

Cursillo at Saint Anne's

M.O.S.S.A.F. Manual

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M.O.S.S.A.F.

(Minister of Safety, Security and Facilities)

ROLE OF THE MOSSAF

The MOSSAF is a very important job. You assure the safety and security of the team and candidates. You oversee the facility for the team and candidates on the three day weekend and any other time the team uses the facility. The candidates are our guests. Set the tone in your talk on Thursday night that you are doing everything feasible to make their stay comfortable and safe. If the facility needs attention while you are there, you, the MOSSAF, are responsible for getting it taken care of.

In addition, you are the host and so your job is hospitality. You should be aware of anyone who comes to the facility, greet them warmly and find out how you can direct them.

JOB DESCRIPTION

As the Minister of Safety, Security and Facilities, your main focus is the safety and well-being of the team and candidates. It is a responsibility that must be taken very seriously.

- During **team formation**, your job is anything that the Rector/a wants you to do!
- **On the Weekend, be readily available** to the Rector/a, the Assistant Rector/a and the Head Cook – they are the key people who will be making requests on your time and giving you instructions throughout the weekend. However, you are not in charge of cleaning the bathrooms or taking out the trash. Unless it is a safety issue.
- You are **not** the team “runner” – you should **be on the premises and available at all times**.
- Your job can be approached in a fun and loving way, but always keep in mind that your job, the example that you set, and the instructions that you give are extremely important. You need to be sure that your instructions are given clearly, that they are heard clearly, that everyone’s questions are answered fully, and that all rules, regulations and instructions are adhered to by both the team and the candidates – their safety and security are in your hands.
- As MOSSAF & keeper of the keys, it is your responsibility to be the first to arrive and the last to leave.

TASKS, RESPONSIBILITIES and PROCEDURES

- Contact your Secretariat CASA Rep to schedule a tour. This is a requirement to use the facility and should be attended by the MOSSAF, Assistant MOSSAF(s) and ideally Head Cook and Assistant Head Cook(s).
- This is a good time to get to know the building layout, finding your way around, and the rules of our lease; this task is probably best done in relative solitude and peace and quiet, rather than trying to do it during a team meeting or overnight. Try all the lights, flush all of the toilets, turn on all the faucets and showers, listen for smoke alarms beeping and replace batteries if needed – in other words, be sure everything is in good working condition; if anything needs repair, report it to the CASA representative immediately
- Review the location of switches, fuse boxes, and circuit breakers, and any peculiarities with the facility. Make sure replacement fuses of the correct amperage are available. It should be remembered that this is a very old building and electrical use should be staggered as much as possible to avoid power failures and blown fuses.
- Study the evacuation plan and be sure that you are familiar with all the exits. Detailed floor plans, and emergency evacuation instructions, have been placed in each sleeping room and in each hallway

Firewatch: Arrange for someone other than a team member to do Firewatch for each night of your stay. Let them know what time you expect them and where to meet you. Instructions for Firewatch follow. This is your main job during team formation so do NOT put this off!

- Gather some basic **tools and supplies** to bring with you to the facility (do NOT assume that these supplies will be in the building when you arrive); some suggestions –, hammer, screwdriver, pliers, wrench, duct tape, glue, painter’s tape, a few nails and screws, twine, scotch tape, paper and markers for making signs, a few rags, toilet plunger, 3-in-1 oil or other lubricant, safety pins, push pins or tacks, extension cords.
- Speak with the Secretariat Representative and arrange how and when you will get the **keys** and return the keys for the facility.
- Try all keys in all pertinent locks to be sure that you have all the keys that you need and that you know how to open all doors in case of emergency. One set of keys you receive is for you and the other is for the Head Cook.
- Make contact with the group that will be doing **facility clean-up** for your team on Sunday of the Cursillo weekend and set up an arrival time. Make a list of furniture/equipment that the team moves to ensure it is returned to its original place.
- First Aid kits has been placed in the hall closets; however, it is suggested that each group have their own kit unique to each group’s needs.
- There are **no** phone lines in the building. All groups should plan on using cell phones. Give the designated cell phone number to the team and the sponsors.
- We have experienced pigeons roosting in the building creating a health hazard. All doors and windows without screens must remain closed at all times
- Smoking Area is on the 2nd floor patio off the Rollo Room.
- The chapel is a Holy Space and is available to all for prayer and liturgy. An aisle must be kept open for emergency exit.
- Some bedrooms have been decorated by 4th Day Groups. All bedding and items in these rooms **MUST** stay in these rooms!
- Prepare your “MOSSAF Nuts & Bolts Talk” which is to be given to the team if you have an Overnight and to the team and candidates on Thursday night of the Cursillo weekend (a list of topics to be covered in this talk is attached)
- It is strongly suggested that team members “carpool” wherever possible. The school yard is available for parking after 6:00pm on Friday evening through the weekend. Access to the school yard for Sponsor Parking is available Thursday evening after 6:00 p.m. Cars must be out of the school yard Thursday night. Remind team members to secure vehicles and make note of street parking restrictions.
- For security of guests and our neighbors on the property, all gates and outside doors are to be kept locked except when access is needed. All Gates are locked all day Friday until 6:00pm. MOSSAF must check all gates before dark and insure they are locked each evening. If there is a parish function in progress, the monitor for that function will secure school yard gates. You are always in charge of the walkway gate.

