

OCEAN VIEW PRESBYTERIAN CHURCH SECURITY CHECKLIST

Location	Item	Condition
Sanctuary		
	Sign lights	On
	Front storm Door	Closed & latched on the inside
	Front doors	Closed & locked
	Inside Front Doors	Closed
	Parking lot light	On
	Church Chancel door	Shut & locked
	Sanctuary window candles	On
	All other lights	Off
	Thermostats (2)	as set by auto thermostat
	AED	Check in window for flashing green light
Fellowship Center		
	West door	Closed & locked
	Double door	Closed & locked
	Rest rooms	Water off and comodes not running
	Kitchen	All small appliances unplugged except microwave
	Refrigerator	Door closed and power on
	Sink	Water faucets off. (Report drips)
	Women's Closet	Closed & locked
	Outside kitchen door	Closed & locked
	East door (nursery)	Closed & locked
	All inside lights	Off
	Television	Power off
	Thermostat	Set to program 65 winter-78 summer
	Parking lot light	On
	Security light over kitchen door	On
	Kitchen Door Light	Off
	Hose bib by kitchen door	Shut off
	Portico Light	On by sensor

Memorial Hall		
	Hose bib outside of West Door	Off
	West doors	Closed & locked
	Hose bibs on Church Street side (2)	Off
	Rest rooms	
	Commodes	Not running
	Lights	Off
	Doors	open in winter if temp is <35 deg
	Slop sink	Door open in cold weather
	Thermostats (3)	
	Winter	60
	Summer	80
	HVAC Fan control in thermostat	Automatic
	Ceiling fans (3)	Off
	Lights and Fans	Off
	Emergency exit door (east)	Closed & locked
	Windows	Closed & locked
	Kitchen	
	Water	Off
	Small appliances	Unplugged except microwave
	Stove Pilot lights	Guard in place (5)
	Freezer	Inside thermometer to Zero or below
	Refrigerator	Temp 36-38 on thermometer above door
	Dishwasher	Off
	Doors	Open to hall/closed to Mem Hall
	Machinery Room	
	Light	off
	Door	Closed & locked
	East Door	Closed & locked
	Outside North & South walls security lights	on
	Church and Pastor's Offices	
	Office doors	Closed & locked
	Windows	Closed
	Inside lights	Off
	HVAC Units	Off or 64 Winter/78 Summer
	Keurig Coffee machine	Off
	Church office outside lights	On sensor
	Outside Security lights (South and East)	On
	Garage	
	Outside security lights (2)	On
	Doors	Closed & locked
	Interior lights	Off
Sketch of security light locations is on the machinery room file cabinet		
	Updated 7/2/18	Master copy on OVPC office computer