

# PCC Facility Use Checklist

---

We welcome you to access our facilities for your PCC related activities.\* In an effort to be good stewards of our building and resources outside of normal operating hours, ***please review and complete the following checklist prior to leaving the facility after your event, meeting or use.*** Normal operating hours are Monday-Thursday, 9:00 AM-5:00 PM and Sundays, 7:30 AM-1:00 PM.

If these items are found to be incomplete or out of sorts after your use of the facility, you or your group may lose use privileges. Thank you for your help in caring for our facility.

## GENERAL ROOM USE

### FOR THE ROOM(S) I USED:

- The room(s) have been returned to their original condition prior to use. (Please use common sense – if you moved chairs, other items, left food out, turned on TV monitors, etc. please return to original state).
- I have checked adjoining room and areas that my children or group member's children have played in and ensured those areas are returned to their original states as well.
- There are no visible food, crumbs, or stains on carpets or floors.
- If we adjusted the thermostat, it has been returned to its original setting (see attached instructions)
- The lights have been turned off in the room(s) and all nearby restrooms.

## KITCHEN USE

### FOR THE KITCHEN:

- Any dishes used and messes left have been cleaned up and put away.
- All appliances and faucets are OFF, including stoves and coffee pots.
- Freezer, cooler and ice chest doors are shut tightly.
- Pantry door is shut tightly and locked.
- All food/drink NOT brought by me or my group is in tact and untouched.
- The lights have been turned OFF.

## **BUILDING WALK-THROUGH & SHUT-DOWN\*\***

**If you are the designated point person for the day, please complete the following:**

### **WALK-THROUGH & LOCK-UP LIST:**

- OFFICE SUITE: All lights are OFF.
- CHILDREN'S FLOOR:
  - Classrooms, PowerJAM and bathroom lights are OFF.
  - No overflowing toilets in bathrooms. If you find an overflowing toilet, please attempt to plunge.
  - Exterior hall and classroom doors are locked.
- KITCHEN:
  - All appliances and faucets are OFF, including stoves and coffee pots.
  - Freezer, cooler and ice chest doors are shut tightly.
  - Pantry door is shut and locked.
  - No dishes in sink or items left in disarray. (If there are dishes in sink, please wash and put away if yours OR note which group was present with you so that they may be contacted).
  - Lights are OFF.
- MAIN HALL DOWNSTAIRS:
  - COPS room, Student Lounge, closets and bathroom lights are OFF.
  - No overflowing toilets in bathrooms (see note above regarding this).
  - Hall lights are OFF.
- BIG ROOM:
  - Exterior doors on either side of stage, back stage, and in storage room to the left of the stage are locked.
  - Sound booth swing doors are locked.
  - All lights are OFF.
- ATRIUM:
  - Coffee pots OFF
  - All lights (including lamps) OFF
  - Front and rear exterior doors locked.
- OUTDOOR PORTICO: lights are OFF (switch is outside on LEFT post if facing doors)

## **OTHER HELPFUL INFORMATION:**

- In the event of ANY emergency, call 911.
- There are no switches for the stairwell lights – they remain on at all times for safety.
- If you notice that sound/camera/projection equipment is ON in the auditorium, PLEASE DO NOT attempt to turn off. Notify Ben Dillenback by calling 804-252-1793.
- The food/drink in the kitchen, unless marked otherwise, is there for a specific reason. DO NOT TOUCH unless it is marked for public consumption.
- Should a toilet overflow, plungers are located underneath the sinks in all restrooms.
- Broom and dustpan, if needed, are located in the maintenance closet between the kitchen and second set of restrooms on the main hallway.
- Extra trash bags can be found in the kitchen.
- Should you need to contact someone regarding a building issue, please contact the following:
  - **First contact – Jeremy Ford, Campus Pastor – 804-665-3483**
  - **Second contact – Sammy Frame, Senior Campus Pastor – 804-380-5405**
  - **Third contact – Lindsay Harris, Communications Director – 804-512-6378**

\*For activities that are not direct functions of PCC and its ministries, please call 804-598-1174 to reserve space and obtain appropriate forms and applications for building use.

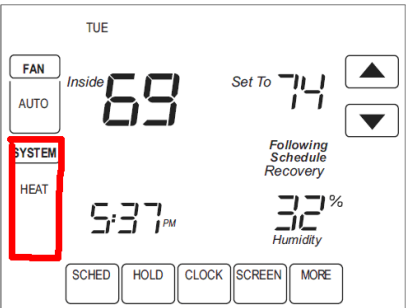
\*\*If you are the point person and a group is still in the building when you are ready to lock up, please:

- Let the group know that you are performing your walk-through, will be turning off all lights, and locking them in
- Remind the group leader of his/her responsibility to complete the page 1 list before leaving. This list will be available in an envelope behind the information desk should you need copies to hand out.