Garbage & Recycle Policy - Go over this with the cooks!

- **Garbage & Recycle** services are being shared with the Church and Rectory. WE ARE NOW DOING FULL RECYCLING. Please make sure all cooks and palanca meal providers are aware of this new procedure.
- No Garbage is to be disposed of in the Schoolyard dumpsters.
- In order to facilitate the transfer of material from the building to the dumpster, there is a wagon available. Nothing is to be discarded without being properly “bagged” and secured.

RECYCLE PROCEDURES- Please set up recycling in all areas of the facility so you can use the carts and dumpsters listed below.

Location: As you exit the front door of CASA, go left up the sidewalk past the 3 houses. Turn left into the driveway of the parking lot. On the right is the back of the Rectory. At the end of the Rectory is a wooden fence with a locked gate. The key is hanging with the gate key in the MOSSAF Area.

Outside Garbage Shed

Recycle – Blue Cart: Cereal Boxes, paper, cardboard egg cartons, envelopes, magazines, newspaper, wrapping paper, Aluminum foil, glass jars and bottles, steel cans, plastic bottles, Plastic tubs and lids, coffee cup lids, plastic containers and clamshells, plastic cups and plates.

Compost – Green Cart: Place all of your food scraps, food-soiled paper, and yard trimmings in the green cart

All Food - fruit, vegetables, meat, poultry, seafood, shellfish, bones, rice, beans, pasta, bread, cheese, and eggshells

Food-soiled Paper - waxed cardboard, napkins, paper towels, paper plates, paper milk cartons, tea bags, coffee grounds/filters, wooden crates, and sawdust

Plants - floral trimmings, tree trimmings, leaves, grass, brush, and weeds

In Garbage Shed:

Dumpster – Trash

Batteries go in a Zip-lock bag and place near dumpster

Dumpster – Corrugated Cardboard

- It is expected that care will be taken to avoid any noise which will disturb the neighborhood, especially the neighbors on 14th Avenue and Funston Avenue. Encourage quiet in the alley ways and at the front door. Avoid gathering in groups in the schoolyard after dark or before sunrise. If people gather for group entry to the building, keep the “quiet” mode.
- Ask the Rector/a to assign your room near the candidates so you will be nearby in an emergency.

When you arrive:

1. Obtain keys for facility. It is your job to issue keys and control access to the facility.
2. The MOSSAF Area is located in the Rooster Booster Office just inside the front door.
3. Additional MOSSAF Keys are hanging in the Office on a large chain and include: Gate key, garbage shed key (and thermostat box key).
4. Conduct a walk-through of the facility. Notify CASA representative immediately if you discover a problem. Check: Smoke detectors, Fire extinguishers, Emergency Exit signs, Condition of electrical cords. Check for light bulbs that may need to be replaced and replace them if needed.

First night of stay:

1. Arrive early to unlock the appropriate building doors, the gate to the parking lot if it is after 6:00pm, and adjust thermostat if necessary – If the thermostat is turned lower than the lowest setting, the boiler will shut off and have to be re-set.
2. Set up your tools and supplies in the office.
3. Give a brief “nuts and bolts” talk the first night, advising both team and Candidates of all the fire exits, fire extinguishers, flashlights for those who forgot them, etc. Remind them that there is no smoking inside the facility. Stress safety on the stairs. Tell them there will be one fire drill & possibly a second unannounced fire drill on the weekend. Indicate how they will be alerted when there is a need to evacuate, i.e. bell, whistle. Point out exits, smoking area and off-limits areas.
4. A Fire Drill must be held whenever your group is staying over night in the facility. Be sure that you have given clear instructions for taking a roll call to ensure everyone has evacuated the building.

If there is anyone in attendance who may need extra help getting out, make sure that everyone is aware and assign a specific team member(s) to help in case of an emergency.

It is best to have everyone in their bedrooms when you start this Fire Drill so you can simulate an after-dark emergency. A second fire drill can be done from the Rollo room, dining room or chapel.

MOSSAF should appoint hall monitors, one for each hallway of each floor, to direct exit traffic in the event of emergency. Each door should be assigned to a particular monitor so that it can be unlocked for easy exit.

Every day and night of stay:

1. Conduct walk-around facility and check security.
2. Report to the Asst. Rector/a any facility problems or suspicious persons.
3. Be sure that there are no obstructions on the stairs or in the hallways that could hinder evacuation in case of emergency.
4. Be sure that there are no burning candles left unattended at any time. There shall be NO candles placed on the floor or in bags with a maximum.
5. Be prepared to handle any facility problem/emergency that happens during your team’s stay; if it is something that you are sure that you can fix, do it with the tools and supplies found on the premises

6. Greet the person who will be doing Fire Watch and give him/her some instructions and a tour of the building (see list of Fire Watch duties attached) – be sure that this person has a flashlight and knows where your bedroom is located.
7. Lock doors and gates each evening.

