

Smith Memorial Church Emergency Utilities Plan

The Main Water Cut Off

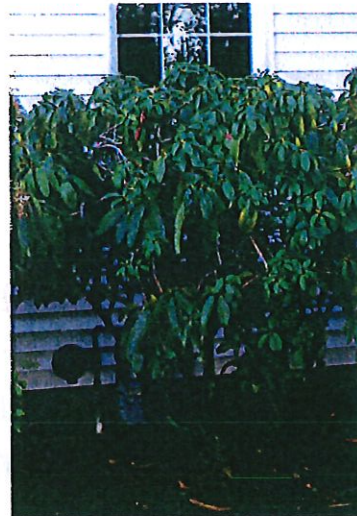
The main cut off for water is located on the West end sidewalk directly behind the Sanctuary.



To Turn the water off, you will need to open the center cap and use the Wrench located in the Fellowship Furnace Room.

The main Gas cut off.

The main gas cut off is located on the South end of the Fellowship Hall.





The cut off on the meter is located on the left side of the meter, on the vertical pipe.

To turn the Gas off, you will need either a crescent wrench or a gas main wrench. You will need to turn the valve horizontal to the pipe.



Keep in mind that if the Gas is turned off, that you may have to relight the hot water tank in the Book-keepers office. Additionally a gas main wrench may be purchased at Home Depot.

Main Power Cut Off

Sanctuary and Fellowship Hall

The Primary cut off for these two buildings are located through the Pastor's Study and in the Furnace Room.



The Christian Education Wing.

The primary cut off for power is located on the Lower level of the C. E. wing inside the Power room.

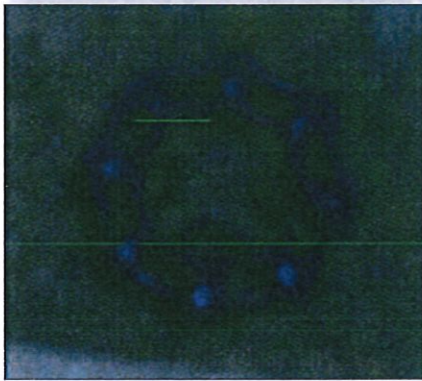


Individual Building Water cut offs.



Sanctuary and Rest Rooms.

Located in the Pastor's Study, through the door and to the left. It is located inside the lower left book case cupboard under a steel plate. There are Two valves inside this space. The **Dark Blue** valve is the main cut off. The other controls the outside faucet.



Christian Education Wing.

The primary cut off is located on the lower floor inside of the Shop. It is located towards the ceiling in the back right corner.

It is also **Dark Blue**.



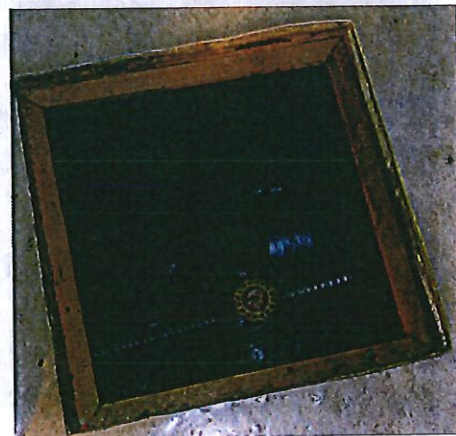
Fellowship Hall.

At this time we have not been able to locate a main Water cut off for the Fellowship Hall. However the following cut offs are available.

There is a cut off located in the kitchen under the right hand dish cabinet.



Additional cut offs are located under the sinks in the kitchen and under the toilet tanks and sink in the bathrooms.

