Securing the Meeting House

11/11/19

This is a set of directions for those with responsibility for securing the Meeting House at the end of an event. You may also use it in reverse to open up the building. It is organized by room or space, and then by "Lights", "Thermostat", "Locks" and "Other" under each room. If you borrowed a key for the building, be sure to return it. The office maintains a list of all persons with keys.

Generally, you need to secure only the facilities where your group has been present. You can browse the points below to determine the items related to your particular use of the building.

A map of the rooms, associated thermostats, and space names may be found on the last two pages of this document.

1. **Front West Entrance and Main Lobby**

    - **Lights –-** The switches next to the left of the front main entry door (looking out) control the lights of the main floor and the under the stairs area. Also notice that there is a switch on the far-43left wall at about shoulder height. This switch ought to be engaged, and should be left alone, as it controls the motion sensor light outside and remains on at all times. It should be working when you approach the entrance after dark.

    - **Thermostat —** The thermostat just inside the Office door controls heat in the office and the Main Lobby. After use, return the setting to 55 and make sure the office door is securely locked. There is a locking control on the doorknob on the inside.

    - **Locks —** When there are meetings, this is the most likely building entrance. When inside facing outside, the right-hand door should have the latch prongs exposed such that when the door is closed, it cannot be opened from the outside. Those with keys can depress the inside handle, and while holding it engage the key from the outside and turn the key until the latch is released into locking position; then close the door. Looking from the inside, the handicap access door on the left must be electrically deactivated. Note that just above the door there is a switch and a diagram of how it works. When the switch is most extended, the power to the door is killed. Check that you have properly killed the power to the door by pushing the door-opening switch on the near stair railing.

    - **Other —**

2. Sanctuary

- **Lights** – The Sanctuary hockey puck light switch is located on the chancel beside the podium. There are two switches there that can be used. The red box is for the hockey puck; when it is turned on, it takes some time to produce light, as the bulb is of a kind that must heat up before full light output is attained. The other switch turns on the lights that focus on the hanging banner over the chancel.

- **Thermostat** — The Sanctuary Thermostats are located near the north entrance. It is set to warm the space on Sundays. However, the control to the right of the new control unit is an override and can take over in the event the new programmed thermostat is not set to produce heat as wanted. This right-hand thermostat has two settings: one for occupied and one for unoccupied conditions. To call for heat at unscheduled times, adjust the UNOCCUPIED temperature to the desired level. Please return after the event and lower the same thermostat setting to 55 degrees. The air rising out of the registers around the Sanctuary space accompanies heat production confirming your efforts.
- **Locks —**

- **Other** — Before leaving the Sanctuary, check the piano on the chancel. The lid is supposed to be closed with a dust cover on it. This prevents certain problems related to leaving it in the cold and "damp" for a prolonged period.

3. Ambulatory and Connected Rooms

- **Lights —** Switches around the ambulatory will control ambulatory lights and those over the choir area. The light switches that focus on hanging ambulatory artwork are not obvious. One is located over the minister's office on the level of the bulbs in the fluorescent array. On the opposite side, a similar switch is above **Francis David** entrance door.

- **Thermostats** – are located in various rooms and may control the adjacent rooms as well. Most can be adjusted by simply rotating the setting or using the arrow key to set the proper temperature. Of particular note, the one in **Servetus** controls the library, which tends to be too cold. To put additional heat in the Library-David spaces, leave the Servetus door open, thus cooling the room, and the thermostat will therefore continue to call for heat, thus warming the Library-David space.

- **Locks** —The ambulatory connected rooms have external doors sometimes opened during hot weather. These openings should be closed after use and as part of securing the Meeting House.

- **Other** — **Elevator –** When you are making the rounds call the elevator and make sure it is empty before leaving the building! In **Bellows**, there is a thermostat and in addition an electric heater. Be sure the electric heater is turned off when not needed. Check bathrooms.

4. Chapel

- **Lights**

- **Thermostat** – is located on the wall. However, note, the space is heated by both hot air and radiators. The main Sanctuary heat (hot air) must be on, as well as the Chapel thermostat, in order to heat the Chapel space properly. Air conditioning: It is new and works well. The unit is controlled with a remote that can be found in the podium. Be certain it is returned, as it is the only one, and you can't reach the unit otherwise. It is very simple to use. Turn the unit on, wait a few seconds for it to wave its louvers at you, then increase or decrease the temperature as shown on the remote. Please remember to turn the unit off when you leave.

- **Locks** — The chapel has external doors sometimes opened during hot weather. These openings should be closed after use and as part of securing the Meeting House.
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- **Other** —

5. Main Level Side Entrances — North (Parking lot) & South (Memorial Garden)

- **Lights —**

- **Thermostat —**

- **Locks** —These doors are "unlocked" by reversing the closure of the doors in such a manner as to prevent the door from locking. At the end of the event, simply close the door(s) in the normal manner and push from the inside to be sure the door is locked. There is a key to both doors in the office, but they are seldom actually unlocked.

