



Ralph Connor Memorial United Church

"The Little White Church on Main Street, Canmore"



DUTIES FOR KEYHOLDERS

Please note that if you are a keyholder you are responsible for ensuring the following:

- All the doors are checked and locked, this includes the kitchen door, the courtyard door, the back door and the main doors to the Sanctuary.
 - When checking the double doors in the Sanctuary/Narthex the second door must be checked. In order to ensure that this is secure please double check the right hand door latches on both the bottom and top. The bottom latch must be secured to activate the 11pm alarm system.
- All the lights are turned off (including the kitchen, upstairs, bathrooms and the sanctuary)
- If you have adjusted either the main or sanctuary thermostat that it is returned to the proper temperature.
- The stove and oven are off and the dishwasher is propped open.

Please double check the above when you leave or speak to the keyholder that remains in the building that they will check these things prior to leaving.

Many thanks for helping keep our building secure and energy efficient!