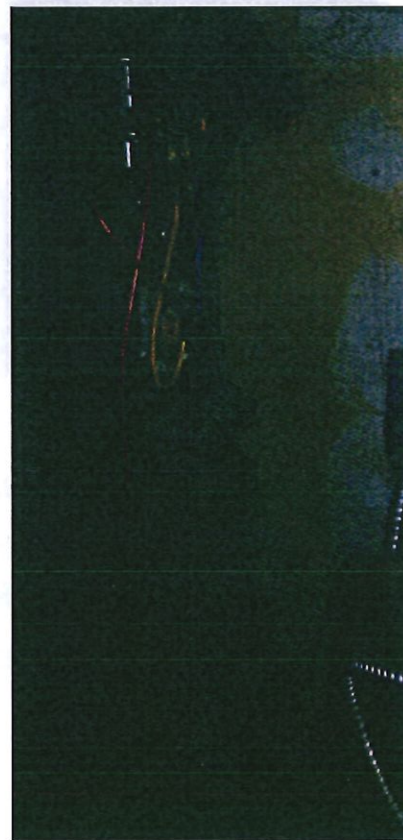


Fellowship Hall and all upper rest room, hot water tank.

The only active hot water tank for this area, is located in the Bookkeepers Office. It is located in the left rear corner of the office,

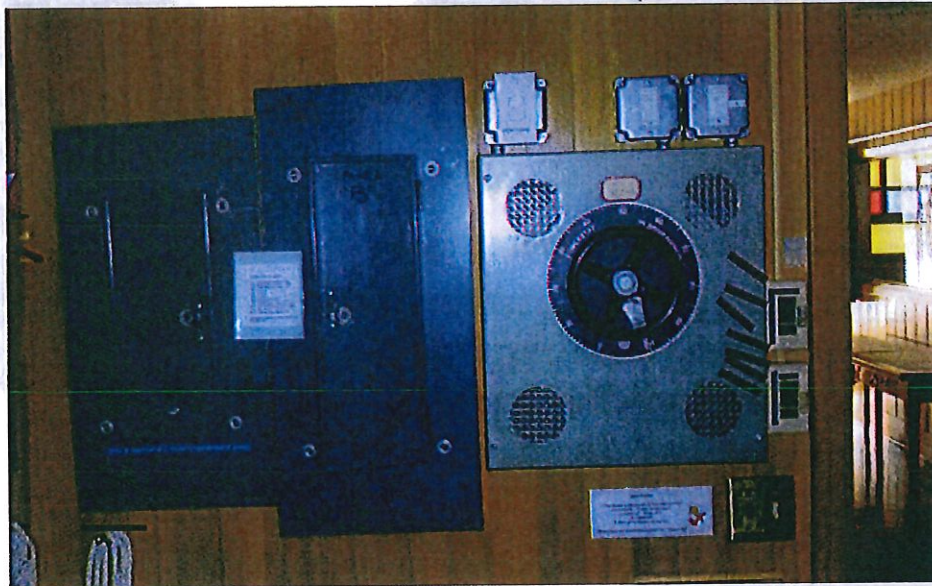


There is one *Inactive* hot water heater located in the kitchen under the scullery sink.



