

Church Facility Lock Up Process

*Please use this step by step guide to correctly secure our Church Building. There are **14 Exits and 1 Garage door (17 individual doors in total)** that need to be locked up every week in total ! Use the Allen Key or Key to lock all doors which can be locked from the inside or outside of the door!*

- Ensure all exterior entry points to the facility are secure.

- Backstage Doors

- 1 Perimeter Door in Backstage



- Garage door is down & locked



- Lobby Doors - use the Allen key to lock the right side of the door from the inside and use the other key to lock from the outside

- 5 Exterior Entrance



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- Indoor Play Area



- Leadership Development Room Elementary Auditorium Exit Door

Grace City Kids Elementary Door



Leadership Development Room



- Pull these doors in tight from the inside & then push on the door to make sure it's locked.
 - Office Door near the reception's desk

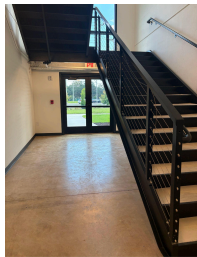


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- **Legacy Hall Outside Door**



- **1 Emergency Exit Stairwell Doors (Go through the door next to the Offices)**



- **2 sets of Double Exit Doors in the Broadcast Wing**
 - 1 set is near the editing room and the other is near the Broadcast Audio room

(Go through the double doors of the GCK Wing near the Nursery Classroom & Roof Access Door)

