PROCEDURES FOR CLOSING THE BUILDING

1. *TURN ROOM FURNACE AND HEAT PUMPS TO “OFF”.*

EACH OF THE TWO FURNACE THERMOSTATS OPERATE INDEPENDENTLY. EACH ARE LOCATED ON THE ENTRANCE SIDE WALL. THE FIVE AC/HEAT PUMPS TURN ON AND OFF AT THE CONTROL PANEL LOCATED ON THE SIDE OF EACH MAIN ROOM UNIT.

1. *DURING SUMMER MONTHS*TURN AC THERMOSTAT TO “OFF” IN BOARD ROOM (unless otherwise stated)
2. *DURING WINTER MONTHS* THE BOARD ROOMWALL FURNACE IS TO REMAIN ON WITH THE THERMOSTAT **SET AT #1. BELOW FREEZING SET AT #2.** SHOULD PILOT LIGHT GO OUT, FOLLOW DIRECTIONS ON HEATER TO RESTART. TO CONTAIN HEAT IN PLUMBING AREAS CLOSE THE DOOR AND SLIDING SERVICE WINDOW BETWEEN THE MAIN HALL AND THE KITCHEN. LEAVE ALL BATHROOM DOORS OPEN.
3. BOARD ROOM SHOULD HAVE 12 WHITE CHAIRS AND TWO ADJUSTABLE 6 FT TABLES.
4. CLOSE WINDOWS, CLOSE AND LOCK THE OUTSIDE DOORS. CHECK AND TEST THE DOUBLE DOORS TO BE SURE THEY ARE LOCKED.
5. TURN OFF ALL LIGHTS INCLUDING OUTSIDE PORCH LIGHTS. MOTION LIGHT SWITCHES TO REMAIN ON.
6. LOCK THE BUILDING USING DEADBOLT LOCK IN ADDITION TO THE PUSH KEY LOCK BELOW IT. PLACE BUILDING KEY IN THE MOUNTED DROP BOX OUTSIDE TO THE LEFT OF THE FRONT DOOR.