

Access and Lockup

Access codes and keyless entry schedules must be obtained from the Operations Manager. Event owners/hosts who have building access, should use the procedures below.

Please note: Should the event owner pass on lockup responsibilities to another person with access, please review access/lockup procedures with them prior to the event.

Access

1. Access building via one of three keyless entry points using either keycard or fob. (To maintain safety and appropriate traffic flow, please do not prop open keyless doors for event attendee access.)
2. If the alarm is “armed” (constant audible tone), enter the access code on the keypad to disarm the alarm.
3. Prepare access for event attendees by unlocking the crash bar(s) of the Foyer door(s).

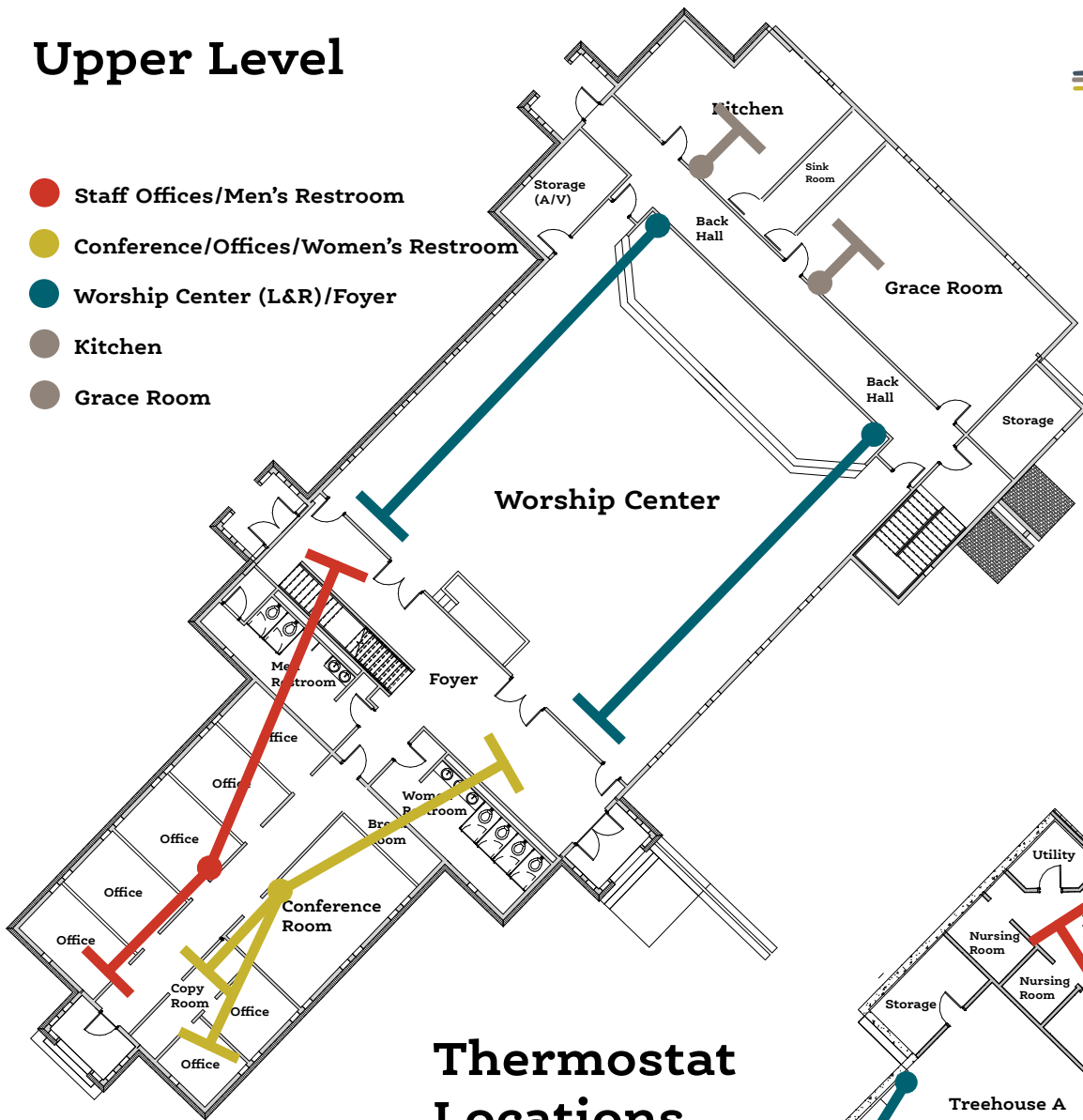
Lockup

1. Check both levels of the building to ensure all lights are out and the building is empty.
2. Check all exterior doors to ensure they are pulled shut and latched. The main and handicap entrance Foyer doors should be left with crash bars in the locked position.
3. All thermostats should be adjusted to run programmed settings and not left on temporary or permanent hold. (See thermostat locations below.)
4. Set the alarm at the upper or lower level keyless entry door before exiting the building.
5. Ensure the door is securely closed.

