

Building & Grounds List September

1. Drain the hot water heater in the mechanical room. There is no drain in the mechanical room so a hose needs to be attached and run to the utility sink in the small kitchen. The hose can go directly to the utility sink through the space next to the furnace. This water heater doesn't get much use, so the water sits for long periods, and turns black with a sulfur odor.
 - a. Turn off power on wall
 - b. It might help to clamp hose to utility sink so you can see the color of the water from the water tank.
 - c. Open air vent on the side of tank to allow tank to drain.
(It's the little silver rocker knob on the overflow pipe on the left side of the tank.
 - d. Alternate between fresh water to "flush" tank (like power washing the inside of the tank) and opening the drain valve.
It may take 10-15 flushes of fresh water before you notice clean water.
 - e. When finished, close drain, fill tank with fresh water and turn power back on.
 - f. Log on the tag when the tank was flushed.

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

3. Drain the hot water heater and the well pressure tank in the closet in fellowship hall. A short hose is stored in the mechanical room for draining these tanks. There is a floor drain in the closet and the hose can be run into the drain. Open the valves all the way and let the water run for several minutes. The purpose of draining the tanks is to get the sediment out of the bottom of the tanks. No need to turn off the power because this tank is gas heated vs. electric.

4. Check and restock the first aid kits as follows:
 - a. In the kitchen – on wall by sink
 - b. In the In the Bell Tower Narthex of the Sanctuary.
 - c. Nursery - on shelf.

The restocking supplies for the first aid kits are maintained in the maintenance room wall cabinet. Sally & Allen Sounhein will get supplies when low. Consult with them to restock wall cabinet supplies.

5. Change all thermostats from Cool to Heat – press system on face of thermostat to change.