

Unlocking the Building

If you are the first one to arrive at the building, please do the following:

1. **Use your exterior building key to let yourself in the building**
2. **Deactivate the alarm by simply entering in your 4-digit code**
3. **Unlock the bars on both doors so the building is accessible**
 - Exception: If there are only 1 or 2 women in the building, the doors can be left locked for security purposes
4. **Turn the overhead lights on and turn the office lights on**

Locking Up the Building

If you are the last one to leave the building, regardless of what else is happening in the church later that day, you are required to do the following:

1. **Make sure all doors are shut completely (the large overhead door in the garage, the kitchen access door (garage), the office access door, the door from the office to the sanctuary, the emergency doors in the sanctuary, and the front double doors).**
2. **Turn off ALL lights:**
 - Offices
 - Kingdom Kids
 - Sanctuary
 - Blue Room
 - Big Room
 - Garage
 - Kitchen

3. **Turn off all lamps and wax melters.**

4. **Lock the sanctuary doors, the garage door, the office door AND the front doors (do this before you set the alarm).**

If the bar on the front door is pushed in, the door is unlocked. To lock the door, insert your hex key in the small hole on the outside of the bar, while pushing the bar in, and turn the hex key until it clicks. The bar should then pop out. Make sure that both doors have the bar out before you leave.

*The BINGO Hall has access to our building if the garage door is unlocked. It's imperative that it stays locked for security reasons.

5. **Set the alarm**

Make sure the alarm key pad says "System Working." Type in your 4-digit code and then press the button under "Perim" to set the alarm. You will then have 45 seconds to walk out of the building without triggering the alarm.

If the alarm key pad says "System Not Working" wait 10-15 seconds to see if it switches back to "System Working." If it does not, then there is a door open somewhere in the building. Go back to step 1 and check all doors.

Note: ALL employees are responsible for their work areas and need to be diligent with turning lights, lamps, and wax burners off when you leave your space, regardless of if it is being used later or not. DO NOT make your co-workers turn your lights off – lets honor each other by being good stewards of the resources God has given us, even the little things.

Consequences

Should the required lock up procedures not be followed, the following consequences will occur:

PAYMENTS TO THE PIGGY BANK	<u>1st Strike</u>	<u>2nd Strike</u>	<u>3rd Strike</u>
Lights Left On	\$1.00 per room	\$2.00 per room	\$3.00 per room
Doors not Locked	\$5.00	\$10.00	\$15.00
Alarm not set	\$2.00	\$4.00	\$6.00
Lamps/Wax melters turned off	\$0.50 per unit left on	\$1.00 per unit left on	\$2.00 per unit left on

The Piggy Bank is located in Jenny's office and payments must be turned in within 24 hours of the strike. All proceeds of the Piggy Bank will go towards a staff treat, when it reaches a suitable amount.

In the event of a fourth strike, you will lose your key privileges for one week. A fifth strike will be two weeks, a sixth strike will be three weeks, and so on and so forth.