**OPENING/CLOSING**

**PALM GROVE**

**Pre Service**

☐ Ensure main hall door is opened (should be left open after Housekeep Day)

☐ Turn on air-con in the hall. Air-con to turn on: 1, 2, 3, 4, 6 (Refer to labels on the aircon

panels). Temperatures are kept at 21°C.

☐ Bring down the shutters at the back of the hall

☐ At 4.20pm, turn on the escalator (upward direction)

**During Service**

☐ Change the direction of the escalator (upward to downward) before altar call.

**Post Service**

On level 2,

☐ Turn off all air-con and lights in the hall (never turn off air-con in video room)

☐ Turn off lift lobby light

☐ Bring up the shutters at the back of the hall completely

☐ Ensure all electrical switches in the above rooms are turned off (unless indicated,

especially so for certain technical items that have a “do not turn off” sign)

☐ Ensure all doors of the main hall are closed and locked

☐ Turn off the escalator (ensure orange light is also off)

On level 3,

☐ Turn off aircon and lights in regional office

☐ Lock up the regional office

☐ Turn off all lights on the level (toilet, conference room, lift lobby)

On level 4,

☐ Turn off aircon and lights in the Mandarin hall, Nursery Room and all six classrooms

☐ Lock up the Mandarin hall, Nursery Room and all six classrooms

☐ Close the door connecting the main lift lobby and sink area

☐ Turn off all lights for the walkways and lift lobby

On level 1, B1 and B2,

☐ At the electrical riser, turn off all required switches (as labelled)

☐ Turn off lift lobby lights

☐ Once above are ensured and everyone has cleared the building, close the rolling metal

gate of Palmgrove using the remote in the key bunch

☐ Deposit key bunch in the letter box at Palmgrove’s letter box

**OPENING/CLOSING**

**JACKSON SQUARE**

**Pre Service**

☐ Open up all necessary doors

☐ Turn on all air-con in the hall, corridors and Chillzone. Temperatures are kept at 21°C.

☐ Report any damaged item to pam and take a picture

**Post Service**

☐ Turn off all air-con and lights in the hall, classrooms and corridors

☐ Ensure all electrical switches in the above venues are turned off (unless indicated,

especially so for certain technical items that have a “do not turn off” sign)

☐ Turn off ceiling power

☐ Ensure that the classrooms are neat and set back to its original position as per photo found

in each classrooms

☐ Ensure that the main hall and classrooms are clean and free from trash

☐ Align chairs in the main hall

☐ Lock up all doors of the main hall & the storeroom backdoor

☐ Leave classroom doors closed, but unlocked

☐ Once above are ensured and everyone has cleared the facility, lock up the main corridor

door

☐ Pass the facility keys to the following week’s opening personnel during evening service the

next day or during the week

**OPENING/CLOSING**

**RUBIKON**

**Pre Service**

☐ Isolate smoke detector + fill up online form

☐ Open up the doors of the main hall, mandarin hall and AV room

☐ Open up the electrical doors next to the stage.

☐ Open up the youth storage door (left of stage).

☐ Turn on all air-con in the main hall. Temperatures are kept at 22°C.

☐ By 3pm:

☐ Turn on all escalators

☐ Bring up the shutters on Level 1

☐ Switch on foyer lights for Level 2 and 3

**Post Service**

☐ Reactivate smoke detector + fill up online form

☐ Turn off all air-con and lights in the hall, mandarin hall, AV room and on level 2

☐ Ensure all electrical switches in the above venues are turned off (unless indicated,

especially so for certain technical items that have a “do not turn off” sign)

☐ Lock up all doors of the main hall, mandarin hall and AV room

☐ Lock up lifts on both ends of the building

☐ Turn off all escalators

☐ Close the shutters and air-con above the escalator on level 1

☐ Once above are ensured, check for 16 keys in the keybunch, keep them all in the box and

place it in the Regional RA’s room.