

**VIII. PEACE CHAPEL**

- A. Check the floor for messes/trash.
- B. Turn off HVAC controls.
- C. Turn off all lights.
- D. Close the double doors.

**IX. FRONT LOBBY**

- A. Empty all trash.
  - 1. All trash should be disposed of in the big dumpster in the back lot.
- B. Turn off HVAC controls.
- C. Turn off any space heaters or fans.
- D. Make sure double doors to the hallway are closed.
- E. Make sure there is no sensitive information left out on the front desk or computer.
- F. Turn off or "sleep" computer.

**X. YOUTH ZONE**

- A. Turn off all lights.
- B. Turn off HVAC controls.
- C. Make sure there is no food or messes left out.
- D. Empty trash
  - 1. All trash should be disposed of in the big dumpster in the back lot.

**XI. EMPLOYEE RESTROOMS**

- A. Check for leaks or messes.
- B. Turn off lights.
- C. Employee restroom doors can remain open during the week for circulation.

**XII. WEST HALLWAY**

- A. Check to make sure no one is left in offices/conference rooms.
- B. Make sure all room lights are off.

**XIII. NOW THE FACILITY IS SECURE TO LEAVE**

- A. Activate the alarm.
- B. Turn off the hall light on your way out.
- C. Make sure the door shuts securely behind you.

I understand that the procedures in this manual are mandatory, and if I am the last person in this building that I am responsible for all procedures being completed.

Accepted by: Chet Phwalik  
Employee Name

Chet Phwalik  
Signature

Today's Date: 7/5/22

**In case of emergency please call 911. In case of a non-911 urgent matter call:**

Rev. Eric Donaldson  
Sr. Associate Minister

901-461-3403

Debora Garcia 916-504-0977  
Operations Manager

Sacramento County Sheriff 916-874-5115  
Non-emergency line