

NDPC Building Locking/Unlocking Procedures

SANCTUARY BUILDING (Alarmed)

UNLOCKING SANCTUARY BUILDING

Lower Lobby

- Enter the Lobby door (main office) and disarm the alarm.
- Main Lobby Doors: To unlock the lobby exterior door, use the "hex" key/allen wrench found on the top of the "exit" button box to the left of the doors. Push in the crash bar, put the hex key in the hole in the crash bar and turn until the crash bar is locked in place. The door should open and close freely.
- The left lobby door has a magnetic lock engaged. To disengage this lock there is a switch box in the church office located behind the copy machine. Simply switch the maglock "off".
- Lobby doors to Connector/Fellowship Hall: Turn the deadbolt lock on the right door. To unlock both doors, there are two "switches" located at the top and bottom of the left door. Simply flip the switches to de-latch the door and prop open.

Sanctuary

- Unlocking exterior doors (Medlock street side doors): On the left door, push in the crash bar, put the hex key in the hole in the crash bar and turn until the crash bar is locked in place. The door should open and close freely. Hex keys are found in the key boxes located on the door frames. The outside handle will not turn but the door should open and close with freely.
- On the right door, there are two "switches" located at the top and bottom of the door. Simply flip the switches to de-latch the door. You will need to use the same crash bar procedure as above to allow the door to open freely.
- Narthex doors to Connector/Education Building: Turn the deadbolt lock on the right door. To unlock both doors, there are two "switches" located at the top and bottom of the left door. Simply flip the switches to de-latch the door and prop open.

LOCKING AND SECURING THE SANCTUARY BUILDING

Sanctuary

- Exterior Doors (Medlock Side): Use the hex key to disengage the crash bars. Latch the right doors using the switches at the top and bottom of the door.
- *Double check!* Push on both doors to double check they are fully closed. Check to see that the exterior handles do not move. If they move, find a staff member or someone with a Sanctuary building key as this is the only way to lock the door.
- Narthex doors to Connector/Education Building: Flip the switches on the left door to secure it in place. They are located at the top and bottom of the door. Turn the deadbolt lock on the right door.
- *Double Check!* Push on the doors to make sure they are fully locked in place.

Final Walk Through

- Choir Loft: Make sure the door to the elevator is locked. (deadbolt lock)
- Narthex: Check the Medlock street side doors then the Connector doors.
- Sanctuary doors: Check the Medlock street doors located next to the baptismal font then check the doors on the pulpit side.
- Close the door at the bottom of the stairwell leading to the 1st floor.
- Choir Room: Check the door at the back of the choir room. Handle switch and deadbolt.
- Parlor: Check the dead bolt lock.
- Lobby: Check the Connector doors, main entrance doors.
- Set the alarm and be sure to pull on the doors after you walk out to make sure it's fully closed.

Double Check! Push on the doors to make sure they are fully locked in place.

EDUCATION & CONNECTOR BUILDINGS

UNLOCKING THE EDUCATION BUILDING [FELLOWSHIP HALL]

Fellowship Hall Lobby

- Main Lobby Doors: To unlock the lobby exterior door, use the "hex" key/allen wrench located above the door closing arm at the top of the LEFT door. Push in the crash bar, put the hex key in the hole in the crash bar and turn until the crash bar is locked in place. The door should open and close freely.
- Other exterior Fellowship Hall doors, Connector doors, and Education building doors should not be unlocked.

Final Walk Through

All doors with crash bars need to be checked that that crash bar is in the out (moveable) position and the door is fully pulled in and latched at the top and bottom. When in doubt, push on the door to double check!

- Lower floor of the Connector Building: Begin by the elevator making sure the doors to the Church Building Lobby are locked. Next the door in the corner that exits to the garden, the door beside Clint Miller's office, and the door at the bottom of the staircase. (Walk up the stairs)
- Second floor Connector Building: Begin by the elevator making sure the doors to the Church Building Sanctuary are locked. (Walk to the Education Building, turn right and go to the end of the hallway.)
- Second Floor Education building: There are 4 doors that must be secured (other than classrooms). Moving from the back of the building to the front.
 1. Back Door: Check the back door that leads outside to make sure it is fully closed and latched.

2. Back Staircase Door: On the left just prior to the restrooms. Check that there are no restroom occupants.
3. Connector Hallway Doors: Lock the two doors leading into the Connector Building [This door uses an interior door key.]
4. Main Staircase Door: This door leads to the Fellowship Hall Lobby.
 - Fellowship Hall: Once down the staircase, walk along the parking lot side and check the two sets of double doors as you make your way to the kitchen.
 - Look in the kitchen door to see the exterior door in the kitchen is locked.
 - Make sure the kitchen doors are locked.
 - Check the exterior door just past the water fountain. Just push on the door. Crash bar should be in the out position.
 - Check the double doors leading to the garden.
 - Check to see that the bathrooms are clear in the Lobby.
 - Finally, lock the lobby doors with the allen wrench/hex key and place it back above the door frame. Make sure the door fully closes behind you.

When in doubt, push on the door to double check!