



Building & Grounds Manual

By

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Background: The Danville Boat Club was founded in 1937, so the building was probably built in the early 1930's. The building has been added on several times and much of the maintenance work has been done by volunteers. With the age of the building and limited funds available for maintenance over the years, we have to seek out problems before they become major. Board members need to be proactive in taking care of the building so it can continue to serve as a fun meeting place for our members and the public.

Annual Maintenance Schedule

Month	Task		
1	Change Furnace Filters up and downstairs		
4	Change Furnace Filters up and downstairs		
5	Install batteries in outside grill		
5	Install fountain at the entrance from boat house		
5	Turn on water line to docks AFTER closing the valve at the boat house		
5	Replace 2 filters for HVAC in attic above kitchen	Two 16x25x2	
5	Get out umbrellas for deck		
5	Turn off furnace duct in basement up high north of furnace		
5	Turn off furnace vent in basement rest room		
5	Spray for weeds outside		
6	Turn on dehumidifier in basement furnace room		
7	Change Furnace Filters up and downstairs AND the attic		
7	Have porta potties cleaned before 4th of July		
7	Replace 9 volt battery for the freezer alarm in the basement		
7	Spray for weeds outside		
9	Turn off dehumidifier in basement furnace room		
10	Shut off fountain at the entrance and take to boat house		
10	Remove batteries from gas grill on the deck		
10	Remove plastic chairs from deck to boat house		
10	Remove umbrellas and store		
10	Turn off water line to docks; open valve at boat house to drain		
10	Open furnace duct in basement up high north of the furnace		
10	Open furnace vent in basement rest room		
10	Change Furnace filters in dining room near manager's office	20x25x2	Dining Rm
10	Change Furnace Filters in basement	20x25x1	Basement
12	Renew licenses - treasurer		

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Air Conditioning

A window air conditioner was installed in the kitchen in 2011. Unit was purchased from Lowe's. Has a 5 year factory warranty.

GE? 5 ton air conditioning only system in attic is 30 years old. Compressor outside died and was replaced in 2011 by Blackie's. Uses obsolete Freon so when that dies, the unit in the attic as well as the pipe and outside compressor will need to be replaced. Estimate \$5500 to replace with similar sized unit. Part of attic doorway will need to be removed to get the old unit out. Access to the attic by bringing in the tall step ladder into the kitchen when food preparation not underway. Uses standard 16x25 filter either 1 or 2 inch. Two 18" intake ducts from the bar and dance floor area were replaced as they were filthy. Has 4 ducts above the dance floor and works well. Currently spare filter in the attic. Take flashlight with you. Look up to the right to see the ceiling light bulb on a pull string. Filter replaced in the fall of 2011, need to be replaced 2 times a year during AC season. Alarm system in attic needs to have 12 volt battery replaced every few years.

Basement furnace/AC unit was replaced in 2009. This is a 5 ton unit. Also, 2 large ducts are underneath the west dining room area and could be replaced with a smaller duct for air volume and floor ducts added in the west dining room to help balance the AC as too much cold air comes up along the window wall. Uses one 16x25x1" filter. Spares typically left nearby. Easy to check and replace as needed. In the spring, close the damper in the duct above you just north of the furnace. This prevents cold air from going into the basement. Basement door must be kept shut to keep hot humid air out of the basement or you have water condensing off the ducts which will cause black mold again.

The furnace/AC unit in the manager's office is a 3 ton unit which was replaced in 2009. Single air return is noisy in the dining room. Shut the unit off when someone is speaking to a crowd. Uses a 16x25x2" filter. Spare filter in the basement. Install filter in space back inside the hinged door. There are 3 or 4 ceiling ducts, plus 2 flex lines going to the 3 outlets in the restrooms and 1 in the hallway. The restrooms share a duct feed currently. Should get another duct to provide additional heat into the rest rooms. Ceiling above the men's room has insulation above the ceiling tiles.

Three smoke eater systems with 20 ducts were disconnected in 2011. Some of the ducts were left up in the attic, but tied off to stop hot air from the attic from getting into the dining room. This solved the long standing air conditioning problems and we are now able to keep the dining room comfortable during the summer months and enjoy lower utility bills (\$4000 per year lower).

