

B'NAI TORAH SHABBAT SERVICES SHUT DOWN PROCEDURES

Revised January 1, 2009

The most important part is to put everything back where you found it.

Taking down the Torah table.

- Remove the felt cover, fold it neatly and place it on the pew.
- Remove the top of table and lean it against a pew on your right.
- Slide the "X" assembly to a pew on your left.
- Lift up the piece with slot down "B'Nai", rotate 90 degrees and place the 2 pieces together.
- Carry out all 3 wooden pieces and place in storage room on the right hand side.

Carry out the flag and stand into the storage room.

- Place it in the storage room near left.

Remove tapestry on wall and place in storage room

Roll metal beige cabinet into office

- Organize books and other items inside.
- Roll into office in hallway.
- Against the right hand wall.

Taking down the ark

- Open doors on ark.
- Carefully remove the torah and lay on the front pew and remove menorah from top.
- Place the menorah next to the torah.
- Turn the ark 90 degrees while upright.
- Lay ark down with the doors facing up.
- Slide bottom and turn 90 degrees so the wheels face the pews. Pull and lean the ark against the stairs. It will now be at an angle leaning against the stairs.
- Lift top of the ark to return it to an upright position.
- Carefully replace torah and felt table cloth and menorah from the pew.
- Close curtain and doors.
- Roll ark from sanctuary into office next to the beige cabinet.

Roll small wooden chest with podium into sanctuary

- Open up the cabinet doors and put the torah holder inside.
- Place chest on floor of the bottom level.
- Place podium on top of the chest.
- Roll out of sanctuary and into office in hallway next to the ark.

Place 2 chairs from the lower floor back on the top section.

- One on left back wall.
- One on right side back wall.

Return all crosses to their original position

- Top of State Flag on left.
- Cross on top of altar.
- Red wood Cross on front right wall.
- Any other crosses that you took down.

Gently fold down cross runners at podium and altar

Move hexagon cabinet on right of altar to original position

Set everything up as you found it in morning if different from above.

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Turn off sanctuary lights. Switches in corner to the right by entrance door.

In the summer, turn off the fans. Switches and knob to left of door.

Close all doors to the sanctuary

Taking down the Oreg

Put all Juice and Wine into the refrigerator with labels face forward

Gather all paper products, wicker basket and table cloth and place them into the large wooden cabinet next to the fireplace.

The remaining items should be placed on a shelf in the storeroom making sure they are clean.
Kiddush cup, silver Challah plate and Challah cover and green tray.

Move table back to original position in the room. Usually by the bookcases in the back of the room

Pick up any debris on the floor in Oreg room.

If you need a broom and dustpan, it is in the cabinet in the kitchen behind the door next to the stove.

Collect all garbage by lifting up bag in each small trash can in the room and place in the blue garbage can in the kitchen.

Wash, dry and put away any serving items used for the oreg.
Clean sink and counter top in the kitchen.

No food items should remain in the building.

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**Turn light off in storeroom, make sure you have your keys
Close and lock the storeroom door.**

Collect garbage in the blue garbage can and toss it in the dumpster outside in the parking lot near the playground.

Check the kitchen. Leave it Cleaner than you found it.

Turn off the kitchen light using the switch by the entrance door next to the phone.

PULL THE EXTERIOR DOORS BY THE LADIES ROOM TO MAKE SURE THEY ARE LOCKED.

Make sure that all the lights are turned off and you make your way to the main entrance. Ladies room, hallways, etc.

Make sure that you have your keys before the next step!!

CLOSE THE MAIN DOORS AND PULL THEM FROM THE OUTSIDE TO ENSURE THAT THEY ARE LOCKED.

PLACE YOUR KEYS BACK IN THE LOCKBOX AND CLOSE IT. DOUBLE CHECK AND MAKE SURE THAT THE LOCKBOX IS LOCKED.

THANK YOU!

ENJOY THE REST OF YOUR DAY!