

WINDSOR PARK COMMUNITY LEAGUE HALL
BUILDING AND GROUNDS MAINTENANCE MANUAL

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INTRODUCTION

This manual is intended to be a flexible working document, updated periodically with the date of update noted at the bottom of each page of the document.

The manual describes the elements of the Windsor Park Community League hall (hereafter referred to as “the Hall”), including construction elements, security, drainage, electrical, heating, and plumbing. There are also Maintenance Checklists included.

The Maintenance Checklists are organized by season because these routine tasks should be done during a certain period of the year. The checklists necessarily include some items that are annual. The checklists are a suggestion and items can be added or removed as the needs of building maintenance require from time to time.

Due to their technical nature, some aspects of the Maintenance Checklists should only be carried out by a person experienced in mechanical and electrical or safety systems. A company specializing in these systems should be hired.

There are two parts to the manual – Part I and Part II. Part II describes the various elements of building maintenance and operation. The more technical portion is Part II. Part II includes the operating manuals of various devices in the building.

There are items in this manual that are sometimes repeated or duplicated in different sections because they are both important and/or are overlapping in their relevance. Various appendices in Part II have been included, many of which contain technical data for ease of communication with professional contractors. For the most part, only professional service contractors should attempt to maintain, repair, or install devices such as a furnace, hot water tank, fire alarm, snow blower, et cetera.

Indeed, this manual is not intended to obviate the need for professional contractors and service technicians. When in doubt, call a professional contractor or an emergency service response team.

EMERGENCY NUMBERS AND SERVICE CONTRACTORS

EMERGENCY: 911

Fire / Ambulance / Police / Hazardous Materials

Poison Control Centre	1-800-332-1414
Sewer Emergency	311
Gas Emergency (ATCO)	780-420-5585
Electrical Emergency (EPCOR)	780-412-4500
Water Emergency (EPCOR)	780-412-6800
Alberta Health Link (24 hour)	780 408 5465
Police (non-emergency 24 hour)	780 423 4567
Fire (non-emergency 24 hour)	780 496 3800
DATS	780 496 4567

IN CASE OF FIRE – CALL 911

1. Sound the fire alarm. It is by the light switches, northeast corner of main hall.
2. Evacuate the building.
3. Call 911. Hall address and phone number are on the first page of this manual.
4. Do not endanger yourself. If you cannot immediately or easily put out the fire with an extinguisher, leave the building.

IN CASE OF FALSE FIRE ALARM

1. The building MUST be evacuated, even if the fire alarm goes off accidentally.
2. Call the Fire Department Non Emergency 24 hour number above. A fire response team will be sent to investigate, on a non-emergency basis.



ACCESS TO KEYS FOR EMERGENCY RESPONSE TEAMS

On the east side of the building, there is a box that can be opened by emergency response teams. This box contains keys that allow access to the building. There is a sign on the northeast doors that states “Fire Department key box east side door”.

UTILITIES SERVICES/CONTRACTORS (NON-EMERGENCIES)

City Drainage & Sewer (24 hours)	311 or 780-496-1717
City Street Maintenance (24 hours)	311 or 780-496-1700
Water, EPCOR	780-412-4000
Telephone and internet, Telus	780-310-9900
Streetlights burned out, EPCOR	780-412-4500
Waste Management Hotline	311 or 780-496-5678

Service Contractors (suggestions only)

Heating and ventilation	Capital Plumbing and Heating 780-451-5666 or 780-960-0101
Plumbing	Academy Mechanical 80-438-1750 Capital Plumbing and Heating 780-451-5666 or 780-960-0101
Electrical	Commercial Industries 780-444-4477
Janitorial	587-336-0371
Locksmith (on site)	Door Max 780-901-2011 Doormax35@gmail.com All-Lock Rescue 780-447-5652
Key cutting, stamping, supplies	Royal Lock & Key 780-435-5352
Roofing	Top to Bottom Construction 780-757-7770 Alf's roofing 780-464-6464
Eaves troughs	Kijiji contractors 780-264-4201 780-707-0520
Appliance repair	Dial-an-Appliance Man 780-473-4767 780-964-7861
Rodents and pests	Pestforce 780-440-2818 www.pestforce.ca
Carpet cleaning	ChemDry Edmonton 587-409-5758
Annual fire inspections	3D Fire & Safety

	780-469-8627
Washroom partitions and accessories	Shanahan's 780-489-5444
Washroom fixtures	Bartles and Gibson 780-483-1411
Foundation	Abarent Construction 780-448-2592

BUILDING SYSTEMS AND STRUCTURES

Here are some views of the building for orientation to this manual.

Photo 1. Northeast entrance



Photo 2. Southwest entrance



Photo 3. South side

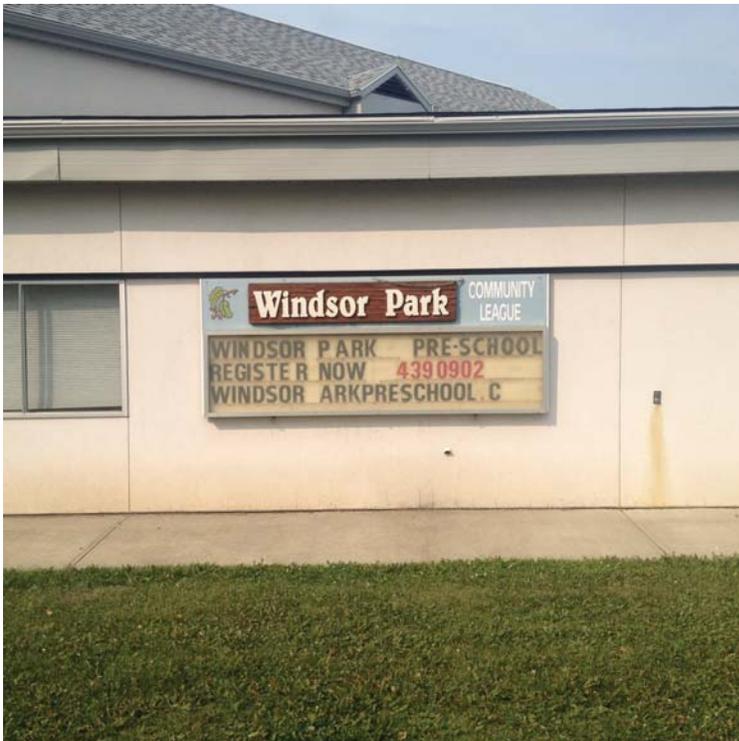


Photo 4. East side (Rink side).



Building Structure

The Winsor Park Community League hall is a single-story community centre constructed over a slab-on-grade. The building is understood to have been constructed circa 1992, and includes an assembly (main) hall, kitchen, skating rink change room area, washrooms, a mechanical room as well as storage and maintenance rooms. It was constructed of cement block with a plaster exterior, no basement, a wood and drywall interior, with an attic.

