

**YEARLY AIR CONDITIONING REQUIREMENTS
AND OPERATING INSTRUCTIONS**

- 1--About the first of May have the cooling system turned on by the Four Seasons air conditioner contractor.
- A--Place the Power toggle switch on on the damper control on each air conditioner in the on position
- B--Place the SELECTOR switch on each damper control unit on each air conditioner up in the CHURCH position
- C--Press the UPPER LEFT button on the four thermostats in the hall until they read COOL, then press RUN PRGM.((This will automatically cool the church on Sundays.))
- 2--At the end of the cooling season.
- A--Notify the Four Seasons contractor to winterize the system
- B--Place the POWER toggle switch on the damper control on each air conditioner in the off position.
- C--Press the UPPER LEFT button on the thermostats until they read--OFF--

THE CHURCH WILL BE AIR CONDITIONED AUTOMATICALLY AS LONG AS THE SELECTOR SWITCH IS LEFT UP IN THE CHURCH POSITION

- 1--If you wish to air condition the Church during the week or after 11:45 AM on Sundays:
- A--The POWER toggle switch on each air conditioner should already be in the on position. If not turn it on, and all lights should light.
- B--Make sure Selector switch is up in the Church position. Press the BLACK button on the thermostat until the temperature setting on the right reaches the desired temperature. Unit will now come on.
- C--If you will be using the church for more than 2 hours, press HOLD TEMP. This will maintain temperature until you turn the system off.
- D--To turn system off. Press RUN PRGM on the thermostat. (There will be 1 minute delay before the unit shuts down.)
- E--Leave the SELECTOR toggle switch in the UP position. Do not turn any switches off

(DO NOT TURN THE WALL SWITCH OFF EXCEPT IN AN EMERGENCY)

- 2--If you wish to air condition the hall.
- A--The POWER toggle switch on each air conditioner should already be in the on position. If not, turn it on. All lights should light.
- B--Make sure the SELECTOR switch is DOWN in the HALL position. Press the BLACK button on the thermostat until the temperature setting on the right reaches the desired temperature. Unit will now come on.
- C--If you will be using the church for more than 2 hours, press HOLD TEMP. This will maintain temperature until you turn the system off.
- D--To turn system off, press RUN PRGM on the thermostat (There will be a 1 minute delay before the unit shuts down)
- E--Place the SELECTOR switch back up in the Church position.

(DO NOT TURN THE WALL SWITCH OFF EXCEPT IN AN EMERGENCY)

{{{--NOTE--}}} IF YOU DO NOT PLACE THE SELECTOR TOGGLE SWITCH IN THE CHURCH POSITION AFTER USING THE SYSTEM IN THE HALL, THE AIR CONDITION WILL NOT AUTOMATICALLY GO INTO THE CHURCH THE FOLLOWING SUNDAY, OR UNTIL SOMEONE CORRECTS THE PROBLEM..

- 3--Batteries in the cooling system thermostats are to be changed (1) once a year. Failure to do so will cause the thermostat to lose its memory if a power outage occurs, and will have to be reprogrammed. (see the thermostat operators guide and program settings kept in the office.)
- 4--When replacing batteries, you only have (2) minutes to do so after you remove the batteries from the unit. If you take longer, the thermostat will lose its memory and reprogramming will be necessary. (See operators guide)
- A--{ RECOMMEND YOU HAVE BATTERIES IN YOUR HAND READY TO INSTALL }
- B-- Also recommend batteries on the air condition system be replaced in OCTOBER each year.
- 5--System will shut down automatically at 11:45 on Sundays only. At other times, it will have to be shut down as described above.

{{--NOTE--}} IF YOU DO NOT PLACE THE SELECTOR TOGGLE SWITCH UP IN THE CHURCH POSITION AFTER USING THE SYSTEM IN THE HALL, THE AIR CONDITIONING WILL NOT AUTOMATICALLY GO INTO THE CHURCH THE FOLLOWING SUNDAY, OR UNTIL SOMEONE CORRECTS THE PROBLEM..

[[--NOTE--]] IF THE CHURCH IS TOO COOL OR NOT COOL ENOUGH, USE THE BLACK OR RED BUTTONS ON THE THERMOSTAT TO RAISE OR LOWER THE TEMPERATURE.

