

Lock-Up Checklist
Grace Church, Yorktown

In compliance with the Risk Management Program of the Diocese of Southern Virginia

When meeting in one of the Grace Church Facilities, please follow the procedures listed below:

Church and/or Choir Room:

- Turn off all electrical and/or sound equipment
- Turn off all lights
- Secure and lock the front doors to the church
- Secure the deadbolt lock on the door between the sanctuary and the sacristy
- Secure and lock the side door to the sacristy

Riverview:

- Clean floors, tables and counters of any spills or food debris
- Turn off or unplug all electrical appliances
- Turn off all burners and oven on stove
- Properly dispose of all leftover foodstuffs
- All trash must be bagged and placed in the large trash container outside the parish hall
- Turn off all lights
- Secure and lock front and back doors; close all windows

Parish House:

- Please do not place food products, scraps, particles of any kind down the kitchen sinks
- Turn off all electrical appliances
- Clean floors, tables, and counters of any spills or food debris
- Secure and lock side, kitchen, nursery, front and lower level doors
- Close and secure all windows
- Turn off all lights