

# CHURCH SHUT-DOWN LIST

Add the date at the top of the column, and **PLEASE** do all tasks in the **ORDER PRESENTED**

Date				
01 - Turn off and cover the <b>TVs</b> in the sanctuary				
02 - Turn off and cover the <b>Cameras</b>				
03 - Turn off the <b>Speakers</b>				
04 - Plug the tablet into the charging cable in the sound room				
05 - Turn off the <b>Soundboard</b> and mic receivers				
06 - Shut down the <b>Computer</b>				
07 - Put away <b>Mics</b>				
<ul style="list-style-type: none"> <li>Collect all mics</li> </ul>				
<ul style="list-style-type: none"> <li>Make sure all the mics are off</li> </ul>				
<ul style="list-style-type: none"> <li>Take out the batteries and put them in the charging stations in the sound room</li> </ul>				
<ul style="list-style-type: none"> <li>Take off the Red and Yellow covers and spray them with disinfectant spray</li> </ul>				
<ul style="list-style-type: none"> <li>Put the replacement red and yellow covers on the mics</li> </ul>				
<ul style="list-style-type: none"> <li>Place the mic in the holder in the sound room</li> </ul>				
08 - Put Away <b>Mics</b> in the <b>Fellowship Hall</b>				
<ul style="list-style-type: none"> <li>Collect the mics from each table</li> </ul>				
<ul style="list-style-type: none"> <li>Plug them into the charging cables</li> </ul>				
<ul style="list-style-type: none"> <li>Plug the charger into the USB slot on the power strip on the table under the TV.</li> </ul>				
09 - Shut down the <b>TV</b> and the <b>Computer</b> in the <b>Fellowship Hall</b>				
<ul style="list-style-type: none"> <li>Shut down the computer</li> </ul>				
<ul style="list-style-type: none"> <li>Turn off the TV</li> </ul>				
<ul style="list-style-type: none"> <li>Place the camera on the stand beneath the TV</li> </ul>				
<ul style="list-style-type: none"> <li>Cover the TV and computer with the cover</li> </ul>				
10 - Check the table and floor in the Fellowship Hall for <b>trash</b>				
11 - Make sure the <b>A/C-Heater</b> is turned off in the Fellowship Hall				
12 - Turn off the <b>lights</b> in the <b>Fellowship Hall</b>				

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[illegible]