((--NOTE--)) LIGHTS ON THE CONTROL PANEL SHOULD BE AMBER IN ORDER FOR THE AIR CONDITIONING TO GO INTO THE CHURCH AND GREEN FOR THE AIR CONDITIONING TO GO INTO THE HALL

OPERATING INSTRUCTIONS

THE CHURCH WILL BE AIR CONDITIONED AUTOMATICALLY AS LONG AS THE **SELECTOR SWITCH IS LEFT UP IN THE CHURCH POSITION**

1--If you wish to air condition the Church during the week or after 11:45

AM on Sundays:

- A--The **POWER** toggle switch on each air conditioner should already be in the on position. If not turn it on, and all lights should light.
- B--Make sure **Selector** switch is up in the Church position. Press the **BLACK** button on the thermostat until the temperature setting on the right reaches the desired temperature. Unit will now come on.
- C--If you will be using the church for more than 2 hours, press **HOLD TEMP**. This will maintain temperature until you turn the system off.
- D--To turn system off. Press **RUN PRGM** on the thermostat. (There will be 1 minute delay before the unit shuts down.)
- E--Leave the **SELECTOR** toggle switch in the **UP** position. Do not turn any switches off

(DO NOT TURN THE WALL SWITCH OFF EXCEPT IN AN EMERGENCY)

2--If you wish to air condition the hall.

- A--The **POWER** toggle switch on each air conditioner should already be in the on position. If not, turn it on. All lights should light.
- B--Make sure the **SELECTOR** switch is **DOWN** in the **HALL** position. Press the **BLACK** button on the thermostat until the temperature setting on the right reaches the desired temperature. Unit will now come on.
- C--If you will be using the church for more than 2 hours, press **HOLD TEMP**. This will maintain temperature until you turn the system off.
- D--To turn system off, press **RUN PRGM** on the thermostat (There will be a 1 minute delay before the unit shuts down)
- E--Place the **SELECTOR** switch back up in the **Church** position.

(DO NOT TURN THE WALL SWITCH OFF EXCEPT IN AN EMERGENCY)

{{{--NOTE--}}} IF YOU DO NOT PLACE THE SELECTOR TOGGLE SWITCH UP IN THE CHURCH POSITION AFTER USING THE SYSTEM IN THE HALL, THE AIR CONDITIONING WILL NOT AUTOMATICALLY GO INTO THE CHURCH THE FOLLOWING SUNDAY, OR UNTIL SOMEONE CORRECTS THE PROBLEM..

[[[--NOTE--]]] IF THE CHURCH IS TOO COOL OR NOT COOL ENOUGH, USE THE BLACK OR RED BUTTONS ON THE THERMOSTAT TO RAISE OR LOWER THE TEMPERATURE.

(((--NOTE--))) LIGHTS ON THE **CONTROL PANEL** SHOULD BE **AMBER** IN ORDER FOR THE AIR CONDITIONING TO GO INTO THE **CHURCH** AND **GREEN** FOR THE AIR CONDITIONING TO GO INTO THE **HALL**

SYSTEM WILL SHUT DOWN AUTOMATICALLY AT 11:45 ON SUNDAYS ONLY. AT OTHER TIMES, IT HAS TO BE SHUT DOWN AS DESCRIBED ABOVE.

HEATING SYSTEM

- 1--At the beginning of the heating season, press upper left button on all heating thermostats until it reads heat. Turn the switch on both boilers on the control panel in the boiler room to on, blue light will light.
- 2--At least a bucket of water is to be drawn from the steam boiler once (1) a week preferably on Wednesday, Friday or Saturday.
- 3--At the ending of the heating season, press upper left button on all heating thermostats until it reads off. Turn the switch on both boilers on the boiler room control panel to off, blue light will go out
- 4--Heat for the school building is controlled by the thermostat on the (2nd) floor of the school building. No heat will be anywhere in the building unless this thermostat call for it.
- 5--Batteries in the heating system thermostats are to be changed (1) once a year. Failure to do so will cause the thermostat to loose it's memory if a power outage occurs, and will have to be reprogrammed. (see the thermostat operators guide and program settings kept in the office.)
A--When replacing batteries, you only have (2) minutes to do so after you remove the unit from the wall. If you take longer, the thermostat will lose its memory and reprogramming will be necessary. (See operators guide) {RECOMMEND YOU HAVE BATTERIES IN YOUR HAND READY TO INSTALL}
Also recommend replacing batteries on the heating system in June of each year. Programmed settings of the heating thermostats are in the office filed under thermostats
- 6--All information regarding the heating system is kept in the office under heating system
- 7--There are 5 switches on the board in back of the boiler room. Each switch corresponds to the circulating pump as marked. They should be left in the up position at all times unless system is being worked on. The lower switches are test switches and should be left in the down position at all times.
- 8--There is a hot water tank whose temperature is kept at 140°. There is a switch on the wall to the left of the tank marked "hot water" to control a small pump that delivers hot water immediately to the faucets.
- 9--The amount of water pressure in the hot water system is 16 lbs. The hot water system is the one on the right as you walk in the door, and it supplies heat to the church, offices, office rest room, church hall and kitchen. It also supplies heat to the choir room but is only active on Sundays. There are 2 thermostats in the choir room which control 2 wall heaters.
- 10- The amount of steam pressure on the steam boiler is about 4lbs. The steam system is the boiler on the left as you walk into the door. It supplies heat to the school building, rest rooms, auditorium, sound room and supply room. With the exception of the sound room and supply room, There are 2 operating thermostats on the 4th floor, 2 on the 3rd floor and 3 in the auditorium. These are line thermostats and only come into play when the main thermostat, which controls the heat for the whole building, on the 2nd floor calls for heat.

