

Lock-Up Check List Miami Valley UU Fellowship

1. All lights should be off except the light in the main entrance door foyer. Be sure all slider type light switches close until they click.
2. All blinds should be closed. On Sundays, the Worship Associate should close Sanctuary blinds but this does not always happen.
3. Check that all exterior doors are locked and fully closed. Do this even if delegating final lock-up, as keys are needed to lock most exterior doors. Back door to patio needs to be checked from outside (outside handle might be unlocked even when bars are in locked position or vice-versa)
4. Classroom wing: Check the windows in all seven classrooms. Close all classroom doors. Check the two exterior doors **A** and **B** (see Building Diagram for door labels).
5. Founders' Room: check windows, close blinds, close doors.
6. Rest Rooms: Check rooms. Turn off lights.
7. Gathering Space: Check exterior back door **D**.
8. Offices: Check windows. Close and lock doors. If needed, office door can be locked but left open with closure delegated to someone still present (a key is needed to lock office doors).
9. Kitchen: check windows and exterior door **C**. Check that stove/oven are off.
10. Sanctuary: check windows and exterior door **E**. Close interior doors to Gathering Space.
11. Front doors **F**: lock and fully close. Check from the outside as you leave.
12. Thermostats: No action now, but we expect updates when new thermostats are installed.
13. If any cleanliness problems noted, please contact Program Council Rep., Operations Rep., or Fellowship Administrator.

Sunday Lock-Up: On Sundays, a Program Council rep is assigned lock-up. However, if building is still in use when that PC rep leaves, that Program Council rep completes tasks above as much as possible and delegates the final lock-up to a responsible person still in the building, reminding that responsible person of the availability of this check-list on the front foyer table and in the Program Council Chair mailbox.

For problems or questions, contact Program Council Chair Lynn Buffington (ABUFFLG@Gmail.com, text or call 937-657-0426) or Operations Rep David Dickey (itsupport@mvuuf.org, text or call 937-266-7146). Thank you!