

Building & Grounds List

April

1. Drain the hot water heater in the mechanical room.
 - a. Turn off electrical power at wall switch behind heater.
 - b. Shut off cold water into heater.
 - c. Open drain valve at bottom & over pressure vent at top to allow heater to drain. Drain till water is clear
 - d. Close drain valve, vent & open cold water supply.
 - e. Open hot water tap at utility sink to purge all air from tank.
 - f. When you are sure tank is full, turn electrical power back on.

2. Drain the hot water heater and the well pressure tank in the closet in fellowship hall. A short hose is stored in the mechanical room for draining these tanks. There is a slop sink in the closet and the hose can be run into the sink. Open the valves all the way and let the water run for several minutes. The purpose of draining the tanks is to get the sediment out of the bottom of the tanks.

3. Daylight Savings Time returns the first weekend in April. Reset light timers throughout building to come on about 30 minutes before it gets dark and off at dawn.
 - a. By old front door
 - b. In janitors closet
 - c. In mechanical room across from choir room
 - d. In far corner closet, next to electrical panel, in Fellowship Hall

4. Daylight Savings Time – reset thermostat clocks except in Sanctuary and education wing, and connecting link which change automatically.

5. Turn on the water at the hose bib in the courtyard.
 - a) The water valve at the hose bib box should be open from the draining last fall and it needs to be closed. The "T" key to open the box is kept in the office "key box". Screw on the knurled hose adapter and close the valve with the T key.
 - b) In the choir room above the ceiling in the northwest corner is the shutoff valve for the hose bib. The air vent cap must be closed (small cap) and then the valve can be opened. Use a stepladder from the maintenance room to slide the ceiling panel to the side and access the valve. Make sure hands are clean when removing the ceiling tile.
 - c) Go outside and open the valve and run some water through the system to make sure everything is working.
 - d) Check the air vent cap to make sure there are no leaks before replacing the ceiling tile.

- e) Put new batteries in irrigation timer and reinstall it to hose bib.
 - f) Set timer to run 30 minutes every morning.
 - g) Next to the fountain is an in ground access to a drain for the irrigation lines that must be closed.
6. The water to the front hose bib must be turned on for the season. This is accomplished by the following:
- a) The water valve at the hose bib should be open from the draining last fall and it needs to be closed.
 - b) The water is turned on by going down into the crawl space under the church. The access is in the floor of the closet in the lounge. There will be a "bunch of stuff" that will have to be moved to get to the "trap door". Once the closet is cleared, the hatch can be removed and access to the crawl space can be accomplished. There is a light switch under the floor joists as you enter the crawl space.
 - c) The drain valves are located under the Unisex bathrooms adjacent to the lounge closet. The water drain valve should be open from the draining last fall and it needs to be closed (it is below the shut off valve).
 - d) Open the shut-off valve, which is just above the drain valve. Make sure the drain valve is not leaking any water.
 - e) Go outside and open and close the hose bib to make sure the water is running.
7. If not already done, put snow shovels and salt in the little storage shed. Key to shed is in office key box. Shovels and salt are located at the back exit doors and in the closet by the old front doors.
8. During April the courtyard fountain will be turned on for the season. The following needs to be done to get the fountain into operating condition:
- a) The lower cavity has a drain plug and it needs to be replaced. The plug is on the east-side toward the choir room. Remove rocks sufficient to lift up the plastic shield and screw in the drain plug. The plug should have been left in the bowl from the draining in the fall. Replace the rocks.
 - b) Fill the upper and lower fountain with water using the hose by the fountain timer box.
 - c) Go to the timer box near the hose bib and reinstall the "ON" tab at the 8:00am position, then test the pump by turning on the timer manually. The water will initially squirt high into the air but will settle down once the top bowl fills with water. The timer box is on a ground fault circuit located with the receptacle just below the timer.
 - d) Add some anti-fungus solution from the bottle kept in the maintenance room.