HEATING SYSTEM OPERATING INSTRUCTIONS

1--If you wish to heat the Church, Hall Kitchen School or Offices during the week or after 11:45 AM on Sundays:

A--Press the **RED** button on the heating thermostat until the temperature setting on the right side of the thermostat reaches the desired temperature. Heat will now come on.

B--If you will be using the area for more than 2 hours, press

HOLD TEMP This will maintain temperature until you turn the system off.

C--To turn system off, Press **RUN PRGM** on the thermostat.

(NOTICE)

The **WHITE** thermostats are for heating only, and the **BEIGE** thermostats are for cooling only. One system must be shut down while the other is in operation.

(NOTICE)

The heating and cooling thermostats are identical except for color. If you learn how to operate one, you can operate the other.

(NOTICE)

The main water cut off valves are located under the school building steps on the East avenue side.

(NOTICE)

The main gas valve and meter for the School and Church are located in the Auditorium behind the large box on the East avenue side.

GAS RANGE

Gas to the ranges is fed from the automatic cut off located on the East wall in the kitchen. If the power fails, the gas will not come on until the automatic cut off is reset. There is a push button just below the cut off. Do not press the large button That is only pressed in case of a fire on the stoves. The switch for the system is behind the door to the pots and pan closet.

HOT WATER HEATER.

There is a gas fired, 85 gallon, quick recovery hot water tank in the boiler room, whose temperature is set at 140°. There is a switch on the wall to the left of the tank marked "hot water" to control a small pump that delivers hot water to the faucets immediately when turned on. There is a valve on the recirculating line to the faucets DO NOT turn the valve off unless you turn the pump off.

**** To put the dishwasher into use ***

1___Turn on the electric to the hot water heater and the dishwasher. The switches are in the panel located behind the door to the pots and pans closet. They are marked water heater and dishwasher.

2----Close the RED drain valve located to the right and below the table where the dishes come out of the dishwasher.

3----Open the GREEN water supply valve located to the left and back top of the dishwasher where dirty dishes are placed in the unit.

A***Fill the dishwasher until the water level is about 1 inch below the overflow drain. The overflow drain is located under the perforated grating inside the machine.

B***Close this valve when sufficient water is obtained.

4----Open the WHITE main gas cock located to the left and against the wall below the table where the dishes are placed into the machine.

A***Looking to your right you will see two YELLOW burner knobs.

B***After a few seconds, insert a long wax taper alongside the burners to light the pilot light.

C***After the pilot is lit, press the SMALL YELLOW burner lighter button located on the bottom of the burner manifold, and at the same time turn on the YELLOW burner knobs one at a time and make sure the burners are lighted. If the dishes get too hot to handle during use, simply turn down the burners a little at a time.

D***As a alternative, after you turn on the white main gas cock, you can turn on the yellow knobs, one at a time, and use the tapers to light the burners directly. The pilot light will automatically light.

5----Place one cup of detergent in the washer. after each 4 cycles, of the machine add another few ounces. USE ONLY THE DETERGENT PURCHASED FOR THIS MACHINE, ANY OTHER DETERGENTS WILL CAUSE OVER SUDZING. ESPECIALLY LIQUID DETERGENTS.

5----To run the dishwasher, simply put the dishes in the proper racks and insert the racks into the machine.

A***Put the key in the automatic position.

B***Close both sides of the washer.

C***press the red button on the control box on the top of unit, the red light will go on.

D***When the unit shuts off at the end of its cycle, the red light will go off, then remove dishes from right side of machine

CLOSING THE WASHER DOWN

When finished with the dishwasher, clean and rinse the inside of the machine and reverse the above procedure. Make sure you open the RED drain valve to empty the water from the machine, and close the WHITE main gas cock as well as the two YELLOW burner knobs, then shut off the electric.