The hall has concrete pile foundations with grade beams. The slab-on grade floor is understood to be supported by pad footings. The roof structural frame is comprised of engineered trusses sheathed with oriented strand board (OSB). Support of roof structures is provided by load-bearing wood framed walls.

The hall is clad with cementitious stucco installed over OSB sheathing. Exterior windows are comprised of insulating glass set in fixed and operable aluminum frames. The entrance doors on the northeast and southwest elevations consist of aluminum units with inset Insulated Glass Units, hinge-mounted into aluminum frames. The remaining exterior doors on the facility perimeter consist of painted and insulated hollow metal doors, which are hinge-mounted into painted, pressed steel frames.

Interior floor finishes are primarily comprised of carpet, vinyl and ceramic tile. Interior walls

included paint finishes applied over gypsum wall board. Ceiling finishes are primarily comprised of painted or stippled gypsum board. Interior doors are primarily painted metal, set in painted and pressed steel frames.

It should be noted that some time after 2010, a crack appeared in the floor seen along the interior of the north walls. This has been inspected by foundation experts and is due to a drop in the concrete slab, unassociated with any changes in the exterior walls. This and the exterior walls should be monitored on an annual basis. As of 2015, the maximum floor drop is about 1 inch, seen in the preschool.

Grounds

The grounds consist of the skating rink to the east, a patio to the west. There are two playgrounds to the west, and soccer fields to the north. The playgrounds, surrounding grass, and soccer fields are maintained by the City of Edmonton, but the skating rink is maintained by the Windsor Park Community League.

An asphalt-surfaced parking area for three vehicles is located north of the facility. The parking area is accessed from a paved driveway that leads to an adjacent school. Poured concrete sidewalks are located along the perimeter of the building and provide access to the north parking lot and the municipal sidewalk to the south. Chain link fencing approximately four feet in height is provided along the south of the property as well as above dasher boards on the east and west ends of the outdoor hockey rink.

Snow removal at the building entrances is the responsibility of the Windsor Park Community League.

Roofing

The roof of the Hall is covered in asphalt shingles and there is a ventilated, insulated attic. Cold air enters the attic on the east side of the building and exits on the upper part of the northeast side, near the roof line. The roof is drained through eavestroughs on all sides of the building. The downspouts empty onto the ground, in holes covered by cement blocks in some cases.

Waste disposal

Waste disposal is via the two large bins on the west side of the school and there are also three barrel bins around the building and in the playground.

Waste bins are maintained by the City of Edmonton.

Security

Lighting

Exterior security lights (that turn on automatically when light levels are low) are present on the north, northeast, west, and southeast sides of the building. The daylight sensor for these is located on the roof on the north side of the building. These are wall-mounted halide fixtures.

Interior security (emergency) lights come turn on in case of power loss. These lights are located throughout the main hall and the northeast entrance, and are powered by wall-mounted battery-packs

Interior lighting is primarily provided by fluorescent fixtures equipped with T12 lamps along with various incandescent fixtures. Exterior lighting consists of wall-mounted metal halide fixtures.

Washroom lighting is controlled by a motion-sensing wall switch. The operation of the switch is described in brief here and in the Appendices of Part II of this manual. The switch can be placed in the ON, OFF, or AUTO position. The OFF position will prevent any lighting. The ON position keeps the lights on continuously even if no motion is detected. The AUTO position is the one where the lights are kept on for a period of time after motion is detected. That period can be adjusted from 12 seconds to 30 minutes. Currently, they are set at 30 minutes.

The manual describes how to make this time adjustment. Because these timers are currently covered by a plate, this must be removed to make the adjustments shown in the appendix in Part II. Note in the picture below that the motion-sending light switch is on the left. On the right is a panel that allows one to turn on the fan for a variable period of time. The motion-sensing light switch should normally be placed on “AUTO, and it will remain on for 30 minutes when motion is detected.

Photo 5. Picture of motion-sensing light switch



Key system

The building is secured by locked doors on the northeast and southwest sides of the building. Windows have interior latches.

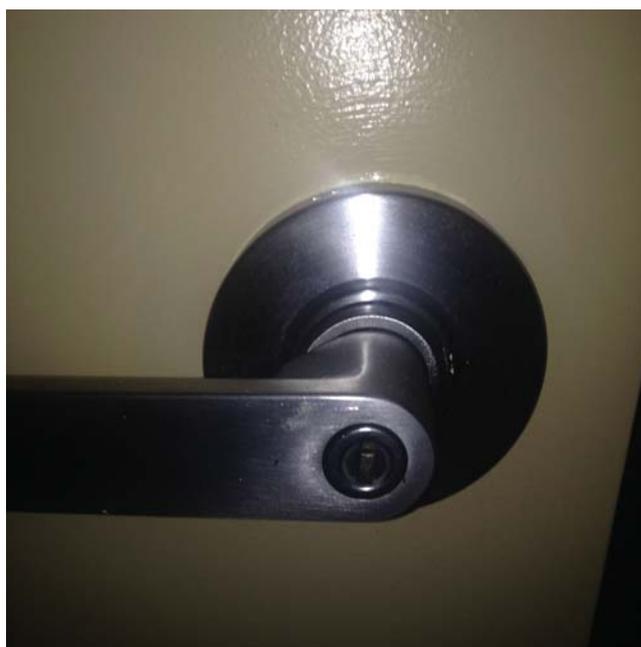
The key system is not strictly coded to usual standards in the sense that there is no true master key. The key that has no label (blank on its face) is the closest to being described as a master key. This master key is nearly a master key because it opens everything but the southwest facing entrance of the building. Otherwise, the keying system is as shown in the table below:

Key	Access
(master key, unmarked)	Northeast entrance Kitchen Main Hall Janitor's supply in Men's washroom Pre-school
1AA	Northeast entrance Southwest entrance Kitchen Main Hall
2AA	The Rink-side washroom and storage rooms
BBQ	The Windsor Park Elementary School shed located on south side of school. The Barbecues are stored here. There are two deadbolt locks for this door.
GAS	The padlock on the natural gas supply box located on the northwest side of the building.
SIGN1	The padlock on the portable street sign
S2L	The two locks on the underside of the building

S2R	sign (on the south wall of building). S2L opens the lock on one's left as one looks at the sign. S2R opens the lock on one's right as one looks at the sign.
IT	The padlock on a cupboard in the kitchen where the internet modem is kept.
COFF	The coffee cupboard on the north wall of the kitchen, under the microwave
FIRE	The fire alarm box.
THERM	The locked case around the rink-side washroom thermostat
WATER	Rink-side washroom cabinet water supply
WASH	Rink-side washroom cabinet above toilet

Finally, note that there is a small washroom in the pre-school area. This washroom has a lock that can be opened with a flat-head screwdriver. The lock looks like this:

Photo 6. Lock on pre-school washroom.



