

Opening the Meetinghouse

unlock doors and dog them with push bars down

open windows if appropriate - balcony windows and/or bottom, others (the pole for opening the top half is in the meetingroom storage closet)

check to see the offering boxes are in place and the little doors in back of them are closed

check to make sure the bulletins are out, and the braille song sheets for Lolly are out (if not, they are in the outer office under the north-facing window)

straighten chairs in meetingroom if needed for easy access

turn on lights for unprogrammed worship, in the hallways and library

open both south doors and one northeast door to main meetingroom to make it more welcoming

check placement of podium - for unprogrammed meeting, podium should be pushed up against the wall

put battery from charger in black (newer) microphone and turn on sound system - DO NOT CHANGE SETTINGS ON INDIVIDUAL DIALS - one switch turns everything on

turn fans on low

if monthly meeting Sunday, put out clerk's table found in the meetingroom storage closet

turn on lights downstairs

check bathrooms for any problems - toilet paper supply, paper towel supply, toilets flushed and working

Closing the Meetinghouse

turn off sound system (one switch on left side as described on instruction on case), and place rechargeable battery from the microphone in recharger (check that the battery says it is rechargeable - putting a regular battery in the recharger will damage it and could cause fire)

turn off lights and fans in meetingroom

turn off lights in the hallways and library

check that outer office door is locked (same outside door key) if treasurers are finished

turn off light and fan in the upstairs bathroom - check that toilet is flushed

close (and lock as you can) all windows

turn off lights downstairs

check the kitchen to make sure oven is off

check lights and fans in the bathrooms downstairs - be sure toilets are flushed and working

un-dog the doors - both entrances, and lock south door with key if it's unlocked