Thermostats are all Honeywell RTH8500 7 day programmable. Takes 3 AAA alkaline batteries. Replace batteries when LO flashes on the screen. Remove case by pulling straight out. Center thermostat runs the attic AC only system. Note that the thermostat behind the bar is usually 2-3 degrees warmer since it is around the corner from the kitchen. Thermostat should be moved to a different location, possibly near the cash register or on the other side of the door where the attic AC is located. Thermostat programming manual is in a brown envelope on the inside of a cabinet door behind the thermostat behind the bar. Manuals are at www.honeywell.com

Cash Register

Cash register was replaced in 2013. HP computer with Windows 7. Software is Restaurant Maid. License is \$99 to add additional units. Gift cards are processed by our credit card processor for free. Credit cards are processed by ChargeItPro. 800-989-2135. Our rep is Barbara Rivard-Crook <barbararc@chargeitpro.com> We ordered 100 gift cards initially. Gift cards ordered from

CHAIR TABS

We currently have two sets of chairs. The older ones have a blue fabric cover. The newer ones were purchased used and have gray vinyl seats and black frames. They have different sized metal legs. The blue chairs are difficult to install new tabs as you have to pry the metal frame out of the leg before you can insert the tabs. The gray chairs have thicker legs and the tab inserts merely pry out. Link below is to the lowest price supplier for the insert tabs. The gray chairs use Plastic Chair Tips Square Tubing 13/16" O.D. X 11/16" I.D. Rocker Type

<http://www.robertbrooke.com/chair-glides-tips/plastic-chair-tip-square-tubing-13-16-o-d-x-11-16-i-d-rocker-type.html>

ELECTRICAL SERVICE

Electrical Service is delivered by Ameren Illinois. We purchase electricity from others to save money. The electrical enters the building east of the kitchen door. A main disconnect is out there. Electric service then goes to the main panel in the basement. Only a licensed electrician should touch that panel. There are multiple voltages present, include 240, 277 volts etc.

Several other breaker panels exist: One across from the furnace in the basement, another just as you come in the basement door, another in the coat room services the rest room addition, and another one in the boat house to service the outside lights and docks.

DISHWASHER

Our dishwasher uses 2 gallons per load, washed in 2 minutes. There is a booster heater in the dishwasher to take the water temperature from 140 to 160 degrees to sanitize, so dishes typically sit for a few minutes to cool off before starting another load. The soap and rinse chemicals are ordered by the manager. The dishwasher was purchased in Nov of 2010 from Hawkeye Foods.

FLAGS

Two flag poles. The one on the deck requires a flag with 48" distance between grommets, the flag pole down by the lake needs a flag with 32" between grommets.



FIREPLACE

A 31,000 BTU fireplace insert was installed in Dec of 2011 by the Depot in Tilton with \$3600 in donations collected from the members. This unit has electric ignition, but the salesman suggested leaving the pilot light on in the summer to avoid condensation inside the glass, so go into energy saving mode by throwing a switch in the control panel at the bottom of the fireplace as the pilot light costs about 60 cents a day. Note there is a back up battery pack with batteries that need to be replaced every year or so in the control panel. The battery enables the unit to start if there is a power outage.

A remote control runs the unit. Instructions are on the back of the remote. Top button turns it on. Second button is for the thermostat mode (off/on/Smart). Press until it says SMART. This energy saving mode will turn the flame on and off to maintain the temperature set by the remote control thermostat. The mode button at the bottom lets you toggle between Flame height, fan speed, Aux (accent light) and rear burner on/off/. The up/down arrows help set fan speed, flame height, thermostat temperature. Keep the remote on the wall as this senses the area temperature. User info describing features at www.fireplacex.com. A manual and a DVD was put in the manager's office. Remote control video is at http://vimeo.com/moogaloop.swf?clip_id=13502191&server=vimeo.com&show_title=1&show_byline=1&show_portrait=0&color=&fullscreen=1&autoplay=1

FRONT DOOR LOGO

The front door logo needs to be updated every 5 years or so. The center number represents the number of years we've been in operation. You can order vinyl numbers from DIY Lettering over the internet (www.doityourselflettering.com). Measure the height of the numbers (currently 75) and order in gold with blue or black edge. Scrape the old number off and use Goop or other cleaner first, then hold the numbers in place and press firmly.