Key storage

The President of the Executive and the Building Maintenance Officer each have a complete set of all keys in their possession. Copies of keys labeled F, SIGN1, S2L, S2R, and COFF are also kept on the inside of a lower cupboard door to the immediate right of the stove.

A copy of the key F is also located inside the cabinet of the fire extinguisher near the fire alarm box in the northeast entrance.

There is a Master lock box inside the northeast entrance. In this box, there are also copies of every key. The lockbox can be opened with a code known to the members of the Windsor Park Community League Executive. Note that there is a collection of 13 rings on a single key ring. Fold all the keys over the key ring and tuck into the pocket of the lockbox to make it easier to close.

Photo 7. Key Safe Pro Box



The KeySafe Pro Lock Box Combination lock key box is located in the northeast entrance. See below for instructions.

Opening the key storage compartment door:

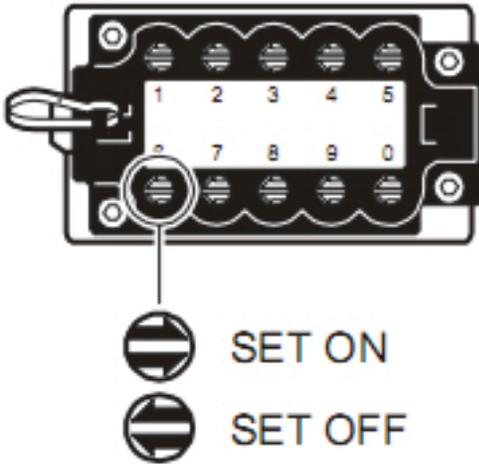
1. Look at the front of the key box. You will see buttons numbered 1 through 0. You will also see an OPEN button and a CLEAR Button.

The preset combination on the key box is known to Executive members of the Windsor Park Community League

2. Push in the combination code numbers in sequence.
3. Push down the OPEN button and while holding it down pull the lid out from the key box. If you have entered an incorrect combination, you can return the buttons to their original setting by sliding down the CLEAR button.

To set a new combination:

1. Open the compartment door (see instructions above)
2. Remove the plastic card from the back of the lid by lifting from the center of the edges. You will see ten numbered gray buttons with arrows. These numbers correspond to the numbered buttons on the front of the lid. Arrows pointing to the **OFF** position are not part of combination.



- Use the screwdriver tip on the plastic card or a small screwdriver to push and rotate the arrows. For each number in your combination, apply light pressure and rotate a 180 degree turn so that the arrow points to the **ON** position and snaps up. Arrows rotated a 180 degree turn to the **ON** position are part of your combination.



Check to make sure that all buttons have snapped back up and are all pointing to the **ON** or **OFF** position. If any arrow is pointing sideways or has not snapped up, the combination will not work and the Keysafe may be damaged.

- Test the combination before putting the lid back on the Keysafe.

5. Replace the plastic card on the back of the lid.
6. After entering in the combination, you should be able to depress the OPEN button, replace the lid and release. Test the combination again to see if you can open the lock box.

In addition, there is a second, smaller lock box called a Supra Combination Lock Box that holds spare 1AA and 2AA keys, and a spare master key. The lock box is also located in the north east entrance. Again, see below for instructions.

Photo 8. Supra Combination Lock Box



Opening the Supra Lock Box

1. Look at the front of the key box. You will see buttons numbered 1 through 0. You will also see an OPEN button and a CLEAR Button.

The preset combination on the key box is known to Executive members of the Windsor Park Community League

2. Push in the combination code numbers in sequence.
3. Push down the OPEN button and while holding it down pull the lid out from the key box. If you have entered an incorrect combination, you can return the buttons to their original setting by sliding down the CLEAR button.
4. When you release the OPEN button, the combination will clear.
5. To replace the lid, push in the buttons that correspond to the combination you have set. Place the lid into the key box by first setting the bottom of the lid into the vault. Push

down and hold the OPEN button as you return the lid to the closed position. The lid will lock into place, and the combination will clear when the OPEN button is released

Resetting the combination

1. Open the lock box.
2. Remove the plastic card from the back of the lid by lifting from the center of the edges.
3. You will see ten numbered gray buttons with arrows. Turn the lid in your hand so the back is facing you and the number “1” is in the upper left corner of the lid. (These numbers correspond to the numbered buttons on the front of the lid.)
4. All the arrows on the screws point to the left because there is no preset combination. Arrows pointing to the left are not part of combination.
5. Use the screwdriver tip on the plastic card or a small screwdriver to push and rotate the arrows. For each number in your combination, apply light pressure and rotate a half turn so that the arrow points to the right and snaps up. Arrows rotated a half turn to the right are part of your combination.
6. Check to make sure that the arrow of any number that is not in the combination is pointing LEFT. CAUTION: Arrows must point either to the left or to the right. An arrow pointing to the left is not a number in the combination. An arrow pointing to the right is a number in the combination. If any arrow is pointing up, down or has not snapped up, the combination will not work. Test the combination before putting the lid on the box. Test before putting the lid on the key box.
7. Replace the plastic card on the back of the lid.

Door push bars

The northeast and southwest doors that have a push bar have upper and lower door pins (see below) that are always released. The push bar controls the main door latch. To keep the door latch open so that one does not have to use a key each time to retract the latch, a modification has been made to the northeast door. A hole has been drilled into the push bar of the door. There is an Allen (Hex) key located on the fire alarm system box. The instructions are as follows:

1. Stand facing the inside of the door. Note that the push bar retracts the door latch when the bar is pushed inward towards the door. This is how one exits through this door. To enter this door usually requires a key that retracts the door latch. When the door closes, the latch automatically engages the door opposite. Entering again would require a key. To avoid this requirement, the door latch can be fixed in the retracted position by fixing the push bar in an inward (engaged) position).

2. Note that there is a small, 0.25-inch hole that has been drilled in the push bar. Push the bar inward and see that the hole aligns now with a hex nut inside the push bar.
3. Using a hex key (Allen key), turn the hex nut counter clockwise.
4. Release the push bar. It should now remain in the engaged (inward) position. The door latch will be retracted and remain retracted, allowing entry without having to use a key each time open the door.
5. To release this fixed push bar position, use the hex key and turn the hex nut clockwise. The push bar will release and move outward. This will release the door latch to normal secure functioning, once again requiring a key to enter.

Door pins

The right hand doors (as one faces the northeast and southwest doors from the inside of the building), have pins at the top and bottom of the doors. These pins travel into holes at the top and bottom of the door frame and keep these doors closed.