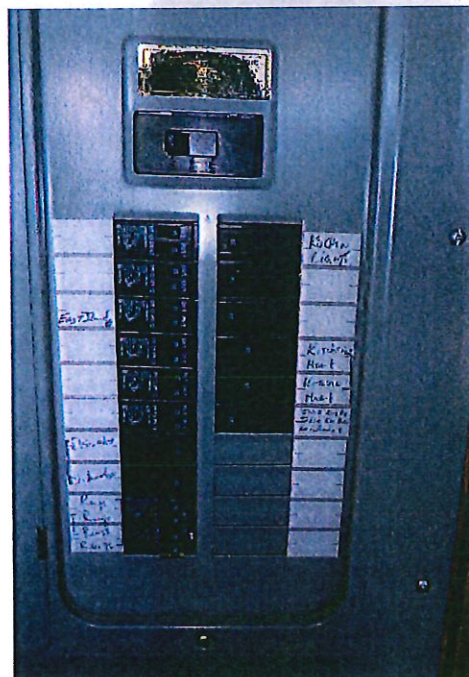
Individual Power Cut Offs

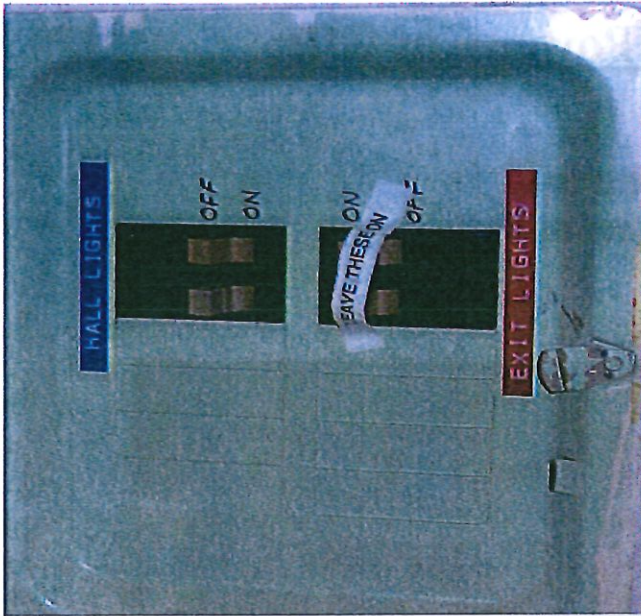
Sanctuary Power is controlled in the Old Library. The panels are located inside and to the left.



Fellowship hall has two locations. One for the Kitchen located on the entry ramp.

The other is located in the furnace room.



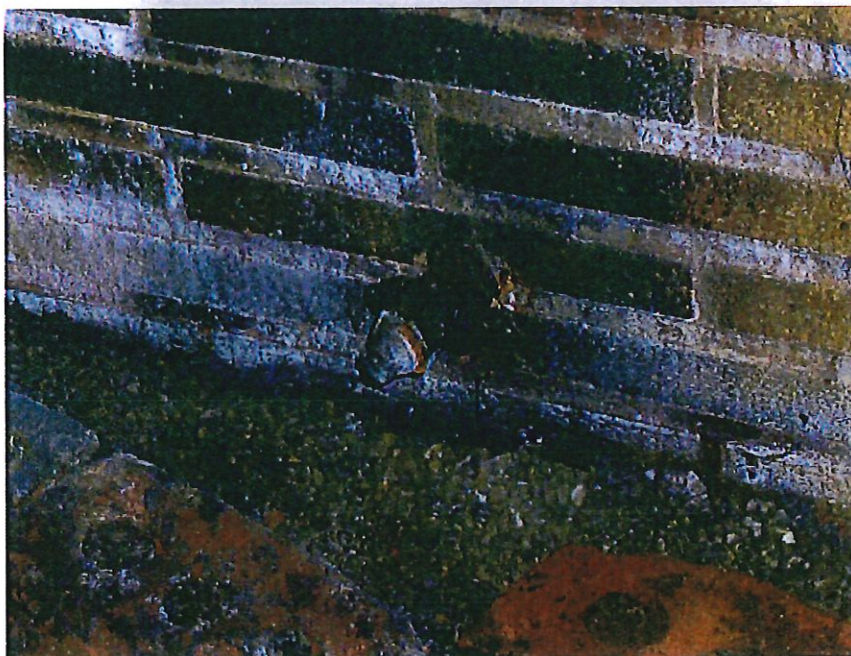
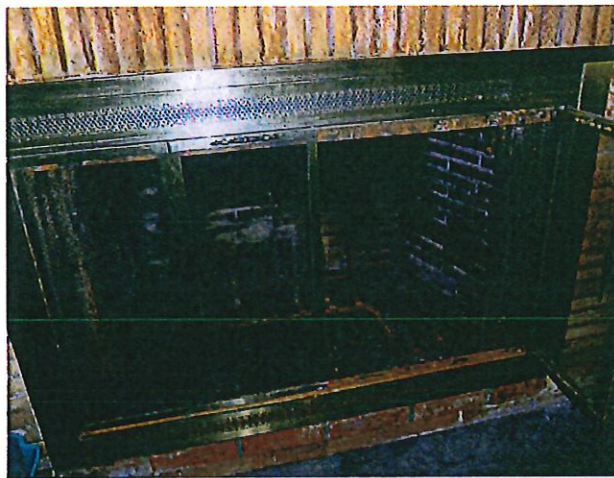


Christian Education has two power panels located on the upper floor outside of the Youth Director's Office and two on the lower floor inside of the Electrical Room



Upper Room Gas Fire Place

The Fire Place in the upper room was originally a gas fire-
place and still has the gas line coming into it. The cut off for
the gas line inside of the fireplace is located on the lower
right hand side about 12 inches inside of the front.