Final day of stay:

1. Before you leave the premises, make a tour of the building and the grounds with the Assistant Rector/a to be sure that all windows are closed and locked, all rooms have been cleaned and put back the way you found them when your group arrived
2. Be sure that all food, supplies and personal belongings have been removed from the building
3. Be sure that everything has been turned off – lights, Rollo Room heater, ovens, burners, dishwasher and thermostat is turned down to lowest setting - not lower.
4. Check all faucets and toilets to be sure no water is running!
5. All garbage and recycled items must be inside the appropriate bins and dumpsters.
6. Perform a final lockup (including the inner door and the gate to the parking lot) and report the “all clear” to the Rector/a
7. Return all keys to the CASA representative
8. Immediately inform the CASA representative of any malfunctions or problems so that appropriate repairs can be made before the next group arrives
9. Put your feet up and get some rest – you deserve it!

Checklist for MOSSAF Nuts & Bolts Talk

This talk should be given at the **Team Overnight**, and on **Thursday night** of the Cursillo weekend. Here is a checklist to guide you in writing your talk.

- Explain your job and what **MOSSAF** means (Minister of Safety, Security and Facility). Please remind them that **everyone has responsibility** to do their part for the safety and security of the whole group.
- Tell them where it is ok to smoke and where it is not ok. Explain the rules surrounding the timing of **smoking breaks** and about keeping the designated areas neat and safe.
- Tell them that the city Fire Marshall requires someone to be awake all night doing “**Fire Watch**” and that some people from outside the team will be doing this as a special gift to the team & candidates each night.
- Explain to them that the person(s) doing **Fire Watch** may be of the opposite gender, so the hallways are not “clothing optional.”
- Tell them that there will be a **Fire Drill**, and explain your plan for evacuation, gathering outside, and roll call.
- They were all asked to bring a **flashlight**. Find out who doesn't have one and give them one of the extra that you brought (and tell them the plan to get it back!) They should bring their flashlight on the fire drill.
- Tell them that they must not burn **candles** or incense during their stay. The only lit candles allowed will be under the watchful eye of the team and will never be unattended.
- Keep the **hallways, aisles and stairs free from clutter**, which could cause accidents or problems in case of emergency.
- There should be **no “wandering”** inside or outside the building. Tell them that the building is shared with other groups, especially on Friday. No one should leave the premises unless a team member is asked or told. If they are going to take a walk, they should always be in groups of two or more.
- Tell them that the **doors will be locked at night** for their own protection.
- They should tell you about **anything that is broken and needs repair** – anything from a burnt-out light bulb to a clogged toilet.
- Ask them if they have **any questions**.

CASA Cleaning Compliance

This is a new SF/SM policy as of December 2010. Rector/a, Assistant Rector/a, Head Cook and MOSSAF should read all 3 parts: Team, Previous Team and Cleaning Company.

The MOSSAF of the current team needs to be in contact with the Asst. Rector/a of the previous team to pass on the cleaning list and establish the 3:00-5:30pm cleaning time.

3:00 pm was the time chosen for having the previous team arrive to be most effective in the cleaning and aiding the current team as they finish the weekend.

The Secretariat will schedule the cleaning company to do their part. Your team will leave \$150.00 in the checking account to cover the cost.

CASA Clean-up Procedures for **Team**

1st Floor

KITCHEN: **VERY IMPORTANT!**

Remove ALL food, drinks and condiments from kitchen – this includes refrigerator, freezer and pantries and closet. This means EVERYTHING except ice!

Recommendation – Have this completed right after lunch.

Send dirty towels home with someone to be washed and returned.

Check that fans and lights are off on range hoods.

Make sure Bunn Coffee maker heaters are off and the unit is unplugged

Close all windows.

*See attached Trash Procedure for garbage and recycling.

DINING ROOM: Close all windows, curtains and drapes.

CHAPEL & SACRISTY: *Liturgy Committee should be in charge here*

Clean and return any items from Sacristy.

Close windows and turn out lights.

BATHROOMS: Close all windows

Turn out lights

HALLWAYS: Turn out all lights in building and leave night lights on!

BASEMENT: Outside community palanca angels should leave the entire basement area as it was prior to the start of the weekend. (ie no garbage, no recycling, no boxes, no flower detritus, etc.) Lock door and turn out lights.

2nd Floor

ROLLO ROOM: Return any furniture you have moved.

Put away all art supplies.

Remove all items you brought in, including magazines.

Lock door to patio.

Turn out lights.

LIBRARY/COMMUNITY ROOM: Return all furniture to original locations.

Remove all supplies and decorations.

Close windows, curtains and drapes.

Turn out lights.

BATHROOMS: Close all windows.

Turn out lights.

BEDROOMS: Close and lock windows.

Turn out lights.

HALLWAYS: Turn lights out. Leave night lights on!

**PLEASE be sure all decorations, signs, charts, music, extra Palanca, baskets of supplies in bathrooms are taken down and REMOVED from building. **

3rd Floor

BATHROOMS: Close all windows.
Turn out lights.

BEDROOMS: Close and lock windows.
Turn out lights.

HALLWAYS: Turn out lights. Leave night lights on!

KITCHENETTE: Turn off light.

**PLEASE be sure all decorations, signs, charts, music sheets, extra Palanca, baskets of supplies in bathrooms are taken down and REMOVED from building.
**

Any items that have been moved should be returned to their original location.

Make a "Lost & Found" box and give to team's MOSSAF. Do NOT leave at CASA.

Lock Walkway gate between buildings.

Make sure Gate/Garbage keys are on hook in MOSSAF Area.