To retract these pins, note the t-shaped levers present on the end of the door frames, where the doors meet each other. These levers can be pulled down or pushed up. When the t-shaped lever at the top of the door is pushed upward and the t-shaped lever at the bottom of the door is pulled downward, the pins are retracted and the door can open. The pins are extended (protruding) when the levers are placed in the vice versa position. When the pins are extended the door cannot move.

In general, the right hand door is seldom used and the pins should be left in the extend position for extra security. See the photos below:

Photo 9. Lever on upper part of door. In this position, one would find a pin in the upper part of the door is extended (protruding).



Photo 10. Lever on lower part of door. In this position, one would find a pin in the lower part of the door is extended (protruding).



Safety

Door alarm

A bell sounds each time the northeast doors are opened. This mechanism is visible at the top of the doors on the inside there is a plastic housing for the bell. On the otherwise is a magnet that is attached to a bell ringer. This magnet sticks to the door. When the door is pulled open, it draws out the bell ringer and the magnet release eventually to let the bell ringer to strike. It is purely a mechanical system.

Fire

There are pull-down fire alarm triggers located in the northeast entrance, the main hall, the rink-side washroom, and the sports equipment storage room (southeast corner of the building).

Smoke detectors are mounted on the ceilings in the northesast entrance, the main hall, the kitchen, the pre-school area, and the sports-equipment storage room. These are directly wired into the building grid. These should be inspected annually by a Fire and Safety contractor.

In the northeast entrance, there is a fire alarm box. This should be inspected annually by a Fire and Safety contractor.

This alarm is NOT connected to emergency services. It is merely an alarm for occupants of the building. It will be triggered by smoke. The fire alarm box has a small black key that locks the box.

If the alarm sounds, unless the cause is obvious and immediately remediable, occupants of the building should leave immediately and dial 911. If there is no discernible fire or cause of the alarm, it still should not be ignored. If in doubt, call 911.

If the alarm was clearly set by a kitchen cooking or workers causing smoke due to soldering, for example, then the building can be ventilated by propping up doors and turning on ventilation (see “heating and ventilation” section).

The alarm system is shown in detail as a manual in the appendices in Part II of this manual. Pages 3 and 4 of the manual describe normal operation and what different indicators mean.

There is an alarm silence button if desired. However, silencing the alarm is not a solution. The reason for the alarm must be discerned in all cases, even if a professional contractor or non-emergency fire services are needed to repair the problem. Prior to leaving the building, it is important to make sure the alarm is reset and functioning and/or that someone has been contacted to investigate the alarm.

Extracted from the manual is the following:

Normal Appearance

All indicators are normally OFF except for the green A.C. On LED.

Alarm

A red zone alarm LED will illuminate steadily for incoming alarm.

Signal silence

If the 60 second signal silence inhibit is selected, the signal cannot be silenced for 60 seconds after an alarm initiation. Once the 60 seconds have expired, pushing the signal silence switch to the right will silence all the bells and horns. Once the signal has been silenced, the signal silenced LED will illuminate. If the switch is in the OFF normal position to the right while there is no alarm condition, the panel will indicate trouble.

Reset/Lamp Test

Operating the reset switch will restore all latched functions in the panel. The smoke detectors will reset if all products of combustion are cleared from their chambers. Holding the reset switch for five seconds will cause the panel to perform a lamp test as well as reset the panel.

Common Trouble LED

The yellow Common Trouble LED will flash and the buzzer will sound for any trouble in the panel (unless DSW1-8 is ON, then the common trouble LED will illuminate steadily and the buzzer will sound).

Buzzer/Buzzer Silence Switch

The buzzer will sound intermittently for any trouble. The buzzer will sound steadily for any alarm in the system. Operating the Buzzer Silence switch will silence the buzzer. Any subsequent alarm will resound the buzzer. Turning the Buzzer Silence switch OFF normal will sound the buzzer steadily.

Zone Trouble LED

The yellow Zone Trouble LED will illuminate steadily for an open loop in the zone wiring. Refer to Figure 2 on page 6 of the manual for the location of indicators and control.

Battery Fault LED

Battery removal, low voltage and open battery leads will turn on the yellow Battery Fault LED and the Common Trouble LED.

Ground Fault LED

Any ground fault of 10K ohms or less (i.e., short circuit to ground whose effective resistance is 10 K ohms or less) will turn on the yellow Ground Fault LED steadily, flashing the Common Trouble LED and sounding the common trouble buzzer intermittently.

Remote Lamp Fail LED

Any open circuit on the supervised remote annunciator wiring will illuminate the yellow Remote Lamp Fail LED steadily, flash the Common Trouble LED and cause the Common Trouble buzzer to sound intermittently.

Signal Trouble LED

The yellow Signal Trouble LED will illuminate steadily for any open or short. (The LED is located behind the display plate.)

Access to keys for emergency response teams.

On the east side of the building, there is a box that can be opened by emergency response teams. This contains keys that allow access to the building. There is a sign on the northeast doors that states "Fire Department key box east side door".

Photo 11. Key box for Fire Department to access master key.



Fire extinguishers

There are six fire extinguishers: the northeast entrance, the furnace room, the pre-school room, the main hall, the southernmost rink-side storage room, and in the attic. They should be inspected annually by a Fire and Safety contractor.

Fire inspections

Fire inspection includes access to the attic via a door in the kitchen ceiling. Note that the attic has panels (of insulation) that open to other parts. These must be kept closed to prevent heat escape into these other roof parts and potential ice damming. The attic is accessed using a flat-head screwdriver on the panel in the kitchen ceiling. Turn all the screws at least 90 degrees and the panel will drop down, with a hinged side on the westward side. The attic does not have a floor, so one will be stepping on the ceiling joists. Be careful.

Rodents

There are four main external bait stations secured by concrete blocks around the building. The cement blocks prevent children from picking up the stations. There are small units placed inside

the building (1 furnace room, 3 kitchen, 1 main storage room, 2 in rink side rooms). The rodent professional service contractor should check these every 6 months

Heating and ventilation

Heating

The building is heated by two forced-air furnaces. Operation manuals for these furnaces are available online. On the west wall of the furnace room there is a switch box with two switches, each operating one of the furnaces. The switches should be toggled into the upward position fro ON. To the right of this switch box (towards the hot water tank), there is another switch box. It is in the OFF (down) position. This switch gives power to a device in one of the ducts that responds to the temperature of the cold air return and adjust outward heated airflow. It is not an essential device and is not used. You will see it high among the duct work on the southern part of the furnace room. If you turn this switch ON, you will hear a whirring sound as the device operates.

