



Church Lock-up Procedure

Things to check when leaving the church:

Check all doors:

Front at top of stairs

Weidrich Hall (one by stairway and 2 by kitchen)

Office doors – at top of stairs, closet, and door to music room

Doors in Narthex (both sides on the way to Memorial Garden and to the driveway)

Downstairs doors: one by ramp, one by parking lot

Check all thermostats – if heat is on, turn down to 60; if AC is on bump up to 80

One in Weidrich Hall

One in Library

Two in Sacristy (behind altar)

Two in basement

Double check kitchen to make sure coffee maker is off and that all stove burners are off.

Turn off all lights.

Check bathrooms and make sure toilets and urinals are flushed.