

# Facilities & Outside

- Magnet roller the parking lot
- Correct thermostat temperatures and modes (HVAC)
- Mail/Package Receiving Shelf
- Front Door August Lock Batteries

# Magnet roller the parking lot

Sharp metal debris can accumulate in our parking lot - this poses a hazard to car tires, so it's important to periodically pick up metallic sharp objects using our magnet roller.

1. Retrieve the magnet roller, usually located near the recycling bin by the forge area or alternatively behind the metal lathe (near the spare gas tanks)
2. Walk the roller all throughout the parking lot as if you were vacuuming a floor.
  - Periodically bring the roller to a non-parking area and pull the black handle on the roller up to disengage the magnet and drop off any debris.
3. When finished, shop vac up any recovered debris and store the roller back where you found it.

# Correct thermostat temperatures and modes (HVAC)

See [this Asana task](#) for history.

**Our AC systems will fight each other if set to different modes** - this dramatically increases our power bill and takes away money which could be used to buy consumables and other equipment.

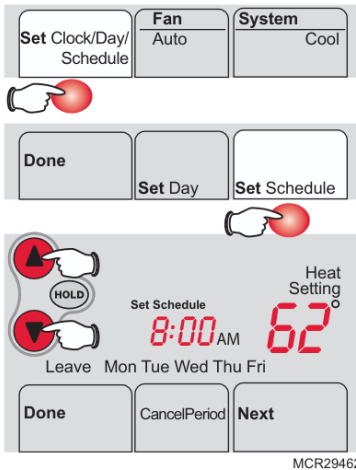
**Read this doc in its entirety before changing anything**

## Ensuring correct temperatures

1. **Read the rest of this document first for context.**
2. If "Run Schedule" is visible, press it and mention this on #techs - this indicates that the thermostat was in a manual mode.
3. Select "Set Clock/Day/Schedule", then "Set Schedule". Ensure the times and set points for "Wake", "Leave", "Return", and "Sleep" are set accordingly:
  1. Summer (when internal shop temp exceeds 76F)
    1. "Wake": 7:45AM, 86F
    2. "Leave": 10AM, 76F for studio/small rooms, 80F for main shop
    3. "Return": 9:30PM, 86F
    4. "Sleep": 10PM, 86F
  2. Winter (when internal shop temp drops below 65F)
    1. "Wake": 7:45AM, 55F
    2. "Leave": 10AM, 65F
    3. "Return": 9:30PM, 55F
    4. "Sleep": 10PM, 55F
4. Ensure that the schedule is set exactly the same for both MonTueWedThuFri and for SatSun (Sat + Sun separately for conference room)
5. Ensure that the conference room thermostat is not displaying "HOLD" on the display. If it is, report to #techs and click on "Run Schedule" to set it on the automated schedule.

If the interface is unclear / confusing, see [honeywell\\_manual.pdf](#) around pg 10:

## To adjust program schedules



1. Press **SET CLOCK/DAY/SCHEDULE**, then **SET SCHEDULE**.
2. Press **▲** or **▼** to set your weekday Wake time (Mon–Fri), then press **NEXT**.
3. Press **▲** or **▼** to set the temperature for this time period, then press **NEXT**.
4. Set time and temperature for the next time period (Leave). Repeat steps 2 and 3 for each weekday time period.
5. Press **NEXT** to set weekend time periods (Sat–Sun), then press **DONE** to save & exit.

**Note:** Make sure the thermostat is set to the system you want to program (Heat or Cool).

**Note:** You can press **CANCEL PERIOD** to eliminate unwanted time periods (except Wake).

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## Conference room thermostat

The conference room thermostat is a different model from the rest; these are its quirks:

- Control buttons are hidden; flip the panel down at the bottom to access the buttons.
- Must set all "Wake", "Leave", "Return", "Sleep" options, also Saturday and Sunday are two different programs
- Latest wake permits is 7:45 AM on weekdays; but it's different for weekends and "heat" mode has different timing limitations than "cool" mode. This is why our schedule uses "Away" and "Return" to set the boundaries during shop hours.

## Thermostat Locations

Digital thermostats:

- There are two in the back shop - one by powder coat, one by general woodshop on the poles
- One in the studio by the woodshop door
- One in the conference room
  - This one is a different model; see "Conference room thermostat" section above.

Heater thermostats:

- One in the forge; controls forge heater
- 2 broken/unused thermostats in back shop - one by wood lathe exit door, other on wall by plastics/class supply room

## "Away" temperatures

Adjust set point by 10 degrees outside of business hours (higher on cool mode, lower on heat mode)

# Summer

**Only set to cool mode when the internal shop temperature exceeds 76F**

When the internal shop temperature exceeds 76F:

- All digital thermostats:
  - Mode: Cool
  - Set point: 76F for studio and small rooms, 80F for main shop
  - "Sleep": 86F
  - Fan: Auto
- Heater thermostats:
  - Forge: 55F
  - All others: OFF

# Winter

**Only set to heat mode when the internal shop temperature drops below 65F (or other cases below)**

When the internal shop temperature drops below 65F, OR if >24h of below-freezing outside temperatures forecast, OR if temperatures below 0F forecast overnight:

- All digital thermostats:
  - Mode: Heat
  - Set point: 65F
  - "Sleep": 55F
  - Fan: Auto
- Heater thermostats:
  - Forge: 55F
  - All others: OFF

# Mail/Package Receiving Shelf

1. Place a post it note or tape a slip of paper with the current date on all of packages that are on the shelf.
2. Look for older packages that have been there for a week or more and move them to the lost/found shelf in Camden's office.
3. **Important:** Email Camden at: [Camden@prothaven.org](mailto:Camden@prothaven.org) or via direct message on Discord and let her know the names on the packages that got moved back to her office. Camden will reach out to those people.

# Front Door August Lock Batteries

1. Get 4 AA batteries
2. Get a small flat blade screwdriver or knife
3. The inside cover of the lock is removed by pressing the August Logo at the bottom and detaching the magnets.
4. Remove the batteries, use a tool to help remove the rear batteries.
5. Install new batteries (watch for green light when the last battery is installed. This indicates success.
6. Reinstall cover, with the August symbol at the bottom.
7. Test the lock function with your app.

There is no obvious low battery indicator, we are doing this on a 9 month cadence to be safe