Make a note of any problems or concerns and report to team MOSSAF who will report to Secretariat.

Make a last walk through to check that windows are locked and lights are off.

CASA Clean-up Procedures **Previous Team** - START HERE

3:00-5:30PM

3rd Floor

BATHROOMS: Empty waste baskets and wipe out if necessary.
Restock paper supplies.
Close all windows.
Turn out lights.

BEDROOMS: Clean sinks, wash mirror.
Empty waste basket and wipe out if necessary.
Close and lock windows. Close curtains and drapes.
Check under beds and in closets for items and dust balls.
Clean up dust balls.
Straighten beds.
Sweep floors, especially under the beds. Vacuum any rugs.
Turn out lights.

HALLWAYS: All hallways are to be swept
Turn out lights. Leave night lights on!

KITCHENETTE: Wash all items and put away.
Turn out light.

Make a "Lost & Found" box to collect items found and give to team's MOSSAF

STEP 2

2nd Floor

LIBRARY/COMMUNITY ROOM: Close windows, curtains and drapes.
Sweep, vacuum floor.
Turn out lights.

BATHROOMS: Empty waste baskets and wipe out if necessary.
Restock paper supplies.
Close all windows.
Turn out lights.

BEDROOMS: Wash mirror.
Empty waste basket and wipe out if necessary.
Close and lock windows. Close curtains and drapes.
Check under beds and in closets for items and dust balls.
Clean up dust balls.
Straighten beds.
Sweep floors, especially under beds. Vacuum any rugs.
Turn out lights.

HALLWAYS: All hallways are to be swept/vacuumed.
Turn lights out. Leave night lights on!

STEP 3

1st Floor

KITCHEN: Wash, dry and put away all kitchen items
Check that fans and lights are off on range hoods.
Make sure Bunn Coffee maker heaters are off and the unit is unplugged
Close all windows.
Clean up pantry, butler's pantry and adjacent supply closet

DINING ROOM: Wash tables, take down and place along wall.
Stack chairs.
Close all windows, curtains and drapes.

CHAPEL & SACRISTY: Return any chairs to their original location.
Clean Sacristy counter.
Dispose of flowers and empty waste basket in Sacristy.
Sweep & vacuum floors.
Close all windows and turn out lights.

BATHROOMS: Empty waste baskets and wipe out if necessary.
Restock paper supplies.
Close all windows
Turn out lights

HALLWAYS: All hallways are to be swept & vacuumed.
Turn out all lights in building and leave night lights on!

LAST STEP

THE ROLLO ROOM WILL BE FREQUENTLY USED FOR CLAUSURA AND NOT VACATED BEFORE 5:00PM. PLEASE WORK QUIETLY WHEREVER THE FINAL ACTIVITIES OF THE CURSILLO ARE TAKING PLACE AND ADJUST ORDER AS NECESSARY.

ROLLO ROOM: Fold tables, stack chairs.
Close windows, curtains and drapes.
Lock door to patio.
Empty garbage and recycle bins.
Turn out lights.

All garbage and recycles are to be disposed of in Rectory garbage shed.
Recycle bins are located just outside garbage shed.
Check with Team MOSSAF for garbage shed key.

CASA Clean-up Procedures For **Cleaning Company**

This will be scheduled by the Secretariat

1st Floor

KITCHEN: Wash and dry inside and outside of refrigerator and freezer.
Scrub and disinfect all counters, and sinks.
Check that fans and lights are off on range hoods.
Make sure Bunn Coffee maker heaters are off and unplugged
Wash stovetop, wipe out ovens, microwave.
Sweep and mop floor.
Remove any trash/recycling
Close all windows.

DINING ROOM: Close all windows, curtains and drapes.
Swiffer or sweep floor/ Damp Mop

BATHROOMS: Scrub all sinks, showers, tubs and toilets.
Wash mirrors.
Empty waste baskets and wipe out if necessary.
Restock paper supplies.
Close all windows.
Sweep and mop floors.

Sweep/vacuum/mop all stairs and hallways

All garbage and recycling must be disposed of in the Rectory garbage shed. Recycle bins are just outside garbage shed. Key for garbage shed is located in kitchen

_____.

Place any personal items found in a bag and leave in the kitchen.

2nd Floor

ROLLO ROOM: Close windows, curtains and drapes.
Sweep, clean up patio, including ashtrays and trash.
Lock door to patio.
Empty garbage and recycle bins.
Swiffer floor. Damp mop.
Turn out lights.

BATHROOMS: Scrub all sinks, showers, tubs and toilets.
Wash mirrors.
Hang rubber bath mats to dry.
Spread out shower curtains so they will dry.
Empty waste baskets and wipe out if necessary.
Restock paper supplies.
Close all windows that do not have a screen insert.
Sweep and mop floors.
Turn out lights.

Sweep/vacuum/mop all stairs and hallways.

3rd Floor

BATHROOMS: Scrub all sinks, showers, tubs and toilets.
Wash mirrors.
Hang rubber bath mats to dry.
Spread out shower curtains so they will dry.
Empty waste baskets and wipe out if necessary.
Restock paper supplies.
Close all windows.
Sweep and mop floors.
Turn out lights.

KITCHENETTE: Clean sink, counters and floor.
Empty and clean mini-frig; turn off and prop door open.