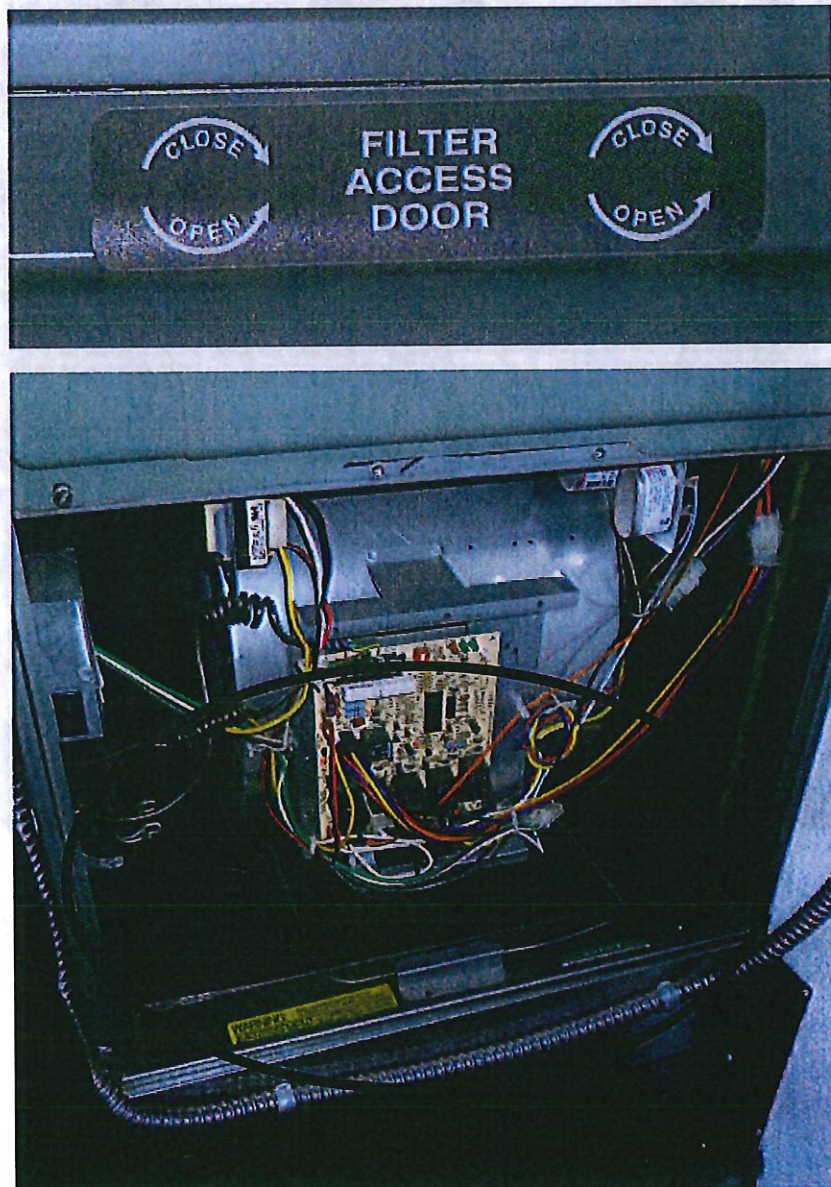
Christian Education Hot Water Tank

The Hot Water tank for the C. E. wing is located in the Youth Director's office. As you enter the office, there is a door located in the far left hand corner above the counter. Inside and to the left is the hot water tank.

