

BUILDING OPENER: _____ DATE: _____

OPEN UP: 7:30 AM

FALL/EARLY WINTER

DONE:	AREA:	NEED:
	WALK THROUGH THE	BUILDING TO BE SURE EVERYTHING IS OK.
	COMMONS	OPEN, UNLOCK FRONT DOORS (<i>Right Side</i>)
		TURN ON LIGHTS
		TURN ON HEAT(As needed)
	WORSHIP CENTER	TURN ON LIGHTS/TORCHIERES
		Heat on program. IF very cold, turn on Overhead Heaters to 74 degrees.
	KINDERGARTEN ROOM	TURN ON HEAT AS NEEDED (Does this Rm. & Youth Rm.)
		TURN ON LIGHTS (Switch is to the LEFT of the double doors going into the Worship Center)
	YOUTH ROOM	TURN ON LIGHTS (Switch is to the LEFT as you enter the room from the Kindergarten Room)
	COMMUNITY ROOM	PROP OPEN DOUBLE DOORS
		TURN ON LIGHTS
		TURN ON HEAT, AS NEEDED (Thermostat is to the RIGHT of the door to the Play Yard)
	PRAYER ROOM	OPEN DOOR
	FRONT ROOM (JAM)	TURN ON LIGHTS
		Heater on Program
	NURSERY	TURN ON LIGHTS
		TURN ON OVERHEAD FAN (As needed)
		OPEN DOOR INTO MOM'S ROOM
	MOM'S ROOM	TURN ON LIGHTS
		Heater on Program
	OFFICES	TURN ON THE LIGHTS