

Halifax Community Hall Winter Environmental Controls

Come into the Hall (turn on foyer light), set your things down, and **turn both thermostats to 65F. Flip on the overhead fans.**

Continue into the kitchen where you **flip on (up) both white furnace switches in the red box** in the corner. The red box is labeled “furnace.”

While you are in the kitchen, **open the scullery door**, proceed into the darkness, and **flip on the lighted light switch** on your right. Lights!

Plug in the water heater and push up the red sliding button to ON.

Go back into the cook room and pull the overhead string to get the light on. Flip on the 3 light switches for the Hall that are located in the kitchen.

“The Pink Plug” – open the door with the Vermont state flag (and Halifax!) on it. Open all the way so it is against the wall.

Coffee Cart – gently PULL (do not push) the coffee cart from the bathroom into its place in front of the now-open pink-plug door.

Plug in Bunn unit if using. Plug in tea kettle. Fill tea kettle to MAX line only. If making Bunn coffee, remember to wait 10-15 minutes for the reservoir to heat up. As soon as you pour water in the top of the unit, coffee comes pouring out. Filter, coffee, and carafe should be in place BEFORE this.

Go to the emergency/handicap door, push it just enough to disengage the lock so people can open it from outdoors.

TO CLOSE DOWN:

Turn both thermostats down to minimum temperature.

Turn off the overhead fans.

Wait a few minutes to be sure furnace blowers have quit.

Then go in the kitchen corner and flip down the 2 “furnace” switches in the red box.

Proceed into wash area (scullery).

Turn off water heater! This is very important.

Leave cupboard door nearest the red door open. This lets warm air circulate.

Turn off the lights.

Close the red door to the scullery.

Unplug Bunn unit and tea boiler; put the tea kettle on the coffee cart (it contains water & will freeze); drape Bunn cord over the front of the coffee cart. PULL the cart gently into the handicap bathroom.

Close the Pink Plug Door. Latch it if possible.

Turn off all lights including the light in the foyer.

Check that the back door is securely closed. Lock the front door.