TOWER CLOCK AND BELLS

- 1--The clock and bells in the tower are electronically and computer controlled. There is a box inside of the closet in the north side of the narthex that houses the control systems, and a box in the tower below the bells that generates the high voltage D.C. that rings the bells.
- 2--There is a switch inside of the box in the narthex to turn the clock off in case of emergency.
- 3--There is also a switch with a light on in the tower below the bells, to turn the bell voltage off in case of emergency.
- 4--If the bells stop ringing, or the clock is exceptionally out of time, There are fuses and two thermal switches in the box below the bells to be checked.
- 5--There is an operators manual and instructions on how to program the system in the box located in the narthex closet. ((Harvy Jacob has another set of manuals.))
- 6--There is a flopy disk backup of the bell ringing program as well as how the system is now programed in the box located in the narthex closet.
- 7--The program for programing the bells is also on the computer in the office.
- 8--There are two push buttons in the north side of the narthex closet used to ring the bells during the Lords Prayer.

PARSONAGE

At the present time, the appliances below are maintained by the Church eather through maintenance contracts or dirrect payment.

- 1---Refrigerator, Freezer, Washer, Dryer and air conditioner.
- 2---The Furnace and hot water heater is oil fired and a maintenance contract is let to the Mirex Oil Co.
- 3---There is a 250 gallon oil tank in the basement against the east wall

AIR CONDITION SYSTEM

1--4 Seasons Chuck Ebner 410-485-0800

BUILDING STRUCTURE

1--Callahan Associates Inc. Structural engineer 410-561-1980

2--Acme Builders & Contractors 410-342-7760 Fax 410-563-3529

3--Structural Restoration Mr. Dan Warner 1800-775-1004

BOILERS

1--A.J. Michael (Rick Gilbert)(Bryan)(Greg) 410-435-5400

2--John White home=410-683-8618

CARPENTRY---DOORS

1--Liberty Lake Door Co. 410-521-0793

CHEMICALS (ROACHES)

1--Ron Black 410-539-2305

2--Summit Chemical Co. Max Forge 410-282-5200 (Gel)

EQUIPMENT

1--Food service equipment Tony or Sandra 410-760-0350

2--Potato peeler-- Bob Trudeau 15 Trestle lane manchester NH. 03102
phone 1-603-622-3139 or 1603-622-6270

3--Staplers--Source Mfg.. Inc. 2501 ten ten rd. Apex NC. 27502 1-
800-849-5641--- Swingline home office=1-800-222-6462

4--Duplicator s Dave Mullen 410-252-4800 (Advance Business System)

5--Refrigerator repair Rick 410-587-0293 or--Service Today 410-
288-3232

6--Coppier Tim West 410-252-4800 (Advance Business System)

7--Printer repairs (LASER) Laser line 636-1700

8--Folder 1-800-352-2565 Dave Patterson Or Jim (STARKEY CHEMICAL)

9--Organ Ken. Meyers (possible a 4 instead of 9) 922 2220

INSURANCE

1--Mike Kizzie 1-800-437-8830 Ins#=TOO 67 Claims Everett Johnson

2--Travelers insurance Bill Marshal 7467 New Ridge Rd. Hanover Md.
21076 410-691-1406

JANITORIAL SERVICE AND SUPPLIES

1--American Maid Marshal 410-467-0040 pager 410-389-9595--Malcom V
410-355 6554

2--Porters Janitorial Supply Bill White 410-566-5500 Beeper 410-
613-0812

LOCKS

1--Security Lock & key --Rick 410-561-1385

MISCELLANEOUS CONTACTS

1--Frank Tribuli (DONATIONS) 410-675-2525

OIL

1--Marex Oil Co. Carrol 410-574-7000

2--Waste oil services John Gage 1800-331-5408

P A C T

1--Concetta Clark 410-995-0118

PLUMBING

1--Acqua Plumbing 410-563-0300 beeper=410-906-9500 car 804-0666
Don Or Toby ---Carrol

2--City Water Supply Mr. Baylog office 410-396-5352 or 410-396-3100

REPAIR SERVICES

1--Wards repair service 410-780-4087

ROOFING

1--P.T.L. roofing Co. John Brown 410-931-1610 Pager 410-204-3142

SCOUTS

1--Lester Wolf Boy Scouts 410-563-1317

2--Cathy Leigh Cub Scouts 410-675-5440

STEEL DUCT WORK

1--All State Steel 410-335-3555 Mr Bullon or Mr. Razinski

WORKERS INSURANCE

1--8722 Lockraven blvd. 410-449-2100