

1. INTRODUCTION:

History:

The current church is the combination of three separate building projects. In 1921-1922, the fellowship hall and sanctuary were constructed, in 1955-1956 what is called the education wing was built, and finally in 1996-1997 everything south of the church office was added. In addition the education wing and kitchen were completely remodeled and the narthex was redesigned to connect the old and the new. A fire suppression system was added through the entire building and most of the plumbing and electrical systems were updated or replaced.

After the 1996-97 remodeling and expansion project was completed Chuck Halligan, a retired Bechtel engineer and the church's project manager, put together some of the basic information for this document. Don Pederson later added to it and formatted the information into a tabbed three ring binder. In response to requests to have it more widely available Don revised it in 2017 so it could be posted on the church web site.

The 2017 revision includes some new chapters such as the Solar System, the Organ, the Building Exterior, and the Building Interior. It also dropped the chapter on the Fountain, which has been removed. Three appendices have also been added. One would keep track of new or replacement items or major repairs that have been made. The second is for important information that should be retained such as consultant's reports on the moisture problems. The third is to keep track of contractors or individuals that occasionally provide services to the church that are not recorded elsewhere.

This document should be revised and updated on a regular basis.

How to use this Document:

This document is divided into chapters for each specific system. Each chapter contains similar sections.

1. **Emergency Actions:** This is designed to be a quick guide so anyone will know what to do when the alarms go off, a water line breaks, or someone gets stuck in the elevator. Not all chapters have this section, but the first chapter has all the emergency procedures in the document.
2. **Description:** In the chapter on Heating/Cooling and ventilation, for example, it would describe the church's nine different heating systems, where they are located, where the thermostats are, what rooms they serve, etc.
3. **Operation:** Describes how the systems work.
4. **Maintenance:** Identifies who is responsible for maintenance, if they have a maintenance contract, gives a phone number, etc. It also tells where the service manuals are kept.

To access a specific chapter in this document put the cursor on the appropriate page number in the Table of Contents and click Control/Enter.

Notes:

1. Construction drawings and data are stored in a wooden chest in the attic above the upper men's restroom.
2. Copies of reduced sizes floor plans, equipment data sheets, and operating manuals are located in the office, with the trustee's file.