

Instructions for Lights for Services When Dark or Going To Be Dark Outside

For first service or early service ushers:

- Western Avenue exterior lights – On/off switches are in light switch box next to door. Lift cover on box to access switch.
- Bell Tower exterior lights – On/off switches are in light switch box next to door. Lift cover on box to access switch.
- Stanley Street and west parking lot exterior lights are in the **elevator room** going into the Honduras Room – Above the breaker box is a smaller box, open door to it and turn lever to **ON**. (Note: At one time this lever was part of a timer switch.)
- Christian Education entry – Turn on 2 switches in the entry, plus in the vestibule/lobby (where bathrooms are located), turn on top switch to the right of the doorway in the lobby. Turn on all other lights going downstairs and going up to offices.
- Altar stained glass windows (above altar) – Switches are next to safe in the sacristy. Turn on both switches to the left of the safe, one for the room and one for the windows “back light”.
- Other lights – Turn on in fellowship hall, offices, and church.

Second service or last service ushers- use above instructions in reverse.

Instructions for Heat and A/C

Sanctuary thermostat is pre-programmed for heat (in winter to 62 degrees) and scheduled to come on prior to Sunday services to warm church; no adjustment needed. For services other than Sunday services, the temperature must be manually increased by using the **UP** arrow to 70 degrees. Can be turned down after mid-afternoon/early evening services, using the **DOWN** arrow to 62 degrees. However, the thermostat will reprogram itself to pre-programmed settings.

Honduras Room thermostat is a manual 3-way switch with settings for Heat-Off-A/C .

In **WINTER** it should be set to **heat**.

First service ushers – Using **UP** arrow raise the temperature setting to 70 degrees, more if needed.

Second or last service ushers – Using **DOWN** arrow lower temperature to 62 degrees.

In **SUMMER**, thermostat should be set to **A/C**.

First service ushers – Using **DOWN** arrow lower the temperature setting to about 74 degrees, lower if needed.

Second or last service ushers – Turn A/C **OFF**.

Note: Care needs to be taken to ensure **A/C** button is not turned on in winter as it will destroy compressor.