

# AVCI STEM Night Close Out Procedures

## After Clean Up

- Turn OFF lights in Room A & B
- LOCK Rooms A & B - Check - Physics Playground empty?
- Turn OFF outdoor light between A & B
- Turn OFF Physics Playground flood lights (2) - east end of lot
- Turn OFF Entrance Path light
- Turn OFF outdoor light on Room 12
- Turn OFF fridge light in Room 12b - leave fridge power ON
- Turn OFF Room 12b outside light
- LOCK Rooms 12a & 12b
- Turn OFF Upper Courtyard flood lights - Observatory Lobby Custodial Closet
- LOCK Room 10 - Lower Observatory back door
- SECURE and LOCK Upper Observatory
- LOCK Observatory Lobby pass through door
- ARM Observatory alarm
- LOCK Room 11 - Lower Observatory Double Doors
- LOCK Storage Sheds (2)
- CLOSE Courtyard Gates
- Turn OFF Courtyard Light - north end
- Turn OFF Physics Playground Light - north side of Room 1
- CLOSE bathrooms - Room 4 & 6
- LOCK Rooms 3, 5, 7, 8, 9

## Last Out

- Turn OFF Courtyard Flood Lights (2)
- Turn OFF Courtyard String Lights
- LOCK Room 2
- ARM Main alarm
- LOCK Room 1
- LOCK Courtyard Doors
- Turn OFF south end flood lights over AVCI signage