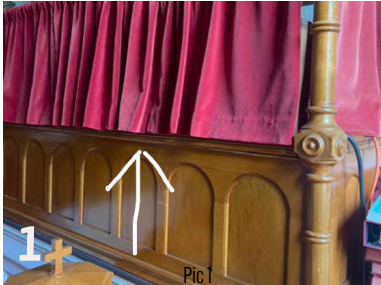
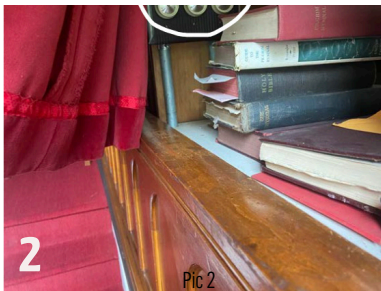




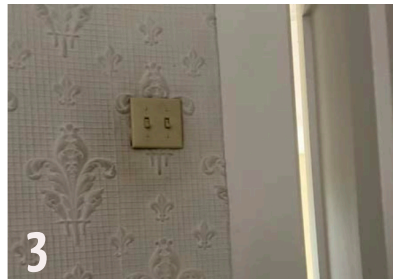
Guide to Closing the Meetinghouse



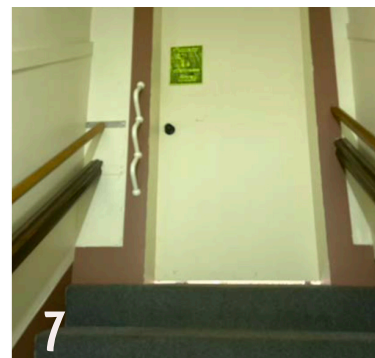
- If windows are open with screens, they really should be closed in case of rain
- Close and lock window shutters on both sides of sanctuary.
- Turn off lights over the choir loft, organ pipes and altar found behind the red velvet privacy curtains with the three switches (see pictures 1 & 2) – press and click them off. They are dimmer switches but only click them off, do not turn to shut off.



- Turn off chandeliers over pews with the switches behind the left door as you face the back of the sanctuary. (see picture 3)
- Turn off can lights at back of church with the switch behind right door as you face the back of the sanctuary (see picture 4)



- Check lights in office and turn off with switch on the right behind the metal filing cabinet, toward the floor and close the door
- Thermostat is on a schedule: Jeff Lane, Harry Vann and Patty Gardner have the app to change the temp.
- Close and lock front door in Narthex. (see picture 5)
- If exiting through Narthex, turn off light from the switch in the Narthex. (see picture 6)
- If exiting through lower doors, social hall or kitchen, go downstairs to lower level, closing the fire door behind you. (see picture 7)



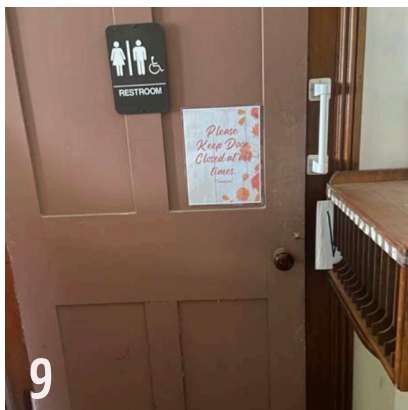


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- Turn off lights at foot of stairs on wall near the restroom and check the restroom light. The light at the foot of the stairs also turns off lights in Narthex.. (see picture 8)

- Close door leading to hallway where the side exit is and make sure lights are off in that hallway. (see picture 9)



- Turn off Social Hall lights (switch is to the left of the double door as you come into the social hall from the infant room (parlor), next to the fire extinguisher). (see picture 11)

- Check to make sure coffee machine is unplugged behind the machine.

- If ceiling fan is on, it can be turned off with the switch behind the coffee machine.

- Turn off kitchen lights and make sure outside light is off (switches to the right of the kitchen door, to the left of the stove).

