

Closing-Up The Temple Checklist



Check that all of the **doors** are locked.

Check all of the **windows**, make sure that they are locked.

Check the **heat**, and make sure it's off.

Turn off all of the **lights**.

(Please note that the eternal light over the torah stays on all the time.)

Turn off light switches by the door to the storage room.

Turn off the **coffee maker and any appliances**.

Make sure that we take any **lit candles** from services, and place them in the kitchen sink so that they can extinguish themselves safely.

Lock both gates on the outside of the temple with the padlock.

Finally, **turn on the alarm** , exit the building and lock up.

And, FYI- please place all incoming **mail** in a box by the door.