

Plank Chapel Security/Lockup Checklist

1. Sanctuary Vestibule Front Door – Locked*
2. Sanctuary Vestibule light Switches – All down (note: some are 3-way)
3. Sanctuary Handicapped Door – Locked*
4. Sanctuary Choir Switches – All lights off (note: some are 3-way)
5. Storage Room Exterior Door – Locked*
6. Storage Room Light – Off
7. Choir Robe Room Light – Off
8. Choir Music Room Light – Off
9. Office Copier – Off
10. Office Light – Off
11. Office Doors (2) – Locked*
12. Office Alarm – Armed
13. All candles – Insure out
14. Organ Power – Unplugged
15. Bell Loft Lights - Off
16. Carillon Room Altar Backlights – Off
17. Carillon Room Lights - Off
18. Carillon Room Power Panel, Speakers – Off
19. Parament Room Light – Off

If Sanctuary not used, only the following steps required

20. Breezeway Exterior Doors (2) – Locked*
 21. Breezeway Light – Off
 22. Breezeway to Education Building Door – Locked*
 23. Ladies' Room – Light and Fan Off
 24. Mens' Room – Light and Fan Off
 25. Seven Classrooms and Children's Bathroom – Lights Off
 26. Hall Thermostat – set to Heat-60 in Winter, Cool-80 in Summer
 27. Hall Light – Off
 28. Fellowship Hall TV/VCR – Unplugged
 29. Fellowship Hall Thermostat – set to Heat-60 in Winter, Cool-80 in Summer
 30. Storage Room Door – Locked*
 31. Kitchen Outside Light – Off
 32. Kitchen Outside Door – Locked*
 33. Kitchen Stoves – Off
 34. Kitchen Refrigerator – Door Tightly Closed
- Check trash was removed from kitchen – Users' responsibility
35. Kitchen Lights – Off
 36. Fellowship Hall Lights – All Off except Leftmost Switch On (up)
 37. Fellowship Hall Door – Locked*

* These are old door and locks. .Check each lock with a push and tug to insure the striker is properly engaged.