Gas

Gas for heating, cooking, hot water etc. comes from Ameren IP. There 3 gas lines coming into the building from the back. A shut off valve is there if ever needed. Gas for the kitchen and office furnace goes up in the ceiling in a flexible pipe covered by a yellow shield and goes into the attic and then down into the kitchen and basement. If you smell gas, evacuate the building immediately. Call 911 and Ameren IP.

Unit	Total BTU	Summer	Winter	Run	Pipe ID	Pipe	Length
Fireplace	31,000		31,000	A	1/2	Black	40
Basement Furnace	125,000		125,000	B	1	Black	65
Future gas grill	210,000	210,000		B	1	Black	85
Office Furnace	100,000		100,000	K	3/4	flex	45
Vulcan Fryer	90,000	90,000	90,000	K	1 1/2	Flex	
Stove w/8 burners & oven	320,000	320,000	320,000	K	1 1/2	Flex	
Vulcan Grill Model 936A	81,000	81,000	81,000	K	1 1/2	Flex	
Convection Oven	72,000	72,000	72,000	K	1 1/2	Flex	
AO Smith demand water heater Model 540HN	199,000	199,000	199,000	C	1 1/4	both	115
Totals	1,228,000	972,000	1,018,000				
1/2" black pipe all outside				A	1/2"		40
1" black pipe going down at the meter under the slab to the furnace room				B	1"		64
1.5" flex with yellow wrap going above coat room over restrooms into attic above kitchen and down				K	1.5"		120
Flex into the Womens, black pipe in the attic, flex to the black pipe going down and out				C	1.25		115

A Line	31000
B Line	335000
C Line	199000
K Line	663,000
Total Max	1228000

Gutters & Downspouts

Gutters need to be cleaned each fall. Water spilling over the gutters in the corner of the deck washes down and has entered the basement due to a open area in the siding under the deck. The gutter in the corner of deck has disconnected in the past and washout area has occurred with soil eroding. This was redone in 2014 by Greg Byram and concrete was set at the base of the pipe to prevent further erosion. The vinyl pipe does clog up due to leaves getting into the gutters. Gutters above the deck should eventually be replaced with larger gutters and/or Gutter Helmut installed to keep leaves out of the gutters.



HEATING

Basement furnace/AC unit was replaced in 2009. Duct feeding down from the sheet metal feed that serves the basement needs to be removed and covered with sheet metal and screwed tight. Possibly add a different duct into the office. Also, 2 large ducts are underneath the west dining room area and could be replaced with smaller ducts to increase air volume and add floor ducts in the west dining room to help balance the AC as too much cold air comes up along the window wall. Basement furnace uses one 16x25x1" filter. Spares typically left nearby. Don't buy cheap filters as this unit has a high air flow so it needs filters with support. Easy to check filter by pulling out and replace as needed. In the spring, close the damper in the duct above you just north of the furnace (look for paper label). This prevents cold air from going into the basement in the summer. Open this duct in the fall to send some heat into the basement. Basement door must be kept shut to keep hot humid air out of the basement or you have water condensing off the ducts which will cause black mold again.

The furnace/AC unit in the manager's office was replaced in 2009. Single air return outside the office door. Uses a 16x25x2" filter. Spare in the basement. Install replacement filter in space back inside the hinged door. There are 3 or 4 ceiling ducts in the west dining room, plus 1 flex line shared by the rest rooms and another flex line in the hallway at the coat room. Steve Autor installed Relfectix in the ceiling above the women's rest room shutting off air flow into the attic. This appears to help as the electric heaters in the restrooms don't seem to be needed if the thermostat outside the office is put at 72 degrees in the winter about one hour before customers arrive. The furnace thermostat fan

can be set to CIRC, which causes the fan to run about 20 minutes per hour. May need another duct to provide a dedicated duct into the men's room as one feed duct is shared with both rest rooms. Ceiling above the men's room has new insulation lying above the ceiling tiles.

Ice Makers

The ice maker at the Bar is a Ice-O-Matic purchased in 2013 for \$1716 from foodservicewarehouse.com. Makes 150 pounds in 24 hours. The basement unit was purchased from Stan Grubb/Rogers Supply for \$2158 plus tax and install in 2015. The existing bin was reused. Manitowoc Model IY0304A-161. Serial #1120037725. This unit makes 320 pounds in 24 hours. Factory Service from Mattex from Champaign 355-9700

Insulation

The club hired Ron Reifsteck to replace the south window. He reported not finding any insulation in the walls and added 2 spray cans of foam. Several groups of volunteers working on Saturdays installed insulation in numerous areas where insulation did not exist.

