

Second Unitarian Church of Omaha

# **Procedure for Locking Up**

- 1. Close Windows**
- 2. Turn Off Lights**
- 3. Make sure all exterior doors are locked including the double doors in the RE worship area**
- 4. After locking the front door, pull on the handle to be sure the door is latched and secure**

Procedure Updated: June 26, 2009

Procedure Owner: Building & Grounds Committee