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## Kent Family History Center

### Closing the Family History Center

1. Greet all patrons with a smile, be polite and helpful, help them to gain the Blessings promised to those who search out their families
2. Make sure to not get distracted with your own family history and forget to be of service to the patrons.
3. When the last patron has left or at 8:45pm, close the FHC.
4. Make sure Outside Door is locked.
5. Lock file cabinets.
6. Turn off all computers using the shut down option on the screen. Leave printers ON.
7. Straighten chairs and clean up as needed, empty trash and carry out as you leave.
8. Bring in Sandwich Advertising Board from outside.
9. Leave Air and Heat unit ON. Turn off lights in all rooms, lock all doors and exit building.
10. Let the Director know of any problems; call Gary Hanby at 253-951-7898 or 253-631-3278.
11. Pass on information to the oncoming shift by note or in person.
12. **When you lock up check to see if you are the last ones in the building. If so, you need to make sure all the doors and classroom windows are closed for security purposes.**

