

Clergy and Wardens: Sunday morning preparation of the building for worship

8:00 AM service (clergy)

Heating

Heat is automatic – should need no adjustment (thanks to Ken Dougherty)

Cooling

If needed, open windows and start fans

Unlocking

Entrance door on Garage side

Entrance door on Driveway side

Internal door to Sanctuary/Chapel on driveway side

Internal door to Sanctuary/offices on garage side

Chapel outside door*

Narthex outside door*

Lighting

Turn on stairwell lights

Turn on hallway lights outside chapel and offices

Turn on Nave and Chancel lights (breaker box outside offices)

Turn on chapel lights

Locking

Chapel outside door*

10:00 AM service

Lighting

Turn on all additional lights in Sanctuary and Nave

At the end of services/fellowship/meetings

Lighting

Turn out lights, close windows

Locking

Narthex outside door* (Usher)

Internal door to Sanctuary/Chapel on driveway side (Altar Guild)

Internal door to Sanctuary/offices on garage side (clergy)

Driveway and garage outside entrance doors (Warden or other person designated by them)

*Using the hex key on Chapel and Narthex entrance doors: find the hole in the latch cover below the long round bar, insert the allen (hex) key, push in and hold the bar while turning the key clockwise to lock (this holds the crash bar and latch in) or turning the key counter clockwise to unlock (this releases the crash bar and latch).

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