

Opening the Meetinghouse

- To open the Meetinghouse front door, enter the code into the lock box keypad & push down on the release button. This will open the box which contains the key. To return the key to the box, this code must be re-entered. If you make a mistake, press the “clear” button before trying again.
- If any exceptional conditions are found (e. g. water running, lights on, heat off, plumbing malfunctions or other concerns), please report these to Pat Johnson (828-400-4844) or pjohnsonpa@yahoo.com. (Note: The library fan is always on to help protect books).
- The air filters are always on. Please do not report this as an exceptional condition.
- In the winter months, the heating system controls will be pre-set to 68°F. You can adjust it for 30 min intervals up to 4 times by pressing the “Override” button & using the up and down arrows. It will return to the default settings later.
In warm weather, turn on the overhead fans and open windows as needed.
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- Arrange tables and chairs as desired.

Closing the Meetinghouse

- Turn off the fans (except for the library) and close and lock windows.
- Leave Air filters turned on and do not turn them off.
- Make sure all tables and chairs are returned to their storage places.
- Sweep floor and clean up as needed.
- If using the kitchen, wash dirty dishes & clean out any food left in refrigerator.
- Lock all 4 doors downstairs. Try the handles to make sure the bolts are engaged.**
- Turn off all lights. If leaving after dark, the porch light can be turned off from the porch once movement has activated the floodlights located on the corner of the building.
- Return the key to the lock box after locking main door (must re-enter box code to close).