

## Key holders

### *Alarm code*

- The key is your responsibility.
- Do not lend the key and give out the alarm code to anyone else.
- Do not keep the alarm code with the key.

### *Entering building*

- After opening the door go straight to the alarm panel and enter the code (do not enter any other room as the alarm will go off).
- There is a delay of 30 seconds in which to enter the alarm code. It should show "OPEN" when you are successful. If the alarm sounds don't panic but enter the alarm code. If you 'fumble' enter the code again correctly. The alarm will be disabled.
- If you are the only person in the building relock the front door behind you by the Yale lock. This is for your security and the security of the church.
- If you need to keep the front door unlocked, switch on the separate intruder alarm (situated in cupboard on left-side of store off Steve's office).

### *Leaving the building*

- Check that the side gate is locked with the padlock.
- Check that the side door is locked (Chubb lock only, not Yale lock).
- Check kitchen hob and ovens are switched off / all taps switched off.
- Close and lock all windows in the kitchen, lounge, Steve's office and Crèche room.
- Close all windows in the main hall.
- Ensure that all curtains are opened in the main hall.
- Check all rooms are tidy and that nobody is locked in. (People have known to have been locked in the building).
- Switch off all lights.
- Set the alarm code and leave the building immediately (within 30 seconds). It should show "FUNCTION". If you 'fumble' the code enter it again until successful. If you have a problem contact Ian Aldrich or Trevor Moisey.
- Lock the front door (Chubb lock only, not Yale lock).
- If you need to go back into the building, do so and enter the alarm code to disable the alarm.