

CLOSING PROCEDURE

Check restrooms:

1. Ensure floor/counter free of trash
2. Check that faucets are not dripping
3. Turn off lights

Kitchen Area

1. Dishes should be washed (if used) and put away
2. Area should be free of refuse
3. Food should be removed from premises or discarded

Walk Through:

1. Take a moment to assess each open classroom and the copy room for spills or messes that need to be cleaned up, or recycling/trash that must be handled

When leaving:

1. Turn off all lights
2. Close (and lock) all interior doors
3. Lock all exterior doors (see below for procedure)
4. Double check that all three exterior doors are locked

Please communicate any problems, broken items, or questions to Theresa at admin@tapestryuu.org or 949.581.0245

In case of a building emergency, phone numbers are posted on Minister's office door.

How to Lock and Unlock the Panic Bars Using the Allen Wrench Tool

The door panic bar is the horizontal metal bar on the inside of each door of the main entrance, about waist high. It is the bar you depress as you exit. It looks like this:



There is a hex key that controls the locking mechanism (also known as an Allen wrench). There are two – one hanging on a brown cord on each far side of the doors, right and left. The Allen wrench/hex key looks like this:



This tool locks/unlocks the panic bars on the doors. It should be used to keep the doors in the “unlocked” position during your time using the suite, so people can come and go without the door locking behind them each time they go out and then wish to re-enter.

- To unlock the panic bar on the doors, insert the hex key into the opening (small hole) located on the panic bar; hold the bar in while turning the key/tool until the bar stays depressed on its own.
- To release the panic bars before you leave, you insert the hex key into the opening until the bar pops back to the un-depressed position. Then, when you exit and close the door, it will lock on its own behind you.

**BE SURE THE DOOR IS LOCKED WHEN YOU LEAVE.
TRY IT ONCE YOU ARE OUTSIDE TO MAKE SURE.**