One furnace (smaller, on the left) heats mainly the pre-school area and the second furnace heats the remainder of the building. Thermostats are located in the main hall, in the pre-school area, and in the rink-side change room. The thermostat in the preschool and the thermostat in the rink-side change room both operate the smaller furnace. The two exist so that turning down the pre-school thermostat will not prevent the heat from being lost in the rink-side change room. The building must always be at least 16 degrees Celsius to prevent pipe freezing. This is especially true in the rink-side change room, where the water supply is located for rink maintenance. (See Fall Maintenance Checklist: Rink.)

The main hall and pre-school thermostats are programmable and there are instructions in the thermostat panel, and also in the Part II of this manual. The rink-side change room Honeywell thermostat is set at 16 degrees degrees Celsius permanently. It is contained behind a plastic box to prevent tampering.

Photo 12. Image of thermostat in main hall.



Photo 13. Image of thermostat in main hall, panel open.



The furnace filters are changed every few months in the winter. Both furnaces take the same size filter.

Flammable materials and liquids are not to be stored in the furnace room. The furnace room should be kept uncluttered to allow for maintenance.

The gas supply is from underground and located at the northeast corner of the building where a gas meter lies.

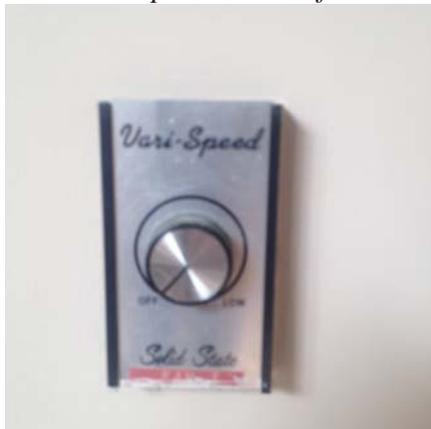
Ventilation

There is a fan for ventilation for the small washroom on the north side. Next to the light switch is another switch that operates this fan. The main washrooms have an automatic fan that is timed and linked to the lights. There is a ventilation fan in the main hall, with a large vent located high on the wall. The control for this vent includes a timer and a speed control on the north side wall of the main hall. The timer and speed control are shown below

Photo 14. Timer for main hall ventilation



Photo 15. Speed control for main hall ventilation



There are three Ground Fault Indicator (GFI) exterior plugs on the building. Each plug is designed to trip if there is an electrical short or power overload.

In the case of suspected electrical malfunction, one can check the appliance being plugged into an electrical outlet for malfunction, then check whether the GFI plugs (if one is using them) has been “tripped”. Otherwise, one can check whether any breakers on the breaker panel have switched to an off position (a position opposite to that of the remaining breakers). The breaker, if found to be off, can be flipped on. If there is still a malfunction, contact an electrical service contractor.

Water

Main supply

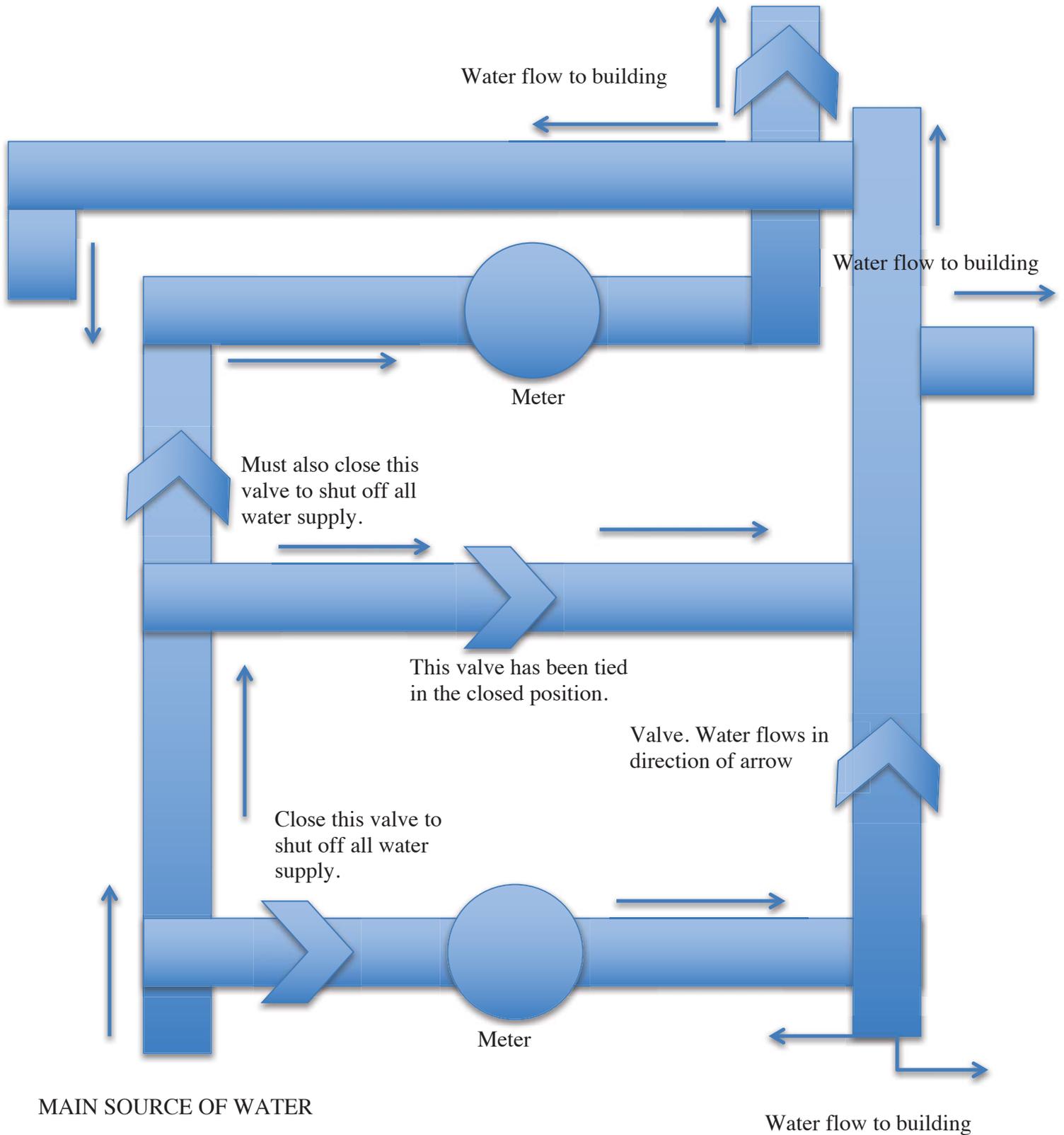
Water supply is from underground and enters the building in the floor of the furnace room. According to diagram A, the main water comes through the floor in the northwest corner of the room. It passes through a water meter. Immediately prior to the water meter is a shut-off valve. This is tied in the on position. There are also valves along many connecting pipes so that water flow can be isolated if necessary.

