



Building Lock Up Policy

These Procedures are intended for the “Key Holder” for CFBC groups, activities, and committees and for outside groups using the building. When you request and are assigned a building key, you assume full responsibility for the Key and agree to the following procedures when closing the building and to follow all applicable Building Use Guidelines

1. NEVER duplicate the key.
2. Do not loan the key. If someone needs a key, they need to contact the Church Administrator.
3. If you are the keyholder responsible for locking up when leaving the building, always check for other groups using the facility.
 - a. If there is another group meeting in the building when you leave, speak to the Key Holder for that group and let them know you are leaving and that they are responsible for locking up.
 - b. If you can't find anyone to tell that you are leaving, then lock-up the building.
 - c. NEVER leave the building without telling another Key Holder or locking up.
4. To close and lock-up the building, the following areas need to be checked:
 - a. Check all areas to be sure they are clean and orderly. Report any problems to the Church Administrator.
 - b. Be sure all the exit doors are locked and secured by pushing on them (some of the handles stick and look closed when they are not.) This includes:
 - Sanctuary Doors to the back parking lot
 - Ramp door by women's washroom
 - Double doors on stairs at main entrance
 - Upstairs doors by office and rear door at end of hall
 - c. Main floor — Walk through to be sure all LIGHTS are OFF.
 - d. 2nd Floor Offices — Check that all lights are off, and doors are closed
 - e. Restrooms;
 - Check to see that restrooms are clean and orderly
 - Be sure water is not running
 - Check to be sure lights are out
 - f. Kitchen;
 - Stove and oven are off
 - Coffee makers are off
 - Food and beverages are appropriately dealt with
 - Dishes are washed and put away

5. LOCK and check the Upstairs Door and set alarms as you are the last out of the building.