

Opening-Up The Temple Checklist



Open the temple **30 minutes before** event start time.

Please place all incoming **mail** in the box by the door.

Open the doors in the front of the building as needed, and also open the kitchen back door to the back parking lot.

Open up the gates.

The key for the gates is located in the room with the round table, on a key ring hanging on the wall to the right of the mailboxes. Keys are labeled.

Please set up the **wheelchair ramp if needed.**
It's located in the storage area behind the kitchen.

If it is cold, turn on the **heat** with the thermostat on the wall in the sanctuary near the school room.

Turn on all of the **lights**, including the outside back parking lot light. The light switch for the outside back parking lot light is located in the kitchen by the door to the storage area where the extra chairs are kept, almost opposite the stove

For services: set up Shabbat **candles** and menorah candles and include matches. Candles are located in the cabinet beside the bimah

Set up **chairs** (note: usually they are set up already). **Tables and tablecloths** might also need to be set up for potlucks and other events.

If you need help, ask!