Internet

Internet service and phone service is currently with Comcast, along with cable TV.

Wi-Fi is enabled without passwords for the member and public use.

Comcast line enters the building from the south, near the emergency exit door east of the fireplace. The Comcast cable modem is inside the wall cabinet to the right of the large TV. Lights 1,3 & 4 should be green when there is a signal. Another light to the right of the 3 green lights will be flashing with internet traffic when the cable modem is talking to the wireless router above the bar area. A Cat V wire is run above the ceiling to the wireless router above the bar light switches. Default password of blank/admin is in place in the router. Cat V wire extended to the office where a 24 port switch exists for a computer and a network laser printer.

Internet problems? Check office computer or cash register to see if either or both can access the internet. At the cash register, see if the current temperature is at the bottom of the screen. If just problem for wireless users, get a small stepladder and go above the bar and unplug the power cord going into the back of the router (small black plastic box).

If internet appears down, reset the cable modem by unplugging the power. If the cable modem is working, the yellow light labeled should be on with the lights mentioned above. If that doesn't resolve it, you may have to reset the wireless router after that. OR, you may have to unplug both units, then plug in the cable modem, then plug in the wireless router.

For IT guys: Router is 192.168.1.1. DHCP is turned on. Computers are set to have the router assign an IP address.

KITCHEN

Manager is responsible for the kitchen and bar equipment.

The exhaust hood has two fans. One is intake and the other is exhaust to avoid sucking air in or out of the dining room. Both should be on the same speed when cooking (especially frying) is going on. Metal filters inside the hood need to be taken down and cleaned every 4 months or so. Kitchen staff should do this. Also, the fans on the roof need to be cleaned every 2 years to prevent grease fires. We have a spare motor for one of the fans in the basement near the furnace.

Only 1 HVAC vent in the kitchen below the sink. Needs to be replaced so it can be opened in the summer and closed in the winter. A new vent was put in the bar area near the swinging door in 2012.

Exhaust fan in the dish room needs to be cleaned from the outside each year.

LANDSCAPING

Job Description

Yard Work

Reports to: Club Manager

Tasks:

Use weed eater to cut vegetation on the side of the hill from the south part of the property all the way to the north edge of the property along the lake. Schedule work when vegetation is 6-8" on the hill or in back of the club. Check the boat club activity calendar to make sure the grounds are in good shape for major outdoor events, such as the 4th of July party and the End of Summer party on Labor Day weekend

Mow grass along the dock area.

Pick up trash and place in dumpster.

Use weed eater around the back of the building.

Spray for weeds (especially poison ivy) as needed, but ensure vegetation exists on the hill to hold back the soil.

Maintain front entrance area, spray for weeds.

Trim shrubs at the northwest corner of the property.

Annual quote: Prepare quote for the year based on cost per visit. Estimate 4-5 times depending on vegetation growth.

Payment: Submit invoices to the club manager who will review and forward to the treasurer. Please allow 1-2 weeks for processing.

Note: Grass in the overflow parking lot and the "trailer lot" is currently being mowed by members, so is not being included at this time.

Current (2012) contact for this work is Jim Uplinger & Pete Rudolph= cell# 260-3474

LOTS OWNED

The club owns the land the building is on, black top parking lot etc. Plat maps available.

We also own two lots to the west used for trailer parking.

In 2009 we acquired a 2/3rds interest in the grassy area west of the blacktop lot used for overflow parking, all the way down to the dam. The other 1/3 interest is owned by John Robbins of Virginia. We should pursue obtaining this once his wife dies. They have their 1/3rd share in a corporation. There's a file on this in the safe in the basement. Sections of this land could then be sold off to the neighbors for garages etc. once we own 100%. One 20' strip being sold in 2012 (our 2/3rds interest) to neighbor Ron Birkey for \$1000. (Legal expenses were \$450 however)

Roof

Boat Club has two roof systems. A peaked roof with shingles covers the east dining area, dance floor area, and part of the west dining room up to the metal supports. The shingled roof still appears to be in good shape. When the shingle roof needs replacing, we should look into a metal roof, which would also look more nautical. Possibly add solar panels. Metal valleys have been added where shingles and vinyl siding intersect as the wind used to blow rain into the building in a heavy storm.

