

Building & Grounds List October

1. The storm windows in the sanctuary and the lounge are self-storing and need to be pulled down into position for the winter season.
2. During October the courtyard fountain will be turned off for the season. The following things need to be done to secure the fountain and protect it from freezing:
 - a. Turn OFF timer box located near hose bib and remove the “ON” tab at the 8:00am position and leave tab in the box.
 - b. The lower cavity drain plug is on the east side toward the choir room. Remove rocks sufficient to lift up the plastic shield and unscrew the drain plug and drain the water. The plug should be left in the bowl (but not screwed in) so it does not get lost. Replace the rocks.
 - c. Make sure both bowls are empty of water.
 - d. Set pump in bowl of RV anti-freeze and run to purge water
 - e. Cover pump with plastic for protection.
3. The sump pump in the basement furnace room (furnace room is near the east-side door) needs to be checked to insure it is operating properly. Raise the float arm and check that pump operates properly.
4. Replace batteries in hearing assist devices in Sanctuary. They are located in cabinet behind piano.

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5. The septic tank must be checked and pumped if needed. Tanks are in the rear parking lot and access is gained by lifting the cast-iron covers. A pry bar and hook work well to slide the covers off. The east tank is the first to receive effluent. If more than a couple of inches of sludge are on the bottom, the tank needs to be pumped. An eight-foot long 2"x2" pole works best for determining if there is sludge on the bottom. Both tanks will be full of effluent. The west tank receives overflow from the east tank and then goes to the septic field. There should be no sludge in the west tank. The following septic service should be used, if necessary:

Crystal Lake Septic Service
PO Box 910
Woodstock, IL
815 338-5499

6. Daylight Savings Time changes back to Standard Time the last weekend in October. 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
7. Daylight Savings Time – reset thermostat clocks except in Sanctuary and education wing which change automatically.