Sweep/vacuum/mop all stairs and hallways.

Firewatch Duties

Thank you in advance for doing this valuable service!

Your job is very important – you are the person(s) who insures everyone’s safety through the night. It is absolutely essential that you are awake all night until you are relieved (and get a hug from) the Team MOSSAF or a cook.

(It may be best to have a partner to do this with you. You may also want to split the night into two shifts. However, the first shift cannot leave the premises until the second shift arrives and is given an orientation by the first shift. If applicable, be sure that you communicate in advance about when the second shift will arrive, and at which door, so that the transition will happen smoothly and quietly.)

(1) Things that you might want to **bring with you**:

| | | |
|------------|---------------------------|------------------|
| flashlight | Ipod/Walkman | reading material |
| jacket | cards for writing palanca | travel alarm |

(2) Arrive early enough to have plenty of time to **discuss your duties** with the Team MOSSAF. Be sure that the two of you decide on a method of communication in case you need the MOSSAF during the night.

(3) **Do the final lockup** with the MOSSAF and be sure that you know where all the doors are located and that you have access to all of the appropriate **keys**.

(4) Familiarize yourself with the floor plan of the building and with the **emergency evacuation routes**. Check to be sure that all of the **Exit Signs** are lit.

(5) Be sure you know where the **First Aid Kit**, **fire extinguishers** and the **toolbox** are located. Also be sure that the MOSSAF points out the **list of emergency contacts and phone numbers** – and pray that you won’t need any of these things!

(6) **Walk QUIETLY through the building every hour** – be sure that there are no unattended lit candles, that the doors to the outside are securely locked, that all burners and ovens are turned off, etc. Don’t just walk by the chapel – stop in and say a prayer! Turn out main lights.

(7) Record your hourly inspection in the **Firewatch Log Book**. This book will be made available to the SF City Fire Marshal when he inspects the facility.

(8) You can do the cooks a big favor and **start the coffee** in the early a.m. You can also set the tables, cut up fruit, or do other tasks for them as you pass the hours during the night. The person doing Firewatch on Saturday night can get the coffee and snacks ready for mañanitas. If you are smart, you will find out where the snacks, water and soft drinks are being kept!

(9) **Do not leave** the premises until a responsible team member is awake and on duty in the morning.

CASA Incident Report

Name of Injured: _____

Address: _____

Phone #: _____ Additional phone # _____

Date of incident: _____ Time: _____

Specific Location: _____

Describe Incident: _____

How did Incident occur? (Describe in detail)

Did the person injured make any statements? Please record here:

Was first aid given? yes no
If yes, by whom? _____ time? _____
Description of first aid:

After the injury, did/was the injured continue activity? limit activity?
 sent home? taken to hospital?
If taken to the hospital, who took injured? _____
Name & Address of Hospital: _____
Name of attending physician: _____

Was any equipment or object connected with this incident/ injury? yes no
If yes, explain:

Did any behavior or activity contribute to this incident/ injury? yes no
If yes, explain:

List other contributing factors:

Could this incident/ injury have been prevented?

How did you find out about the injury?

Witnesses:

Name: _____ Phone Number: _____
Address: _____

Name: _____ Phone Number: _____
Address: _____

Name: _____ Phone Number: _____
Address: _____

Submitted By:

Name _____ Position _____
Date _____

This form should be completed within 24 hours of incident/injury and given to General Secretariat Representative for the use of the Secretariat's attorneys within 2 days of weekend.

General Information



CASA has 29 bedrooms with 59 twin beds available. Using the layout on page 23, 56 people can be seated in the dining room.

Contacts

| Type | Person | Home Phone | Cell Phone |
|-----------------------|---------------------|----------------|----------------|
| Facilities | Pete Doyle | (415)456-7410 | (415)260-4566 |
| Rooster Boosters | Suzanne Chinn | (818) 800-2541 | |
| General Secretariat | Pete Doyle | (415) 456-7410 | (415)260-4566 |
| San Fran/San Mateo | Anna Douglas | (415) 975-1180 | (650) 872-3585 |
| | Bert Dormann | (650) 878-0758 | (650) 601-1071 |
| East Bay Anglican | Sara Nelson | (925) 876-9841 | |
| Marin | Pete Doyle | (415) 456-7410 | (415) 260-4566 |
| Kairos Outside | Laura Darcy | (650) 589-1106 | |
| PLUMBERS | Tim Summers | (650) 992-6127 | |
| | George Salet | (415) 334-0733 | |
| Boiler Repair | Pribuss Engineering | (650) 588-0447 | |
| Window Company | | | |

Electrical

There are 7 fuse/circuit breaker boxes in the facility. They are marked on the floor plans. (Not all circuits have been traced, so it is a work in process and will be updated as they are identified.)

The 3rd Floor Kitchen Panel is fed by a Panel in the Kindergarten Vestibule.

To access this panel, you must begin on the 2nd floor. Begin at the locked door at the north end of the main hallway. (It is at the foot of the stairs coming down from the 3rd floor. As you go through this locked door, prop it open with a chair so you can come back in. Go down the stairs to the 1st floor. At the bottom of the stairs on the right side is a picture hanging next to a thermostat. Behind this picture is the Electrical Panel. Circuit 2 feeds the 3rd floor Kitchen Panel.

