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1.0 Purpose

To ensure the safety and security of the UUCG building and its occupants

2.0 Revision History

Approved Date	Effective Date	Change	Ref. Section
10/18/2006	10/18/2006	New Document	

3.0 Church Bodies Affected

All affiliated and affinity groups, committees, members and friends of UUCG as well as outside organizations, groups and individuals utilizing space at UUCG.

4.0 Policy

The building's interior and exterior will be secured and in a state of efficient energy use when unoccupied or when the building has limited occupancy and is vulnerable to unwanted intrusion.

5.0 Definitions

- 5.1 *Building Closer Checklist* - Checklist form which states exactly what tasks are to be performed in what areas.
- 5.2 *Event Closer* – Person responsible for securing areas used by the event as well as entrances.
- 5.3 *Staff Closer* – Person responsible for securing Administrative wing, common area, as well as other areas which might have been used by UUCG staff.
- 5.4 *Sunday Closer* – Person responsible for securing entire building following final Sunday morning worship service.

6.0 Responsibilities

- 6.1 The Sunday Closer is responsible for verifying that all elements of the Building Closer Checklist have been addressed.
- 6.2 The Event Closer is responsible for verifying that all elements of the Building Closer Checklist for which the individual had responsibility during the event have been addressed. Also, if this person is the last to vacate the building they are responsible for insuring the common/entry area portion of the checklist has been checked.
- 6.3 The Staff Closer is responsible for verifying that all elements of the Building Closer Checklist for which that individual had responsibility have been checked.

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7.0 Procedures

7.1 Sunday Closer

- 7.11 Each member of the Board will serve as Sunday Closer for a one month period.
- 7.12 A signup sheet will be circulated among the Board members before each new fiscal year.
- 7.13 The designated Sunday closer is responsible for finding a replacement for any Sunday that person cannot perform such duties.
- 7.14 Sunday Closer will close the building approximately one hour after the end of the last Sunday worship service of the morning.
- 7.15 In the event that a group is meeting in a portion of the building, which prevents the Sunday Closer from processing that area, the Sunday Closer will request a member of that meeting to act as Event Closer. A clear understanding must be reached. Such exception should be noted at the bottom of the Building Closer Checklist, indicating the nature of the event (e.g. LRE Meeting) and the name of person securing that area.
- 7.16 The Sunday Closer will make an entry on the Building Closer Checklist as to the date/time the building was closed.

7.2 Event Closer

- 7.21 Event Closer will close the building at the end of the event
- 7.22 In the event that a group is meeting in another portion of the building which prevents the Event Closer from processing that area, the Event Closer will request a member of that meeting act as Event Closer.
- 7.23 The Event Closer will make an entry on the Building Closer Checklist as to the date/time the building was closed.

7.3 Staff Closer

- 7.31 The Staff Closer will close the building at the end of the workday or when the staff vacates the building.
- 7.32 In the event that a group is meeting in another portion of the building which prevents the Staff Closer from processing that area, the Staff Closer will request a member of that meeting act as Event Closer
- 7.33 The Staff Closer will make an entry on the Building Closer Checklist as to the date/time the building was closed.

7.4 Reporting

- 7.41 Anyone finding a violation of this policy should report it to the Congregational Administrator.