

Job description – Open Up and Lock Up



OPEN UP

Remember to bring your key and tag.

Arrive by 10am.

Enter through the York St Door. It is likely others such as musicians have already arrived but disable the alarm if required.

Unlock the main gates but leave them closed. It is the job of the Greeters to push open the gates when they are ready.

Use the keypad near the lift entry to unlock the glass doors, push open the middle 3 doors.

LOCK UP

Rough sleepers may come into the building while it is open and attempt to remain behind after we leave. Alternatively, they may open a window which is used later to gain access to the building. It is important for their safety that they not be left in the building overnight and important for staff, cleaners or hirers who may enter the building alone the next morning that the building be left empty and secure. We also have a duty of care to those who sleep in the apartments above the church.

Check the following spaces in order and turn off all lights:

- First floor offices and toilets.
- Ground floor side rooms and toilets. (Check York St side-room windows are latched)
- Kids Church area, Garbage room and basement level toilets.
- Lift

Turn off all auditorium lights (panel in the dining room) and foyer lights (panel in York St exit) as you leave. Padlock main gates, arm the alarm and lock York St door.

LOCK UP SUNDAYS

Because other users are coming in the building in the afternoon, simply turn off lights inside the church and lock the glass doors from the foyer into the auditorium. Do not alarm the building, turn off foyer lights or close the gate.

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