- **Other** —

6. Fellowship Hall

- **Lights —** Facing Fellowship Hall from outside the lower level double doors, there is a switch that controls the under-the-stairs lights. Just inside Fellowship Hall there are several switches on the left side. They control the overhead lights and one peripheral array.
  The other peripheral array light switches are located on the concrete piers beside the double door exits — one switch on the right side of the entry from the lobby, and one each next to the other double door exits. They should all be turned off after use.
- **Thermostat** — Is located on the opposite wall from the stair entry doors. It is normally set for heating or cooling. All you need to do is use the arrows to set the desired temperature for the space, heating or cooling.
  Kindly return the settings to energy conserving settings when the space is no longer in use. For heating, 60 degrees, and for air conditioning, leave the thermostat left hand setting on Auto! Use the arrows to reduce the temperature to the desired occupied temperature when in use and raise it to 78 degrees when it is no longer needed thus conserving electricity.

- **Locks —**

- **Other** — **Elevator –** When you are making the rounds call the elevator and make sure it is empty before leaving the building!

7. Kitchen

- **Lights** —

- **Thermostat** —

- **Locks** — Outside the Kitchen Door - The lower level door to the outside (the "kitchen exit") can be key locked and unlocked. Sometimes the doors are reversed so they will not lock. If you need to key lock the door, from outside, you may need to flap the inside panic bar to get the door to lock properly. When locked, you can check from the outside to see it is latched properly. You may need to push the bottom with your foot to fully lock the door.

- **Other** — The kitchen should be left clean, no open garbage containers in the kitchen. It is especially important that the dish washer be switched off (no lights showing,) failure to do this will cause endless production of steam, which in the past destroyed the ceiling panels as they were turned to mush and fell to the floor). The lights should be off and doors closed.

8. Re Classrooms East Side of Fellowship Hall

- **Lights**

- **Thermostats -** Are located in classrooms C and D which also controls the nursery

- **Locks -** External doors or panels are sometimes opened during hot weather. These openings should be closed after use and as part of securing the Meeting House

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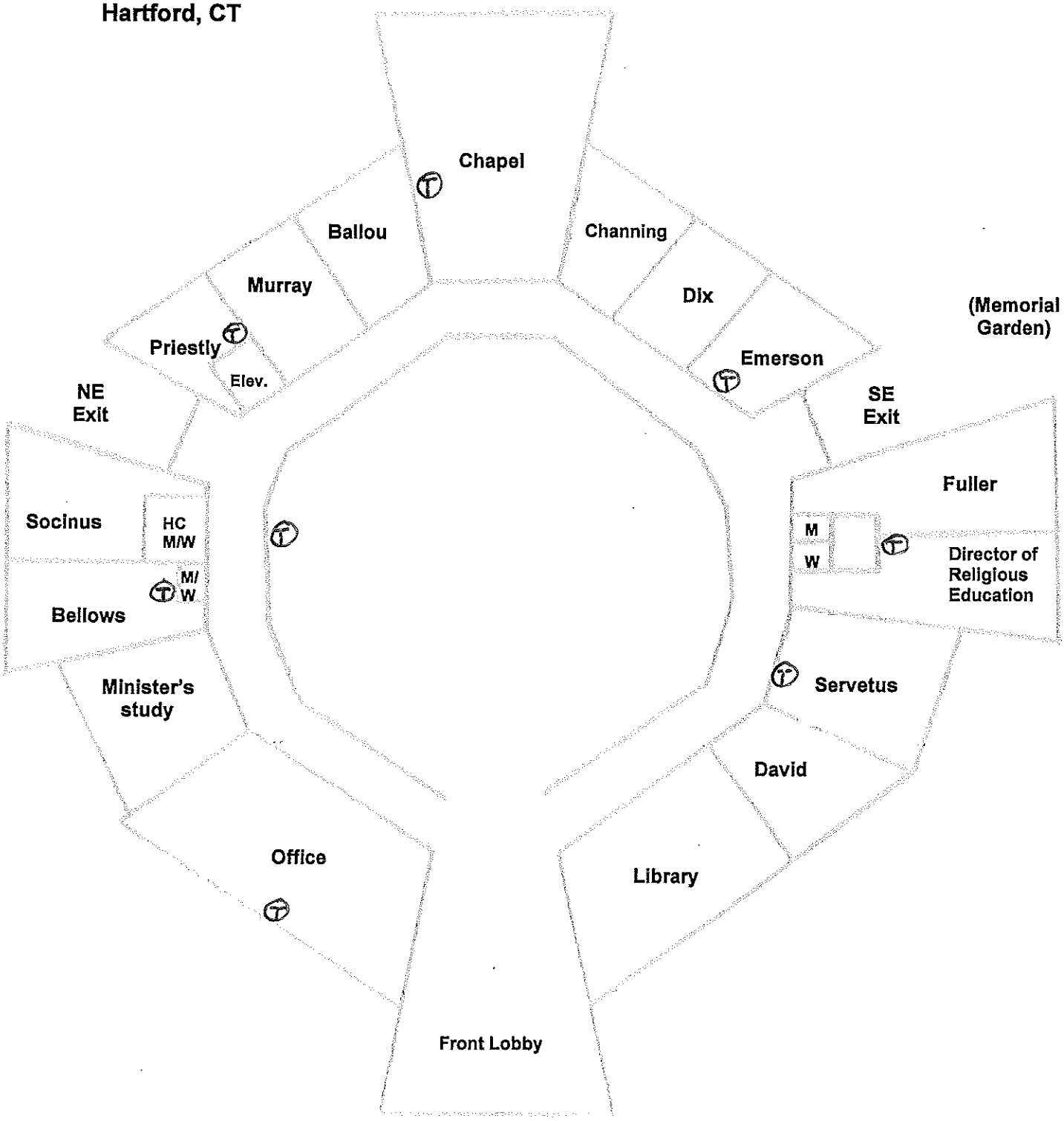
Unitarian Meeting House