There is an AO Smith hot water tank in the furnace room. The model is GCVL-40 with a ProMax® Power Vent. An operation manual is available at:

http://www.hotwater.com/lit/im/res_gas/322151.pdf

Maintenance portions of the manual are included in the Appendices (Part II of this manual).

Diagram A. Main water supply with meters, cut-off valves.



Exterior water supply

There are two exterior water sources, each with a no-freeze valve that extends into the building. On the north side of the building, the water valve is unfortunately located in an interior wall. In the pre-school area, there is a white board covering the access site for repair. It has three screws that can be removed to access the plumbing. This water supply also has an interior shut off, located in the northwest corner of the furnace room on a vertical copper pipe. This allows for maintenance of the exterior water valve, so that the water supply to this one source can be shut off without having to shut off the main water supply. There is a water key (see picture below) for the south side and north side exterior water valves. One spare key is located on top of the fire alarm box in the northeast entrance. The appearance of the exterior water valves is as shown below with the standard typical appearance of a water key. To operate this exterior water valve, place the square end of the water key into the valve. Turn the key counter-clockwise to open (get water) and clockwise to close.

Photo 18. Exterior water supply.



Photo 19. Water valve key.



An equivalent south side exterior valve is present. It has again a no-freeze valve that extends in to the interior of the building. This can be accessed from a panel located on the south wall of the storage room in the main hall. Unfortunately, there is no interior water shut off valve located here, so that this water supply can only be repaired when the main water supply for the building is turned off.

Rink water supply

There is a water supply in the rink change room for flooding the ice rink. The water hose supply in the rink change room has a release valve that is for release of pressure and overflow. Released water empties into a bucket. This is a normal function. It is important to note that this water line can freeze if the thermostat in this room is turned down and the temperature drops to near or below zero degrees Celsius.

In the janitor supply room, there is a pressure tank that allows for high volume flushing of the rink side washroom. The water enters from beneath the pressure tank, is pressurized in the tank and is released with a flush. If this toilet is not flushing well, a professional plumber should examine this tank. Above this toilet is a locked cabinet that encloses the plumbing. The photo below shows two valves. The lever valve, if put in the shut off position, turns off water to this toilet and also to the sinks on the opposite side of the wall in the men's washroom. The circular, faucet-type valve turns off water to the toilet only. Either valve could be used to effect repairs. This cabinet is locked but can be opened with the assigned key labeled WASH.

Photo 20. Valves located in cabinet above rink-side washroom toilet.



Sewer drainage

There are sewers located in the floor of the furnace room and in the bathrooms. If one smells methane (rotten egg) gas, pouring several liters of water into the sewers may be helpful. If in doubt concerning the smell of gas call 911 or one of the other numbers listed below for gas or heat problems.

Janitorial

The janitor supply room should only normally be accessed by the janitor.

There is a portable Kenmore vacuum in the kitchen, with mops and brooms. The operation of the vacuum is shown in an Appendix in Part II of this manual.

There is a central vacuum system in the storage room of the main hall. The operation of the vacuum is shown in an Appendix in Part II of this manual.

Kitchen

The kitchen is not rated for food preparation. There is an electrical stove and oven, a refrigerator, and two sinks.

Skating rink

Renting the skating rink does not include access to the hall. Key 2AA (see section **Security**) allows access to the skating rink change room/washroom and to the adjacent sports equipment room.

One is referred to the discussion above concerning the rink water supply and to information below on ice flooding, equipment storage, and skating rink lights.

The technique of ice flooding is best understood by a practical demonstration, and there are numerous online resources and videos available.

Operation of ice rink hose and ice flooding

1. In the washroom/change room on the rink-side of the building, there is a water supply system as shown below. The cabinet can be locked and opened with the key WATER. The cabinet door can be tricky. One must place some vertical lift on the door to make sure it fits well, and then lock.

Photo 21. Cabinet containing water supply to rink hose.



Photo 22. Valves controlling water supply to rink hose.



The water supply comes from the floor, and travels up the point of the RED-handle shut-off valve seen in the picture above. This valve, being perpendicular to the pipe, is in the CLOSED position. Opening it will allow large amounts of water to travel vertically and then leftward (not shown in the photo) to the outside of the building where a fire hose must be attached to flood the ice.

Some water will travel up the pipe further vertically to a pressure valve. This valve can be palpated by reaching up into the cupboard. It is perfectly normal operating procedure if this pressure valve leaks water. It is supposed to in cases of excess pressure. In fact, if it does not, it may be frozen (did someone inadvertently turn down the thermostat?)

The picture above shows another SMALL-handle shut-off valve in the CLOSED position. This valve is used after the hose is used. That is, after the hose is used, one should turn off the water by placing RED-handle valve in the CLOSED position. There will be some excess water in the pipes. Opening the SMALL-handle valve will allow that excess water to drain into the bucket.

Here are the steps for flooding.

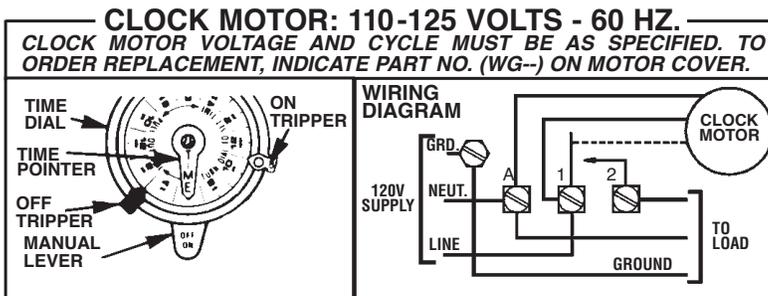
1. Enter the rink-side washroom. Check that the thermostat is operating and the room should be at least 10 degrees celcius. Check that the RED-handle and SMALL-handle valves are in the CLOSED position.
2. Locate the fire hose and attach it exteriorly to the water pipe. The fire hose should be on a wheel assembly, with the water spout end tucked in near the axle of the wheel assembly. Unroll this hose and lay it on the ground. The fire hose has a coupling on one end that fits around the external water pipe. Make sure the exterior water pipe is free of snow and ice. Two clamps must be pressed inward to tighten the attachment one the coupling is placed over the mouth of the external water pipe.
3. The other end of the fire hose (the one not attached to the water supply) also has a coupling. This allows a second fire hose to be attached, making the series of hoses long enough to reach the far end of the skating rink. The two hoses are joined by a screw-type coupling. This can be done by hand and tools should not be used.
4. You will find in the rink-side washroom and the sports-equipment storage room the two red water nozzles. Once the hoses are attached to each other and to the exterior water supply, the farthest hose end is where you can attach the nozzle. Do so and then bring the far end of the hose around the fencing of the skating rink and to the far end of the skating rink. Lay the hose down.
5. Locate the RED-handle valve and turn it to the OPEN position. Water will now inflate the hose. It is acceptable if the pressure valve releases some water at this point.
6. Flood the ice, starting from the east (farthest from the building) end of the skating rink and working back towards the building. Hose will have to be pulled back as this is done

until there is no more hose left in the skating rink. The nozzle allows on to control the flow of water.

