

UCC Facility Closing Checklist

Everyone using the building must make sure that the building is secure and is left as clean as it was before use. The following items should be checked or done each time you use the building.

- 🍏 All 5 exit doors locked (open door and check that outside handle does not turn, then close door firmly)
 - Downstairs at back of building
 - Stairway landing
 - Worship space
 - Lobby side
 - Lobby front (pull as you leave to make sure they are secure)
- 🍏 Forbidden Room door locked
- 🍏 All interior doors (classrooms, office, stairwell, worship space) closed
- 🍏 Thermostats (do not adjust unless you have been shown how they work)
 - Air conditioning set at 78° in summer and 74° in winter
 - Heat set at 68°
- 🍏 Parking lot lights turned off (switch is in electrical room—located downstairs at the back of first classroom on the right)
- 🍏 Outside door lights left on (switches are covered)
- 🍏 Indoor lights off
 - Worship space
 - Offices
 - Lobby
 - Classrooms
 - Hallway
 - Kitchen
 - Restrooms
 - Storage closets (electrical room, mop room, and worship space closet)
- 🍏 Blinds in worship space
 - Down behind the piano to protect from sun
 - Halfway up everywhere else to provide visibility from outside