

Building & Grounds List December

1. Around the middle of December the electric wall heaters (heaters are on the walls in the halls on the south and west sides of the courtyard) need to be activated. This is done by reinstalling the on tab (tab should be in the timer box) on the timer wheel in the mechanical room (box is marked as heaters). The on tab should be put on the 7:30am position and the off position should stay at 12:00 noon. Make sure the clock is set at the proper time. The timer will only activate on Sundays.

2. 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