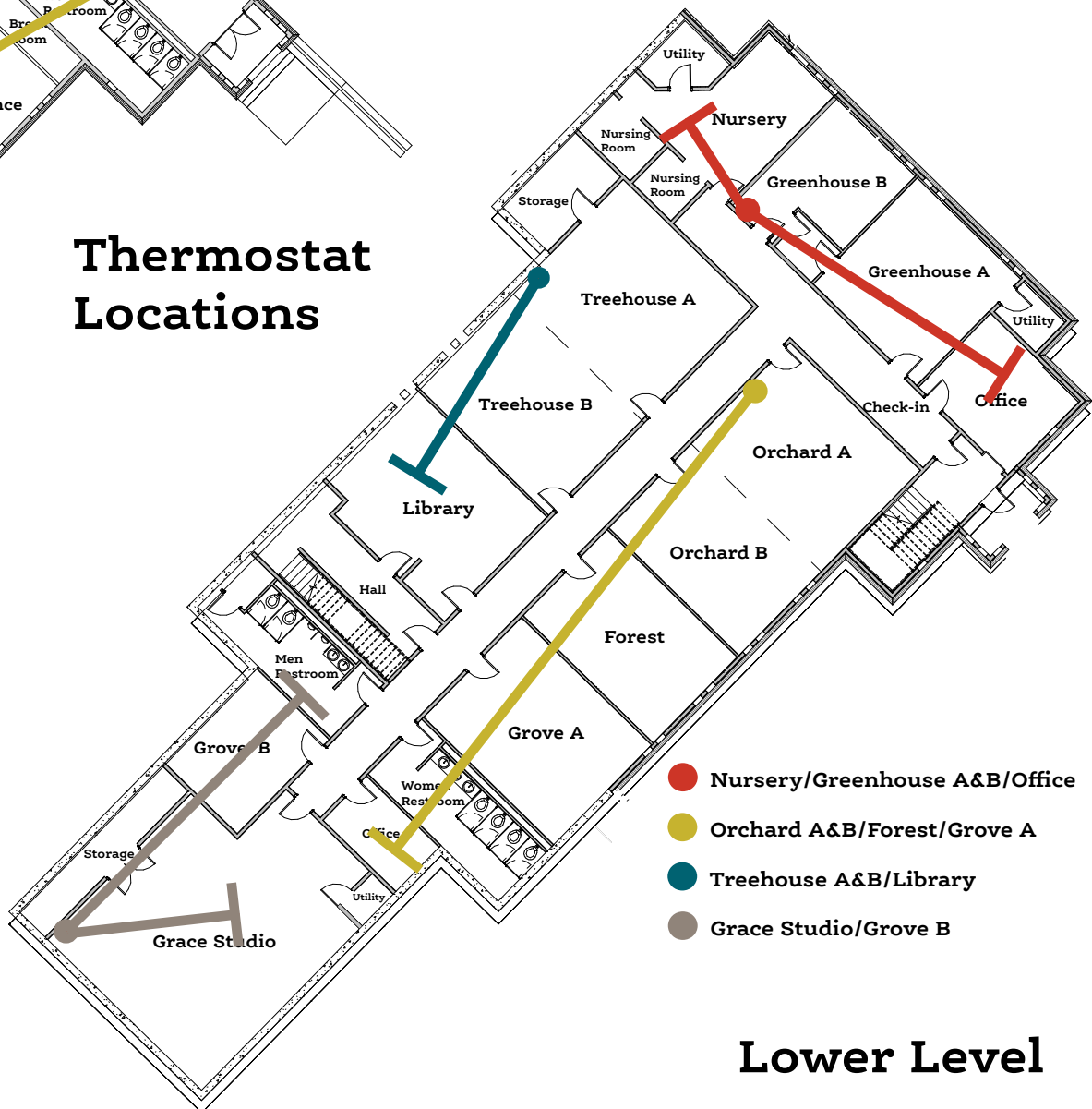
For additional information or training, please contact Operations Manager at operations@gracechurchmarietta.org

Upper Level

- Staff Offices/Men's Restroom
- Conference/Offices/Women's Restroom
- Worship Center (L&R)/Foyer
- Kitchen
- Grace Room



Thermostat Locations



- Nursery/Greenhouse A&B/Office
- Orchard A&B/Forest/Grove A
- Treehouse A&B/Library
- Grace Studio/Grove B

Lower Level