

## Building & Grounds List February

1. Around mid February turn off the electric wall heaters in the mechanical room by removing the "on tab" from the timer wheel. Leave the tab inside the box. If the weather is exceptionally cold hold off and defer until the first of March.
2. Remove and clean all faucet aerators by soaking them in toilet bowl cleaner for a few minutes. 6 bathrooms, kitchen, storage room behind Sanctuary and 3 drinking fountains.
3. 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. Clean Air Filters and lens in Power Point projectors on Sanctuary ceiling. You may need help setting up scaffolding to reach projectors. A vacuum works best to clean filters.

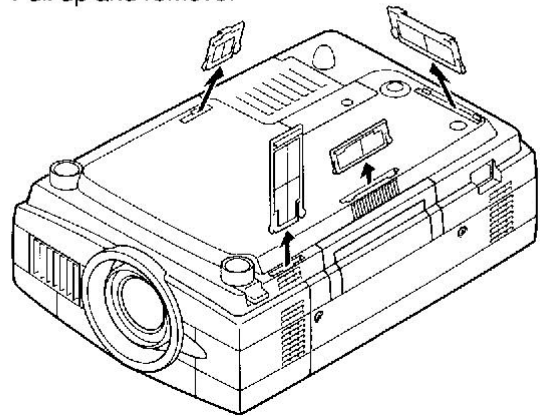
### Rear - Sanyo Projector PLC-XT16

#### AIR FILTER CARE AND CLEANING

Removable Air Filters prevents dust from accumulating on the surface of Projection Lens and Projection Mirror. Should Air Filters become clogged with dust particles, it will reduce Cooling Fans' effectiveness and may result in internal heat build up and adversely affect the life of the projector. Clean Air Filters following the steps below:

- 1** Turn off the projector, and disconnect AC power cord from the AC outlet.
- 2** Turn the projector upside down and remove four Air Filters by pulling the latches upward.
- 3** Clean Air Filters with a brush or wash out dust and particles.
- 4** Replace four Air Filters properly. Make sure that Air Filters are fully inserted.

AIR FILTER  
Pull up and remove.



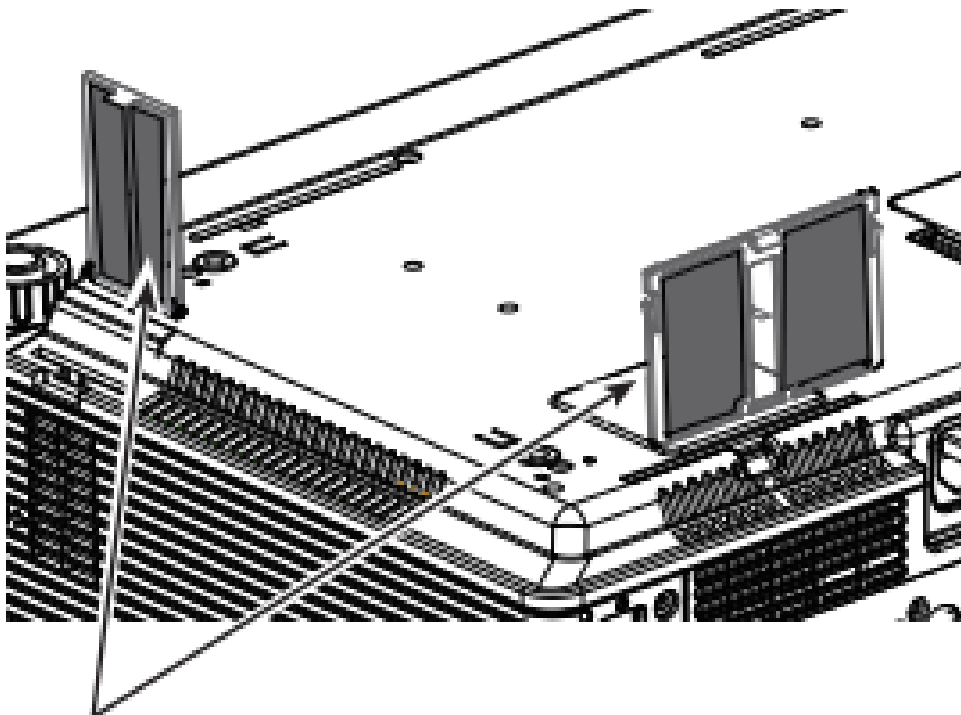
#### CAUTION

Do not operate the projector with Air Filter removed. Dust may accumulate on LCD Panel and Projection Mirror degrading picture quality.  
Do not put small parts into Air Intake Vents. It may result in malfunction of the projector.

## Front – Sanyo Projector PLC-XU106

### Cleaning the Filter

1. The 2 filters are on top of the projector.
2. Remove the filters by pulling the latches upward.
3. Gently clean the filters by using a brush or rinse them softly.
4. When rinsing the filters, dry them well. Replace the filters properly. Make sure that the filters are fully inserted to the projector.
5. Clean lens and check focus and aim of projector before removing scaffolding.



Filters

Pull up and remove.

### ✓ Note:

When reinserting these filters, be sure that the slit part is facing the outer side.

### Resetting the filter counter

On remote control press MENU,  
select SETTING, select FILTER COUNTER,  
select FILTER COUNTER RESET, YES, YES