BOILER ROOM



Electrical Wall in Basement Boiler Room – note Boiler switch – DO NOT TOUCH!

Heating

Heat is provided by a very old gas powered boiler. This is located in the basement, as indicated on the floor plan. There should be no reason to access this area unless there is a power failure and the boiler does not restart. Restart instructions can be found on the wall inside the boiler room. See photos below.

The thermostat is located on the second floor, on the right side of the doorway to the hallway that leads to the Rollo room. Do not turn the thermostat below the lowest setting or the boiler will turn off.

Each room has a radiator. Do NOT turn any radiator valves. They are just too old to mess with!

The Rollo Room has its own gas heater which must be started separately. There is a fan to help circulate heat, but it must be plugged in before use and un-plugged before vacating the building.



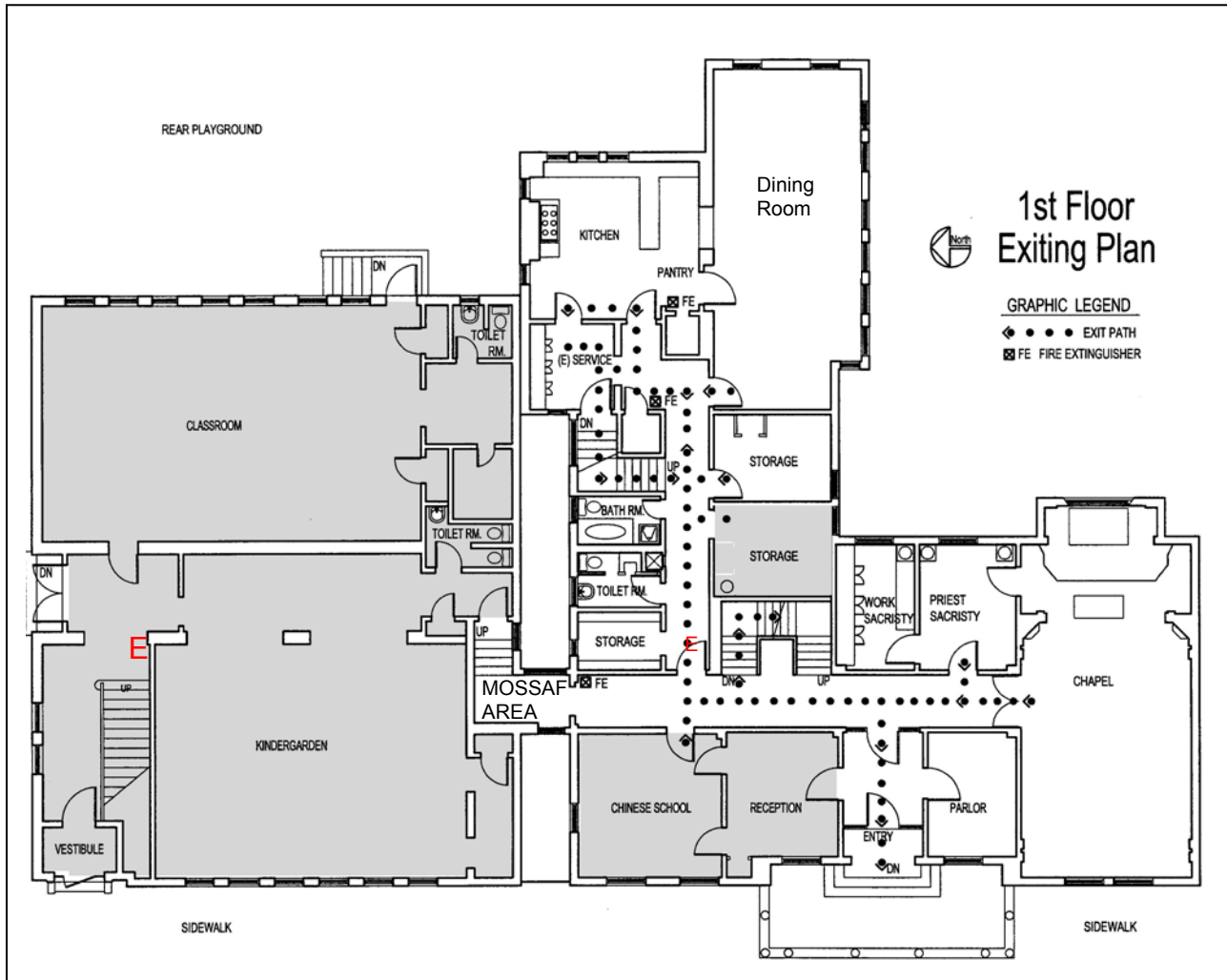
Right side of boiler – note re-set button in middle