From the ivory colored metal supports in the west dining room, a flat roof covers the building. Flat roof was replaced in 2012 by Sentry Roofing for \$9200 for adding insulation and a new white cover. We have noticed a sway in the roof facing the lake. This can be seen from the deck railing.

Security System

Security System is intrusion alarm only. You can add/delete codes by calling Moran (formerly Life Safety/Dale Fitzpatrick). Costs \$15 to change codes, so reuse codes or share existing codes. The control panel is located up in the attic above the kitchen. Area gets very hot in the summer and cold in the winter.

Typically a 4 digit code followed by a 1 to enter. Use same code followed by a 2 to exit. Code can be entered in the basement as well. Don't arm until you are sure you are the last one out.

Motion detector in the dining room and basement and door contacts at all doors are in place, so if you come in the front door, you will set it off and a not so loud howler will sound.

There are a couple of home fire alarm units in the dining room and in the basement, as well as a carbon monoxide unit in the basement. None of the units call the police or fire department.

SEWER

We have a Multi-Flo home aeration system (750 gallon) that is located north of the blacktop going down to the lake. Current average water usage is about 500 gallons per work day assuming a 5 day work week. Needs chlorine tablets added at the white PVC pipe opening just east of the aeration system so the water leaving the system is treated. Manager takes care of this. The aeration system has 30 “cloth socks” that need to be cleaned every 90 days or so. Troy Drennan does this as well. We purchased a replacement motor for the Multi-Flo aeration system in Jan of 2012 and a new set of “socks” to make it easier to rotate them around and get cleaned. Pump was \$550 and a set of socks cost \$728 from Supeck in Ohio. Drennan stores these for us and cleans them. Multi-Flo phone 888-725-0209. Serial number of pump is 110520046 and has a 2 year warranty. Pump is a Maxair 500. www.maxair500.com or www.septicsserv.com

MULTI-FLO



We have 2 “dousing tanks” and one grease trap located outside under the handicapped parking area north of the restrooms that were installed by Drennan when the restroom addition was built. These tanks have pumps that move waste from one tank to another, then finally down to the aeration system. These units probably should be on AUTO as they have float valves that start pumping when they reach a certain level to move waste down to the septic system gradually for decomposition.



Troy Drennan (cell 304-2521) regularly pumps from these tanks to avoid problems.

We replaced the spray hose rinse nozzle in the dishwashing room in 2010 to cut back on hot water usage that was causing overflow from the aeration system. Also, a new dishwasher was purchased that uses hot water in the final rinse instead of chemicals that were killing bacteria in the aeration system.

Both sewer systems have alarm systems in the dish room beyond the dishwashing station. Instruction booklets can be found there as well. There is a grease trap in the dishwashing room and a large one outside. We should consider adding a small pump that will insert bacteria into the grease trap to minimize the amount of grease into the septic. Drennan can clean these as well.

We are in the city and could have city sewer hooked up. Estimate of \$35k done in 2010. Would require a lift station in the parking lot then a 2” pressure line up the hill and back down to the city lift station behind Rose Hill. Would require easements from 2 townships and the county.

Southern Pride Cooker

This outdoor cooker was purchased from Dana Wheeler for \$3500 after she left as manager. New ones cost about \$15,000 on a trailer. Manufactured in July, 1998. Model SPK-500-SL. Propane. Serial #7680. Unit has a large rotisserie and can cook a lot of meat. For technical help, call the factory at 800-437-2679. Nearest dealer is in St. Louis, but local HVAC tech can service. Parts # 1 800-572-4728. Important to have cooking staff drain grease regularly from the unit and clean racks etc. to avoid dropping burnt particles on the meat. Grease needs to be put in the grease recycle dumpster. Cooks must clean the unit regularly. Hinged doors on the back need to be kept clean and oil the roller assembly that holds the door shut when closed.

