

## **PUUC Closing Checklist**

### **Sanctuary:**

- Check pews for headsets; return all to wallboard & make sure they are turned off (no lights)
- Collect programs from the pew benches. Place into the recycling bin.
- Lights turned off
- Lock front door (Allen wrench on windowsill)
- Lock the door from the parish hallway (key on red ribbon in cabinet- on door)
- Heat turned back to 50 degrees

### **Kitchen/Parish Hall:**

- All appliances in the kitchens are OFF
- Filters and fans are OFF
- The heat in the Parish Hall is supposed to fall back automatically, but check to see that it's set at 40 by close up time. If someone has hit "hold" it may need some help to reset.

### **Building:**

- All lights off
- Make sure that no one is left in the building (or meeting outside, but needs to retrieve things)
- Check/lock the big side door (Pin should be out of slot) and shut/locked
- Rear Ramp Door: switch to LOCK position (switch is above door on the right side)

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