Floor Plans

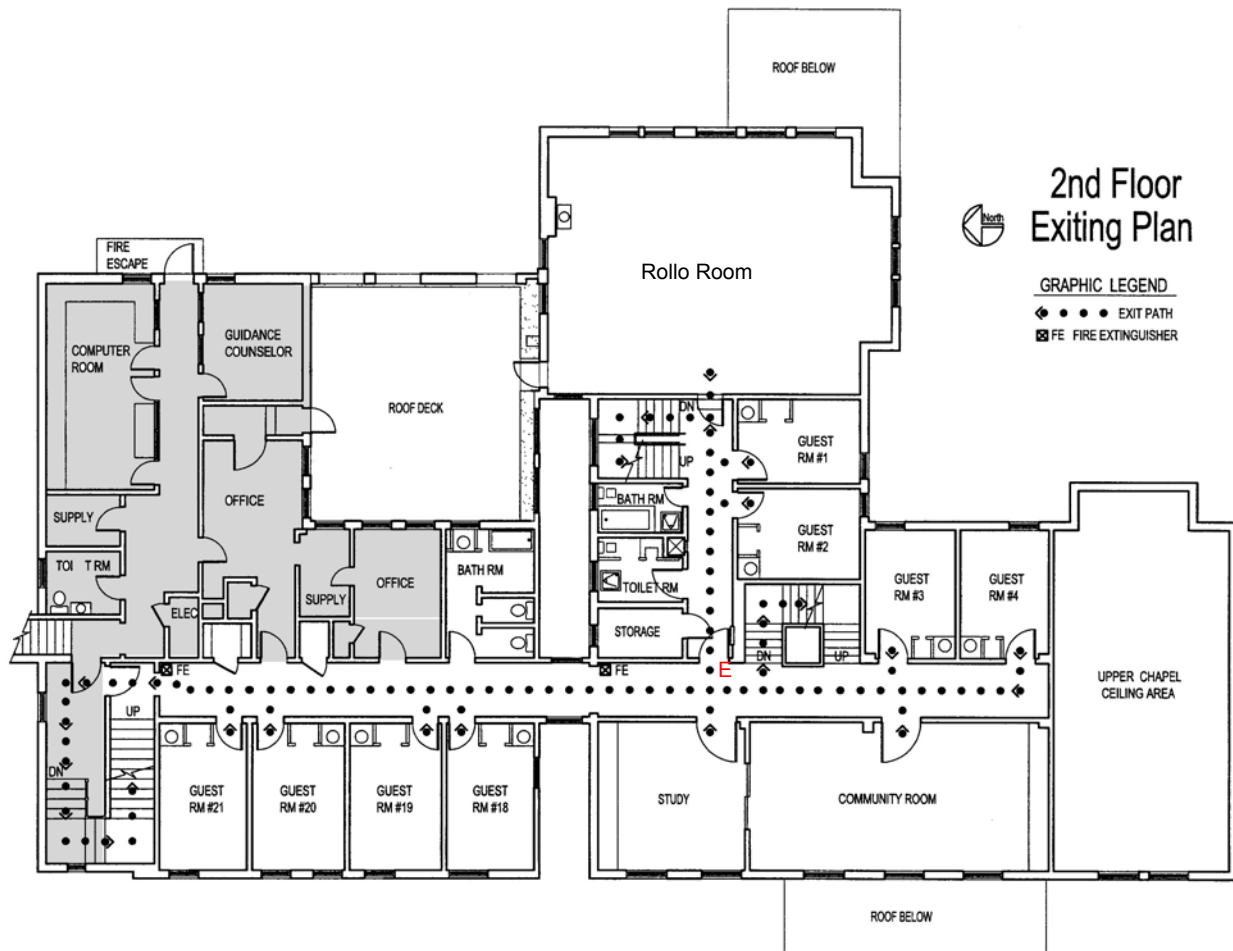
1st Floor

gray areas are off limits E = electrical panel



14th Avenue Sidewalk

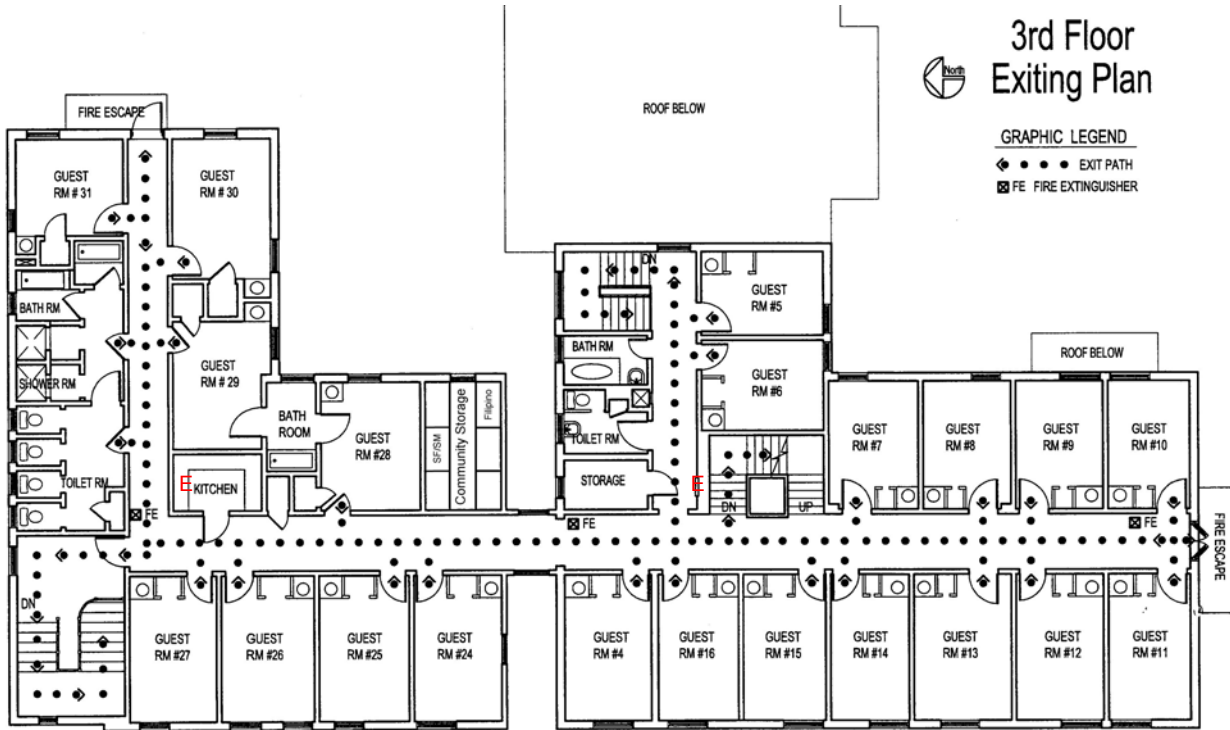
2nd Floor



gray areas are off limits E = electrical panel