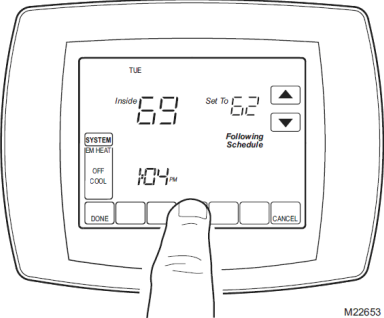
# Changing Thermostats

## TCONT800 (Office, Conference Room, Kitchen, Multipurpose, Store, 2<sup>nd</sup> Floor)

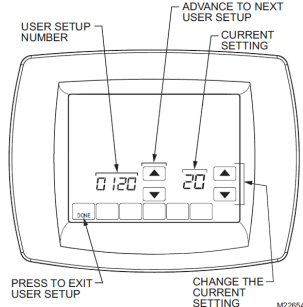
### Unlock Screen



Press the System Section



Hold the center "button" for 5 seconds

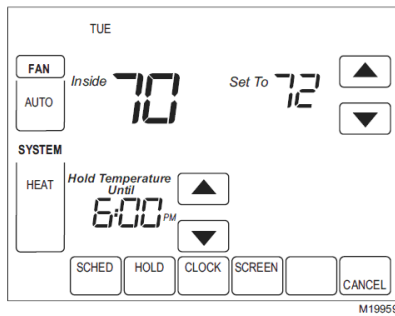


Using the arrows, change the user setup number to 670 (down one),

Using the arrows change the current setting to 0

Press "Done"

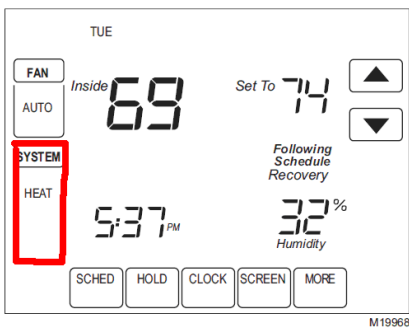
## Change Temperature



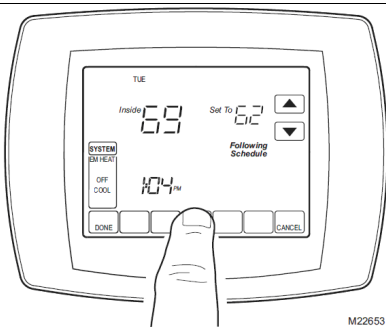
Make sure the system is set to heat or cool as needed (press it repeatedly until you see the right one)

Change the set to temperature to the desired temp, and the hold to time as needed.

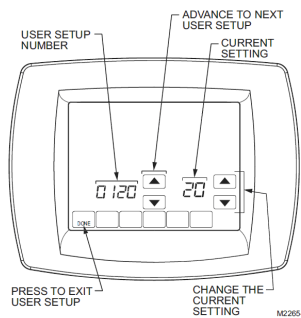
## Lock Screen



Press the System Section



Hold the center "button" for 5 seconds



Using the arrows, change the user setup number to 670 (down one),

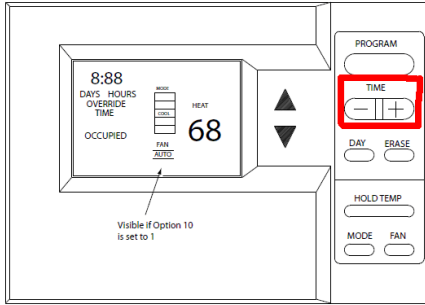
Using the arrows change the current setting to 2

Press "Done"

# ACC-SVN-28A-EN (Auditorium and Atrium)

## Unlock Screen

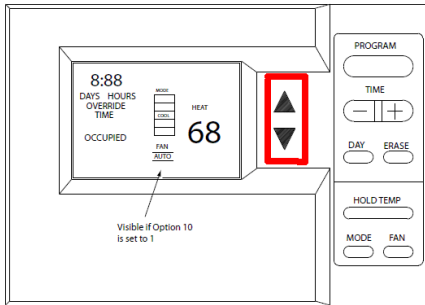
Temporary Override Menu Screen



Press and hold the time – and + keys for 5 seconds (until the padlock in the lower left corner is removed)

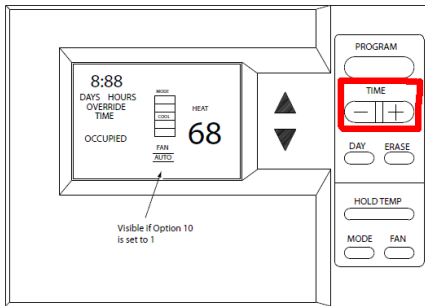
## Change Temperature

Temporary Override Menu Screen



Use the arrows to set temperature as desired

Temporary Override Menu Screen

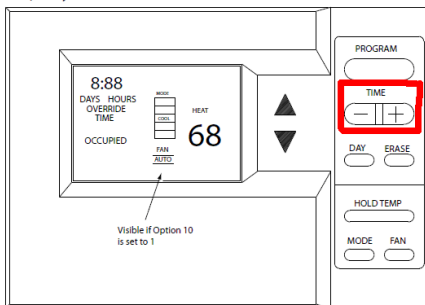


Use the time buttons to set the number of hours to hold this temp.

**DO NOT PRESS THE "HOLD TEMP" BUTTON**

## Lock Screen

Temporary Override Menu Screen



You may need to wait a few seconds....

Press and hold the time – and + keys for 5 seconds (until the padlock in the lower left corner is back)