

(last) **CALLS**

- **Check** the daily schedule to confirm that there are no rehearsals or coaching happening. Please note that the Luminary team is not responsible for closing the Opera Center. Hard copies are in the elevator, or can be found at MNOP Digital Callboard <https://callboard.mnopera.org/daily-schedules/>
- **Assess** if you're the last one in the building – look at the sign in/sign out sheets at the front and rear entry doors. If someone has not signed out, you must walk each floor to check for occupants.
- **Lock** the front lobby outer doors. The outer doors can be latched shut, to the locked position, by using the hex key that hangs by the lobby alarm panel.
- **Lobby Lights OFF**. The switch is by the Scene Shop door.
- **Set** the alarm:
 - If the alarm panel reads “READY TO ARM” enter your code followed by the “ent” button. You will have a 60 second buffer to exit.
 - If the alarm reads “ARMED” then you have been alarmed in by a staff member who thought the building was empty. To avoid setting off the alarm you must enter your code followed by “ent” to disarm it. Then you can proceed to setting the alarm.
 - If the alarm reads “NOT READY” that means a door has been left ajar to the exterior & the likely culprits are the Scene Shop or Bemis.