

Building & Grounds List November

1. Shut off the water valve for the court-yard as follows:
 - a. The water valve at the hose bib box will be closed for normal operation during the warmer months. The "T" key to open the box is kept in the office "key box.
 - b. In the choir room above the ceiling in the northwest corner is the shutoff valve for the hose bib. Use a stepladder from the maintenance room to access the valve and slide the ceiling panel to the side. Shut off the valve. Make sure hands are clean when removing the ceiling tile.
 - c. Go outside to open the valve and drain the water from the system. Screw off the knurled hose adapter and open the valve with the T key. Leave the adapter in the box and secure the box with the T key. Go back into the choir room and remove the air vent cap and the water will then drain from the system. Replace the vent cap. It is very important that this system gets drained properly because the pipes have frozen in the past and created a great mess.
 - d. Disconnect and store the irrigation timer in the maintenance room.
 - e. Next to the fountain is an in ground access to a drain for the irrigation lines that must be opened to drain the lines.

2. The water to the front hose bib must be turned off for the season. This is accomplished by the following:
 - a. The water is turned off in 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. As you enter the crawl space, there is a light switch under the floor joists.
 - b. The drain valves are located under the Unisex bathrooms adjacent to the lounge closet. Close the shut-off valve, which is just above the drain valve and open the drain valve. A small amount of water will drain back and once it has stopped you can be sure that the water is fully off. Make sure the water is not leaking.
 - c. Go outside and open the front hose bib valve to allow air into the line for proper draining.

3. Disconnect any hoses connected to outside hose bibs: front, side and back of church.

4. 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

November - continued

5. The Church's elevator requires an annual safety inspection. The inspection should be done and billed in December of each year. In the past we have used the following company:

ADC Services, Inc.
506 S. Westgate Drive
Addison, IL 60101
630/628-6909

Steve Little of ADC completed the test last year (2002) for a price of \$185 for the service call and the first hour of work. Each additional hour is \$95 plus parts.

6. 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.

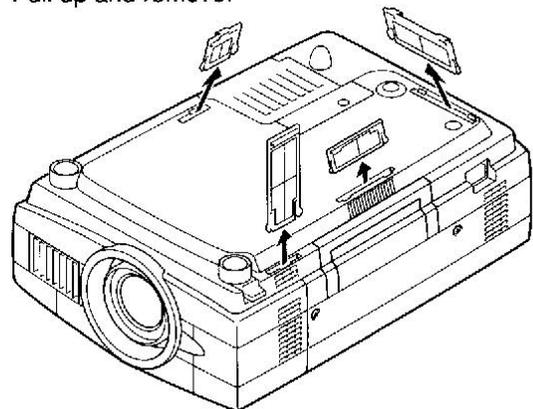
Rear - Sanyo Projector PLC-XT16

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.



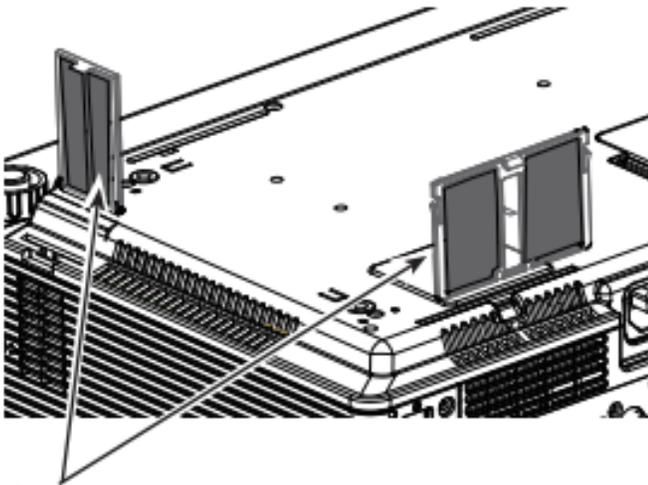
CAUTION

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