

**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