.-DM11 & DM12
- Turn on light by door-LM11
- Unlock door to breezeway-DM13
- Put Blue Handicap signs in parking lot beside permanent markers.
- Take Elevator to basement.
- At door to McNeel Street, turn on light LMB1.
- Unlock double door on McNeel Street entrance.-DMB1
- Take hallway beside kitchen to Men's Bible class. At end of hall, turn on LMB2.

McNeel Building

- In hall between FLC and Old McNeel, turn on LMB3 and LMB4.
- Check thermostat TMB1.
- Walk through kitchen and turn on LMB7 outside of Kitchen Door.
- Check thermostat in rear of Men's Bible Class TMB2
- Unlock door to breezeway at top of stairs. Turn on LMB8.
- Walk back towards FLC
- Take stairs between FLC and Men's Bible Class to first floor.
- At top of stairs, unlock door with EXIT sign-DM11
- In hall area, turn on lights LM11, LM12, & LM13
- Enter Ladies Parlor and turn on light LM14
- Check thermostat as you enter ladies parlor-TM11. (Not on Hold)
- Outside of parlor, unlock door from McNeel to Breezeway.-DM11
- Turn on lights.LM15
- Get Gillespie House key from Key box in room 104.
- Check thermostat in Room 104 TM12 (Not on Hold)
- Turn on Light LM16 in copier area.
- Unlock door at top of stairs from Basement to Main floor.-DM12
- Get 5 Yellow Handicap signs beside office mailboxes.
- Unlock front door of McNeel
- Set up Handicap signs along front of sanctuary from McNeel St to sidewalk between Sanctuary and Gillespie
- Return to McNeel building.
- At bottom of stairs, turn on light LM17
- At top of stairs turn on light LM21
- Check thermostat on right upstairs hallway (Not on Hold)-TM21
- Enter back hallway and turn on light LM22
- Go through fire door with flashlight. Turn on LM23.
- Go through fire door under exit sign (towards Choir Room). Turn on LM24
- Enter choir room. Turn on light LM25.
- Check thermostat in Choir Room (Not on Hold)-TM22
- Go to rear stairs towards sanctuary. Turn on light LM26

Sanctuary

- Go down the stairs. Unlock door DS11.
- Enter choir loft. In rear right, push rheostat to turn on light.-LS11
- Unlock breezeway door.
- Check thermostats behind organ and in front of church (Not On Hold)
- Walk up aisle towards Narthex. Enter cloak room on left.

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- Slide 3 white bars completely up (LS12, LS13, LS14)
- Below these light switches on the floor is a junction box for the sound system.
- Push rocker switch to the right. The light will illuminate orange.
- Unlock both side and front doors, and prop open narthex doors.
- In right cloak room, turn on light switch above floor under extinguisher.
- Enter breezeway. Unlock Nursery.
- Reenter McNeel Building
- Get Master Keys from keybox in Room 104. Key to box inside cabinet door.
- Get bulletins from library.
- Leave two stacks of bulletins on front pew in Sanctuary.
- Leave remaining bulletins (except 15) in back of church
- Check acolytes candles for wax.
- Check two candles up front for fluid. (Extra fluid under right pulpit)
- Unlock Nursery door
- Check thermostat (not on hold)

Gillespie House

- Unlock door DG11 and turn on rheostat inside of door to the right.
- Lay 15 bulletins on center table.
- Turn on light LG12 outside of left parlor room.
- Walk through parlor into back meeting room. Light is on far wall LG13.
- Check downstairs and upstairs thermostats in main halls (NOT ON HOLD).

Return to church at 10:30 to hand out bulletins.

- Turn on breakers at bottom of stairway. Only the top breakers are turned on/off. The
- bottom breakers remain on, always.
- Once all breakers are on, visually inspect two cloakrooms, narthex, and
- sanctuary to insure that all lights are on. The choir typically controls their own lighting.