

University Lutheran Church of Hope

601 13th Ave SE

Minneapolis, Minnesota 55414-1437

Check List for Building after Sunday Services

July 2, 2009

Sanctuary

1. Lights off
 - a. Main switch in Narthex.
 - b. Balcony and outside switches – behind the door on wall. (Move all switches to the center.)
 - c. Hang-down house lights – the switch is near the Sacristy door
 - d. Chancel lights – slider and switch by door from Sacristy into sanctuary, as well as fan switches.
 - e. Center spot may be plugged in behind the organ – unplug.
2. Heat/AC
 - a. Turn the two thermostats to 65 degrees (on wall, each side of transept – winter use).
 - b. Turn off all portable fans, as well as ceiling fans.
 - c. Close all doors and windows (be careful of stained glass windows – some are being slammed and damaged).
3. Sound System
 - a. There is one master switch for the sound system. It is located on the wall outside the Sacristy door, between the door and the lift. When the light is lit, the entire system is ON. When it is not lit, it is OFF. It takes a few seconds for the light to go off when one hits the switch. **The system should be OFF when not in use or it will overheat the components.**
 - b. Return all portable microphones, hand-held microphones etc. to the locked cupboards in the Sacristy. Only the pulpit microphone stays out. Close the top on the sound panel in the balcony.
 - c. Do not wrap the head piece around the sending unit – it wears through the wires.
 - d. Check the organ – that also should be shut off when not in use, although the key should stay in the organ.
4. Clean up the Sacristy – make sure things are clean and returned to proper places and the doors are all locked, including the cabinets and the room itself.
5. Check doors and windows in the rest of the building – all should be shut and locked after a service. Kitchen cleaned, burners off etc. – just check to see if everything is in order.
 - a. Leave can lights lit in front hallway facing 13th Avenue.
 - b. Leave lights on in north entrance to parking lot.
 - c. One light on lower staircase going to kitchen/Fellowship Hall should be left on.