7. Once flooding is complete, lay down the hose, and turn the RED-handle valve to the CLOSED position. The water supply is now off. Remove the nozzle from the fire hose and place the nozzle back in its storage.
8. Open the small-handle valve to release excess water into the bucket.
9. To drain the fire hose, first unclamp the fire hose from the exterior water supply. Then unscrew the connection between the two hoses. Picking up the hose at one end and “walking” hand-over-hand along the hose with the hose raised over head will cause each hose to drain from both ends. Once the hoses are relatively free of water, the main fire hose is brought to the wheel assembly. The coupling is placed near the axle of the wheel assembly and the wheel assembly is turned by a crank to slowly roll up the hose. This will also cause some water to be expelled from the hose. It is ok if some water is left in the hose. This will be brought into the rink-side washroom and will slowly be drained. The key is that the hoses are in a place where water will not freeze.
10. When the second hose is relatively drained, this too can be rolled by hand and placed in the rink-side washroom or the sports equipment storage room.

Operation of rink lights timer

MODEL: T101 24 HOUR DIAL TIME SWITCH SINGLE POLE SINGLE THROW (SPST) 40 AMP. RESISTIVE, INDUCTIVE, TUNGSTEN OR 1000 VA PILOT DUTY 120/208/240 VOLT AC; 2 HP (24 FLA) - 120V AC; 5 HP (28 FLA) - 240V AC



WIRING INSTRUCTIONS: To wire switch follow diagram above. Use solid or stranded **COPPER** **only** wire with insulation to suit installation. See gauge selection table for normal service applications. To make power connections remove 1/2 inch of insulation from wire ends. Insert bare ends of wire under the pressure plate of terminals. Use 3/16 or larger screwdriver to tighten terminal screws firmly. (25 lb-in minimum).

REPLACE INSULATOR BEFORE TURNING ON ELECTRICITY.

MINIMUM COPPER WIRE SIZE (AWG)	MAX. LOAD (AMP)	MIN. INSULATION TEMP.(°C)	75°C INSULATION MAX. MOTOR LOAD (HP)			
			SINGLE PHASE		3 PHASE	
			120 V.	240 V.	208 V.	240 V.
14	15	60	1/2	2	N/A	N/A
12	20	60	1	2 1/2	N/A	N/A
10	30	60	2	3	N/A	N/A
8	40	75	-	5	N/A	N/A

PROGRAMMING INSTRUCTIONS

- TO SET "ON" AND "OFF" TIMES:** Hold trippers against edge of **CLOCK-DIAL**, pointing to time (AM or PM) when **ON** and **OFF** operations are desired, tighten tripper screws firmly. For additional tripper pairs on **CLOCK-DIAL** order 156T1978A.
- TO SET TIME-OF-DAY:** Pull **CLOCK-DIAL** outward. Turn in either direction and align the exact time-of-day on the **CLOCK-DIAL** (the time now, when switch is being put into operation) to the pointer. **DO NOT MOVE POINTER.**

OPERATING INSTRUCTIONS

- TO OPERATE SWITCH MANUALLY:** Move **MANUAL LEVER** below **CLOCK-DIAL** left or right as indicated by arrows. This will not effect next operation.
- IN CASE OF POWER FAILURE,** reset **CLOCK-DIAL** to proper time-of-day. See programming instructions.

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158TS10941

1. Locate this timer in the northeast corner of the sports-equipment storage room. The timer is contained in a metal box. You will see a metal disc with the hours in a.m. and p.m. marked. With the electricity in constant supply, this disc is a clock. The hour indicator is a time pointer in the vertical position according to the diagram above. Check that the time is set correctly.
2. Locate the trippers. These are metal clips with a screw in them that allows them to be attached to the metal disc. If they are not already on the disc, they are in the timer box or they are lost. Check with the building maintenance officer or rink maintenance officer for a spare set.

These trippers are marked ON and OFF. Using a screwdriver, attached them to the metal disc, the ON tripper at the time when you want lights to turn on, and the OFF tripper when you want the lights to turn off. These trippers interact with levers behind the disc that ultimately move the manual ON/OFF lights switch so that the lights are either ON or OFF.

Telephone and internet

The telephone and internet supply box is located on the south wall of the furnace room. The wireless router is located in a locked cupboard in the kitchen. These services are provided through Telus.

The Wi-Fi password is 1184011840

Tools

There is a step ladder in the furnace room.

There is a small tool collection in the kitchen.

Storage

There is a large storage room in the main hall. Here are located stackable chairs, folding tables, the central vacuum with attachments, and equipment used by the pre-school. There is also storage in the room located on the southeast part of the rink side of the building, called the sports equipment storage. In here one may find hockey nets, soccer equipment, shovels, hockey sticks, a snow blower, and equipment for ice flooding. The rink-side change room may also houses the hockey nets and in here there is equipment for ice flooding as well.

Barbeque

There is a portable natural gas barbeque stored in the shed on the south side of the Windsor Park school. See picture below.

Photo 20. Storage for barbeques.



On the northwest corner of the Hall there is a padlock-secured natural gas outlet:

Photo 21. Locked box containing gas outlet.



Photo 22. Gas outlet box opened.



To operate the barbeque, read the instructions on the barbeque and/or see Part II of the manual. Attach a hose to one of the two available natural gas outlets. Turn the yellow valve on the side to which the hose has been attached so that the long axis of the yellow valve aligns with the long

axis of the pipe. Gas is now available to the barbeque. Be sure to only have ONE valve open if you only have one hose attached to the gas supply. It is normal to smell natural gas briefly, but ongoing smell of gas indicates a leak. STOP USING THE BARBEQUE IMMEDIATELY! Turn off all burners, close the yellow valves so that they appear as they are in the above picture.

Paints

These were last purchased at JV Painting in Edmonton. They are Sherwin Williams paints. The table below shows the name of the pain, the Sherwin Williams code, the paint mixers code, and the parts of the hall painted with each colour.

