

Princeton UMC Closing Check List

This can be done in a reasonable time after Service/Program is completed.

Upstairs

Lights Off
Air Conditioner is automatic. We do not have to turn off
Restrooms: Lights out. No water running
Doors: Both doors at end of Hall are to be closed (Fire Safety Doors)

Stair Wells

Lights Off
Play ground Light Off
Doors Closed
Check: Play ground door Locked
2 Doors to Hall (Fire Safety Doors)
1 Door to Narthex (Fire Safety Door)

Fellowship Hall/Kitchen Other Rooms

Lights Off
Doors Closed
Nursery Locked
Back Kitchen Locked
Double Doors at Drive-Thru Locked
Door to Utility Room Locked
Air Conditioner is Automatic. We do not have to turn off

Other Items: Coffee Pot Off, Freezer/Refrigerator Doors closed

Restrooms: Lights out, No water running

Office

Lock Outside Door located next to office. Pastor or someone else may be in the office and you may not be able to lock the office. If someone other than Pastor is in office, make sure they have a key to lock office when they leave. If no one is in the office and it is open contact David Porter or Pastor Dee Dee to lock if you do not have a key.

Front Hall

Lights Off
Front Door Locked

Narthex

Lights Off
Close Double Doors to Ramp
Front Porch Double Exit Doors Locked
Single Exit Door Locked
Air Conditioner is Automatic. We do not have to turn off.

Sanctuary

Lights Off: All Switches are on back wall except Accent lights switch. It is in the Breaker Box in Narthex utility closet located at bottom of stairs. Switch is Marked.
Doors Closed: Main Entrance, Left and Right Exit Doors Locked
Back Entrance Doors 2 single and on double set

Choir and Music Rooms

Lights Off: Lights for Choir Area are located in the lectern area.
Candles Out: Altar Table, Tall White Candle, etc.

During a Special Event (Funeral, Wedding, Birthday Party, Children's Program, UMW, etc. is going on, the Event Leader is responsible for closing their group's area of use, You close other areas.