

Building & Grounds List January

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. 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