

St. Mark's Lock & Secure Doors Checklist

Doors Numbers Are Posted Above The Interior & Exterior Jams

Close any interior fire doors you find propped open

- Narthex – Locking up after Sunday 10:00 A.M. service**

O	Door #1	STAYS OPEN-keep unlocked	For 12:00 PM service
L	Door #1A	Lock & securely close	Standard key from outside
O	Door #2	STAYS OPEN-keep unlocked	For 12:00 PM service (ADA Door)
O	Courtyard	STAYS OPEN-keep unlocked	For 12:00 PM service

- Narthex – Locking up after any other service or event**

L	Door #1	Lock & securely close	Crash bar 5/32 hex/allen wrench
L	Door #1A	Lock & securely close	Standard key from outside
L	Door #2	Lock & securely close	Crash bar 7/32 hex/allen wrench
L	Courtyard	Lock & securely close	Standard key from inside

Proceed through the interior doors in the narthex

- Hallway outside narthex (statue doors)**

L	Door #3	Lock & securely close both	Standard key from outside
----------	----------------	---------------------------------------	---------------------------

Proceed up stairs through office to upper level education wing

- Education wing front doors upper level**

L	Door #4	Lock & securely close both	Standard key from outside
O	Door #5	Open For Sunday School	Door will be locked after 11: 00 A.M. SCS

Proceed down upper level education wing corridor then down back stairs

- Education wing lower level (playground doors) -**

L	Door #6	Lock & securely close both	Crash bar 5/32 hex key/allen wrench
----------	----------------	---------------------------------------	-------------------------------------

Proceed down corridor of education wing- turn left - exit door #9 to rear courtyard

- Courtyard Lower Level (check doors from outside)-**

L	Door #7	Lock & securely close	Standard key (HVAC room)
L	Door #8	Lock & securely close	Standard key (storage room)
L	Door #9	Lock & securely close	Standard key-hold in crash bar
L	Door #10	Lock & securely close	Standard key-hold in crash bar
L	Door #11	Lock & securely close	Push/turn lock inside door knob (kitchen)

L	Door #12	ADA Door	Americans with Disabilities Act Door
L	a.	Lock & securely close	Standard key from outside
L	b.	Lock & securely close	From inside 5/32 hex key/allen wrench
L	c.	Turn off door motor	Toggle switch to "off" (middle position)
L	d.	Test it – Hit Push Plate	Motor will burn out if switch not "off"