

# **FACILITY MANAGER SUNDAY DUTIES**

## **OPENING CHURCH**

- Arrive by 8:30 am
- Outside Check
  - Walk around perimeter of church to check security status
- Pick up trash outside and bring in mail
- Unlock Windermere door
- Unlock nursery and Sunday school rooms
- En-route upstairs, turn on all lights
- Disable office Security System
- Unlock office door
- Unlock main entrance
- Open inside doors
- Turn on all lights on Sanctuary level
  - Including PA switch
- Open windows if necessary
- Unlock handicap entrance
- Unlock Columbarium
- Walk through entire building to check security status
- Turn on all 4th floor lights

## **CLOSING CHURCH**

- Close and lock all windows
- Lock handicap door
- Lock main entrance
- Turn off all lights
  - Office, bathrooms, classrooms, etc.
- Lock office
- Arm security
- Lock Windermere door
- Lock Columbarium

\*Notify any group leader (if any are still using the building) that you are leaving and they are responsible for checking that all doors are secure