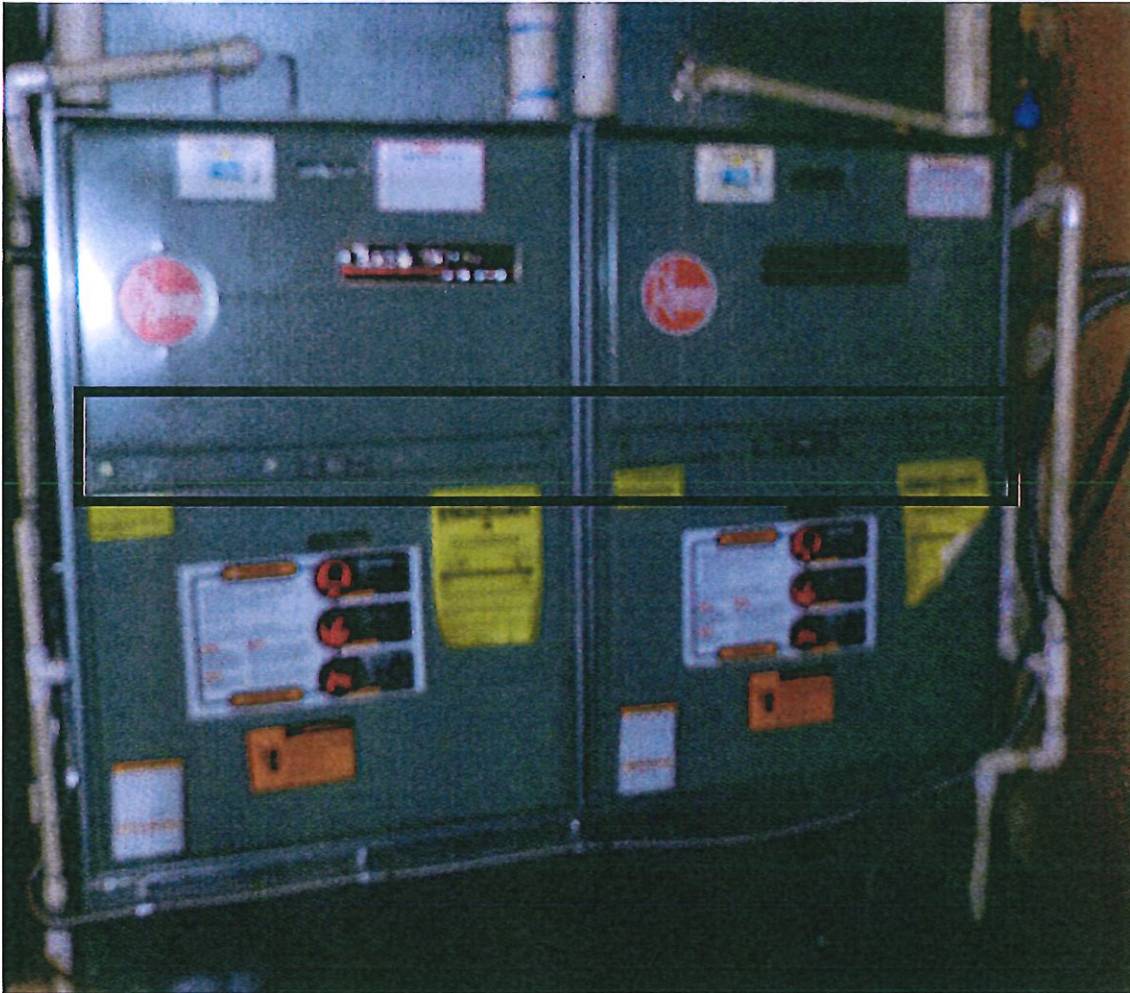


SMPC Furnace location and Maintenance

The furnace for the Fellowship Hall is located in the furnace room located in the back South West corner of the building. A Sub-master key is required to access this area.



The Sanctuary and Office Space Furnace's are located through the Pastor's Study and through the door in the South corner of the study. A Master key is required to access the Pastor's Study.



The **Filters** are identical for all of the furnaces, and access is the same as well.

Christian Education Wing Plumbing.

Since the restroom plumbing is below the main sewer line, we have to maintain a sump pump to push our waste to that line. The sump pump is located in the Shop on the lower level of the C. E. Wing. This is the original pump from the creation of the wing and is a little temperamental. **The area around the pump should be kept clear of all items and chemicals.** For that reason and the paint storage in this room, access has been restricted to a select few.



*This manual was created as a reference to all
persons with in the Church Community.
Is not conclusive and items may have to be added as
the church grows.*

*Stephen Feddersen
March 5th 2011*