

Checklist for Building Opener

Heritage Universalist Unitarian Church

- Fill out the information at bottom of this side.
- Unlock front door and turn alarm off.
- Set thermostats as appropriate for temporary room use.
- Give a tour of the building to those who will be in charge of the event.
 - Point out where tables and chairs are stored.
 - Point out the “Care and Cleaning of the Kitchen” poster.
 - Point out the emergency numbers at the bottom of this sheet.
 - Point out the telephone in the kitchen.
 - Point out that we would like them to get their deposit back.
- Leave this document with the people in charge of the event.

Event Name and Date _____

Emergency Contact _____

HUUC Opener:

Name _____

Phone _____

Signature _____

HUUC Closer:

Name _____

Phone _____

Signature _____ (upon completion of closing)

Checklist for Building Closer

Heritage Universalist Unitarian Church

<i>Sanctuary</i>	<i>Heritage Room</i>	<i>Great Hall</i>	<i>Classrooms/ Youth Room</i>	<i>Kitchen</i>	<i>Pre-K and Nursery</i>	<i>Bathrooms</i>	<i>Offices</i>
*The thermostat should not be on “Hold”. If it is on “Hold” press the “Hold” button to clear.							
Thermostat*	Thermostat*	Thermostat*	Thermostat*		Thermostat*		Thermostat*
Lights off.	Lights off.	Lights off (check storage closet).	Lights off.	Lights off (check storage closet).	Lights off.		Lights off.
Windows locked.			Windows locked.	Window locked.	Windows locked.		Windows locked.
Window alarm tab attached.	Window alarms attached.		Window alarms attached.		Window alarms attached.		Window alarms attached.
<i>Sliding doors:</i> close, lock, bars in place, alarm tab attached. ----- <i>Emergency door:</i> push on door frame to be sure it's locked, then pull back toward you to fully close door.	Lock** Doors then push on door frame to be sure it's locked, then pull back toward you to fully close door. ** Set locks to match markings.	Lock Doors then push on door frame to be sure it's locked, then pull back toward you to fully close door.	Lock** Doors then push on door frame to be sure it's locked, then pull back toward you to fully close door. ** Set locks to match markings.	Make sure door is closed & locked. May need to check from outside. ----- Pass-through Openings: Close overhead doors.	Make sure door is closed . May need to check from outside.		
Photo-electric motion alarms not blocked.		Coffee maker off.		Stove tops and ovens off. Exhaust hood off.		Check to see that toilets and urinals are flushed.	
Trash emptied.	Trash emptied.	Trash emptied.	Trash emptied.	Trash & recyclables emptied and taken out.	Trash emptied.	Trash emptied.	
Candles out.	Candles out.	Candles out.	Candles out.	Candles out.	Candles out.	Candles out.	Candles out.

Lock the front doors.

Turn on the alarm system, then leave quickly.

Updated March 8, 2015