



*Serving the Parishes of Our Lady of Mercy,
Queen of Peace, Sacred Heart, St. Benedict,
St. Joseph, St. Michael, St. Thomas d'Aquin*

Welcoming Communities, Encountering Christ, Sharing Faith, Caring for All

SITE SECURING CHECKLIST: ST. BENEDICT

- ☐ Check all doors to make sure all are locked. NOTE: the Lansdown doors have latches on the right-hand door that must be set properly to ensure doors are securely locked (top latch down, bottom slider latch on left-hand door)
- ☐ Check hall, bathrooms, children's liturgy room and kitchen; make sure kitchen outside door is closed tight and the emergency door in hall is also closed tight
- ☐ Turn lights off in the foyer and in the parish hall
- ☐ Turn lights off in the church, leaving the last switch (far right) on
- ☐ Turn off the power bar switch on audio system in the sacristy
- ☐ Close the blinds in sacristy
- ☐ Close the closet door to safe in sacristy
- ☐ Close the two doors in sacristy and the door to office
- ☐ Make sure the door from the office to the hall is closed
- ☐ Turn off lights in office
- ☐ Set the alarm on the way out

Name of group or individual using the site: _____

Print Name: _____ Date: _____

Signature: _____ Time: _____