Thermostats

Thermostats are all Honeywell RTH8500 7 day programmable. Take 3 AAA alkaline batteries. Replace batteries when LO flashes on the screen. Remove case by pulling straight out. Center thermostat runs the attic AC only system. Note that the thermostat behind the bar is usually 2-3 degrees warmer since it is around the corner from the kitchen. Thermostat should probably be moved to a different location. Manual is in a brown envelope on the inside of a cabinet door across from the thermostat behind the bar. Manuals are at www.honeywell.com

TV SYSTEM

We have cable TV service from Comcast including HD. We dropped extra channels in 2015 to save \$80 per month.

One cable box is rented from Comcast. Five wires connect to an amplifier that takes the signals (3 wires for component video and left and right audio) and provides outlets for up to 5 TV's. Three wires (RGB) are color coded and used for video. Two wires are used for stereo audio, right and left. This is so we only have to rent one cable box to get the hi-def channels. TV sets need to be set to Component (1 or 2 etc. based on which jacks the cables are plugged in at each TV). You can change the channels for all TV's at the Comcast Cable box hung under the TV in the main dining area.

Typical problem occurs when someone changes the input on the TV to use the cable connection at each TV. We left those installed for the rare cases where people want a different program on one of the TV's. To get the TV back to using the Component Video, at the large Sony TV, press the INPUT button on the remote or input button on the right side of the TV. On the screen you will see the options that are connected. Choose the Component 1 and wait to bring up the hi-def cable from the Cable Box below. For the Sanyo TV at the bar, press INPUT, then go to Video 2 assuming the 5 plug cable in back is plugged into the Video 2 inputs. The Sony TV has a SVGA input on the left side. We have a SVGA extension cord (M/F 15 pin) so you can place a laptop next to either TV for Powerpoint presentations.

There is a separate 3 selection input box next to the cable modem that allows you to play a DVD to all TV's at once. Be sure to toggle the switch back to TV input when you are done with DVD's. Other problems can occur if someone has been messing with the wiring and one or more connectors come loose. Two of the 5 wires affect stereo audio, the other three (RGB) affect picture and colors.

To use the DVD player: Turn on the Sony TV. Verify cable programming exists. Then find the Toshiba DVR remote and press the Red Power button to turn the DVD on. The screen should change to say Toshiba. If so, just press the open button to insert a DVD. Find the 3 button black switch inside the far right door above the player. Light 2 should be listed. Press the mode button once or twice to go back to Cable TV input #1 when you are done.

Water

Water from Aqua Illinois comes into the building from the rear. The meter and shut off valve are on the floor in the liquor storage closet. The water feed goes up the wall from there and across the women's rest room, the across the entryway, office and into the kitchen. Many areas of the pipe are covered with insulation.

WARNING! Each fall we need to shut off the valve for the water line going down to the boat house. Failure to do this will cause the water line to break again and have to be replaced. Shut the valve off in the basement up high near the second door. THEN open up the faucet just outside the basement door, then go down to the lake and open the valve to drain the pipe!

There is a newer outside faucet along the stairs going down to the basement. This is a frost-proof faucet that has both hot and cold water. PULL the faucet handle to turn it on. Turn right or left to get hot or cold water. The hose should NOT be shut off at the nozzle or the hose will burst under the pressure or cause very hot water in the restrooms.

Water Heaters

We have two water heaters. The basement water heater was replaced with an AO Smith High Efficient unit in June of 2014. Unit has a 5 year warranty and a 15 year heat exchanger warranty. Unit was purchased from Grubb Heating & Cooling at cost and installed by Grubb & John Shepherd. The unit provides 5 gpm of hot water. There is a screen in the intake to keep large sediment from entering the heater that must be cleaned annually. Suggest this be done when a plumber is present to test the backflow valve in the liquor closed in the coat room. No pilot light. Needs power to run. For the manual, go to <http://www.hotwater.com/water-heaters/residential/tankless/tankless-water-heater-condensing-ultra-low-nox-indoor-199,000-btu-ati-540h-n/>. Look for the 540h manual.

There is a small electric water heater (picture below) above the east wall of the women's rest room with access inside a stall. There is a shut off valve before the water heater as well as a circulation pump. **Water too hot in the restrooms?** Someone didn't turn off the outside hose by the back steps by pushing it in all the way.



The faucets in the men's restroom have sensors to turn on and off. They require batteries (under the sink) which do need to be replaced from time to time. The faucets also need to have the screens cleaned by unscrewing the spigot and cleaning out debris.