Paint name	Sherwin Williams paint code	Paint mixing code	Paint distribution
FAMILIAR BEIGE	SW 6093	B-16, C-1Y32, I-56	Door and window frames
BAIZE GREEN	SW 6429	AXN-2Y24, B-18, D-13	North wall of pre-school
LIGHTWEIGHT BEIGE	SW 6092	B-9, C-44, I-31	Walls of entrance, washrooms, main hall
COMPATIBLE CREAM	SW 6387	B-3, C-2Y4, I-3	South, east, west walls of pre-school

TROUBLE SHOOTING TIPS

- A. I cannot open the door I want to open.
1. Check the key type that you have. You will find the key system description in the section Security. Your key may not be authorized to open all doors.
 2. If your key is the correctly assigned key, check for key damage (i.e., bent or chipped key)
 3. If the key appears intact, try using graphite spray, which can be purchased at a local hardware store, and spray into lock.
 4. If all else fails, call a locksmith.
- B. I smell gas.
1. Evacuate the building. Call 911 or ATCO Emergency number (780-420-5585). Follow their instructions.
- C. There is no electricity.
1. Check the Breaker panel to see whether any breakers are in the off position. Switch them to the on position.
 2. If there appear to be no breaker problems, call EPCOR emergency (780-412-4500).
- D. There is no heat.
1. Check whether there is electricity in the building and the light switch in the furnace room works. If there is no electricity supply to the furnace room, follow the steps for Trouble C above.
 2. If there appears to be electricity supply to the furnace, call ATCO Emergency number (780-420-5585). Follow their instructions.
- E. There is a bad smell coming from one of the sewers.
1. Pour several litres of water into the sewer. If this is not effective, consider that what you are smelling is natural gas, and see Trouble B above.
- F. The rink change room/washroom toilet is not working properly.

1. Call a professional plumbing contractor and show him the pressure tank in the Janitor supply room in the men's washroom.

G. None of the lights for the skating rink are working.

See the inside of the timer housing for instructions.

1. Check whether there is electrical supply to the building. If the lights are on in the various parts of the building, the electrical supply is probably intact. Check the breaker panel to ensure all breakers are in the on position.
2. Go into the southeast door on the rink-side of the building. This is the sports storage space and it houses the timer for the lights on its north wall. Check that the timer clock dial and the time pointer indicate the correct time.

Check that the manual ON and OFF switch at the bottom of the dial is in the ON position.

Check that the position of the ON trigger is set in a time position when the lights are expected to come ON and the position of the OFF trigger is set in a position when the lights are expected to go OFF. If they are not, use a screwdriver to loosen the trippers and move them to the correct times for ON and OFF. Then tighten the screws.

The trippers are small metal clip-like devices that, if they are not on the timer, are sitting in the timer box. They are attached to the metal disc of the timer, on the edge. As the timer disc turns (as time passes), these trippers encounter a lever behind the disc that switches the manual ON and OFF switch as needed.

3. If the problem is not resolved, call a professional electrical contractor.

H. Some of the skating rink lights are not working.

1. Call a professional electrical contractor. The problem may be a burned out light bulb or a bird's nest in the light housing. The electrical contractor must have access to a lift to access these lights.

MAINTENANCE CHECKLISTS

Spring

Spring Clean!

- Clean out storage rooms.
- Clean out rink shack.

Interior and Exterior Doors/Windows

- Check interior walls and flooring for signs of water damage from ice damming.

Grounds

- Remove litter from perimeter of the building.
- Check perimeter plaster for any winter damage.

Roof

Shingles

- Inspect from the ground only for any lost or curled shingles.
- For further inspection, hire a professional roofing company.

Eavestroughs

- Check condition of eavestroughs and downspouts from ground view only.
- If any concerns, hire a professional to climb to view all eavestroughs.

Security

- Check that northeast door alarms with a bell sound each time it is opened.

Electrical

- Set clocks to one hour forward for Daylight savings time on the appropriate date.

Water

- Open north side exterior water supply with valve located in northwest corner of furnace room.

Washrooms

- Check sink drains and add water to floor drain to keep sewer gas from backing up.
- Check janitor supply for toilet paper, paper towels, soap refills

Fall

Update Manual

- The Fall is a good time to check whether the manual is up to date, especially regarding key systems, and service contractor contact numbers.

Interior and Exterior Doors/Windows

- Check weather-stripping and hinges and repair as needed.
- Lubricate hinges of any squeaky doors with WD 40.
- Check weather-stripping and latches of windows and repair as needed.
- Check that mailbox is in good order.

Grounds

- Walk the perimeter of the building to make sure land slopes away from building AND all downspouts have channels to take water away from building.

Roof

Shingles

- Inspect from the ground only for any lost or curled shingles.
- For further inspection, hire a professional roofing company.
- Ensure doors in attic are closed to prevent heat escape to roof ventilation.
- Check from ground that exterior roof vents are clear of obstruction.

Eavestroughs

- Check condition of eavestroughs and downspouts from ground view only.
- If any concerns, hire a professional to inspect and clean all eavestroughs.

Waste Disposal

- Check that barrel bins are present.

Security

- Test locks and keys, spraying graphite powder into locks or replacing locks as needed.
- Check operation (in the evening), of exterior safety lights.
- Check that northeast door sounds with a bell sound each time it is opened.
- Check that door bell is functioning.

Safety

- Replace first aid supplies as needed in main hall and rink.
- Arrange for annual fire inspection.

Heating and Ventilation

- Arrange for annual inspection by ATCO gas or furnace-cleaning company.
- Check preset and programs of thermostats in main hall and rink change room.
- Arrange for annual furnace and vent cleaning.

Electrical

- Set clocks to one hour back for Daylight savings time on the appropriate date.
- Test all appliances to ensure proper functioning.

Water

- Shut off exterior water sources on north and south side of building with a water key.
- Also shut off the north side exterior water supply with valve located in northwest corner of furnace room.

Washrooms

- Check sink drains and add water to floor drain to keep sewer gas from backing up.
- Check janitor supply for toilet paper, paper towels, soap.
- Check that all toilets in main hall and rink area flush properly without leaks.

Rink

General condition

- Check for sharp protrusions near gates and doors, filing down any sharp edges off of metal hardware.
- Run a hockey stick along the kick (bottom) of the rink and if the tip of the stick gets caught, either fill the joint or replace kick to reduce the gap.
- Check for smooth operation of all gates and hardware and apply a small amount of oil.
- Use a rubber mallet/hammer to the back of the rink and walk the perimeter hitting every board on the joints and identify any loose ones. Re-nail loose boards/planks.
- Inspect the rink perimeter and fill in low spots where water will run out under the boards.
- splinters and/or chips. File down or replace boards badly damaged.
- Using a sharp object, poke at the wooden posts at ground level and check for signs of rotting wood.

Equipment

- Check water supply equipment including hoses, nozzles, and couplers.
- Test operation of snow blower and assess whether snow blower needs servicing.
- Replace worn out scrapers, shovels, and brooms.
- Examine hockey nets for torn netting.