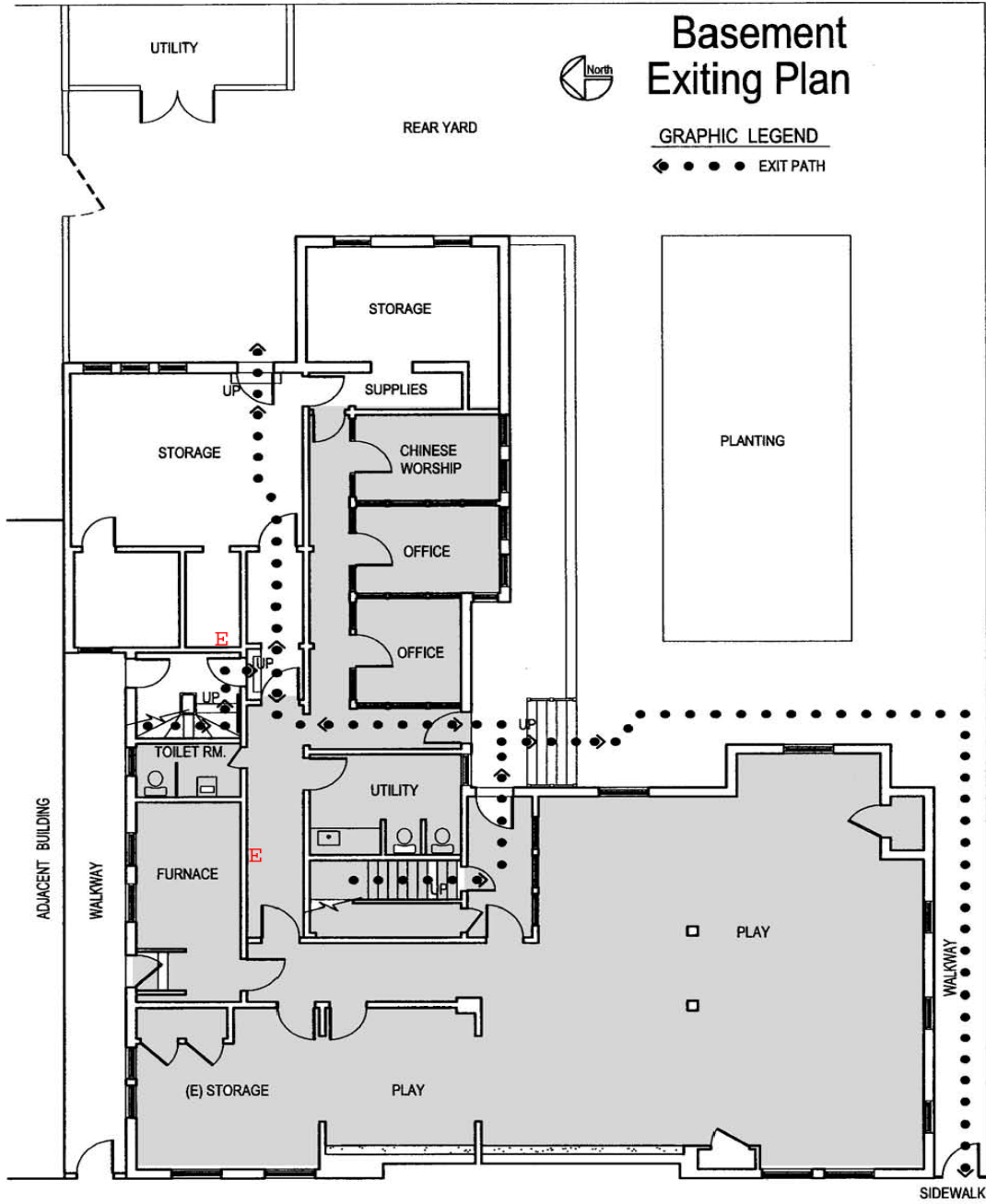
3rd Floor

E = Electrical panel



Basement –

E=Electrical panel



Dining Room Layout

DINING ROOM

3- 8' Tables
5- 6' Tables

16" allowance for chairs