50 Bloomfield Ave
Hartford, CT



Sanctuary Level

Unitarian Meeting House

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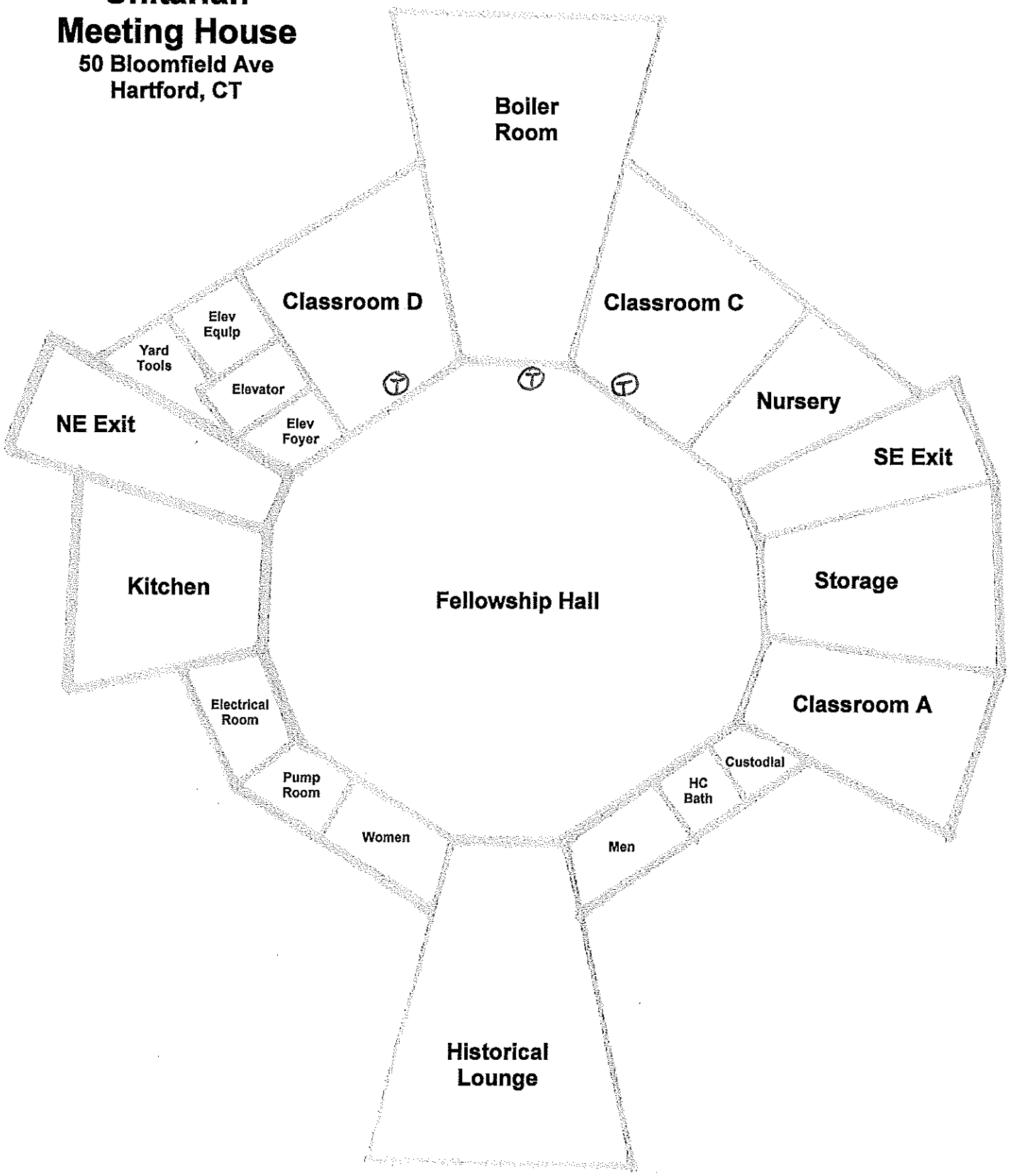

Lower Level