

March 15, 1965

Mr. J. Edwin Myers
United Evangelical Church
945 S. East Avenue
Baltimore 24, Maryland

Dear Eddie:

When you talked to me last month, in reference to the heating problems in the Hall, I told you that I felt that the existing facilities were easily able to properly heat the Hall; that basically the system was sound; and that any difficulties that had arisen were due to malfunctioning of the controls. I also felt that these difficulties could be corrected with a minimum of expenditure.

First, let's review the system itself. It consists of a steam boiler which creates steam and pipes it directly to the fourth floor of the building. From that point it flows through unit heaters and wall radiation until it reaches the auditorium in the basement. The unit heaters are controlled by a pressuretrol on each heater which keeps the heater from operating until 1/2 lb pressure is present at the heater; by an individual thermostat that turns the heaters on when heat is desired; and by a switch and fuse in the control boxes on each floor by which the heater can be turned off.

Many times when the Sunday School teachers complain of no heat, the cause could be any one or a combination of these controlling factors. Not everyone likes the same temperature. If it were too hot for someone, they may have set the thermostat all the way down or or possibly cut the switch in the control panel. The next Sunday when heat was needed, this particular room would be cold. When the trouble was found and corrected, it is possible that the heat would not come up until Sunday School was over.

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To achieve a smoothly operating system, we recommend the following:

1- Check all unit heaters, steam traps, and pressure-trols.

2- Check all thermosts, replace broken thermometers, lock all thermostats at 75 degrees and equip each thermostat with a locked cover.

3- If it feasible to lock the fuse panels in the hallways on each floor, we recommend doing so.

To date we have repaired one unit heater and fan in the auditorium. All other unit heaters are operating properly. We have replaced a gasket on one of the steam traps on the fourth floor. We have installed 4 thermostat covers and are awaiting the arrival of the remaining seven. The total repairs wontx cost more than \$100.00.

In order to complete the heating picture, remember that the oil-burner is controlled by a dual thermostat located in Fellowship Hall. It has a high setting of 75 degrees when the Hall is being used and a low setting of 55 degrees when the Hall is not being used. There is a seven-day clock in the boiler room which switches from the low to the high setting according to a program which has been preset. For regular meetings the Hall will be automatically heated. For any departure from this set pattern, the seven day clock should be manually set approximately two or three hours before the beginning of the meeting.

I assure you that we are happy and willing to assist you in any heating problems that may arise, now or in the future.

Sincerely yours,

Fred W. Gross