

**Subject:** Operations Report for March

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**Date:** Wed, 10 Mar 2010 15:28:11 -0800

**To:** CVUUF Council <council@cvuuf.org>, CVUUF Board <board@cvuuf.org>

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Three items for Facilities:

- Air Conditioning -- I signed the maintenance agreement for our AC units for bi-annual service, including cleaning of all vents and replacement of filters. Annual cost is \$540/year. In addition, all thermostats have been recalibrated and reprogrammed. The thermostat in the Social Hall was off by six degrees; other changes were minor. The strategy for programming was to program both buildings for Sunday from 7:30 or 8:00 until 1:30. All other times will default to energy efficient settings. I will make a small, laminated card for each thermostat that provides instructions on how to manually override the thermostat settings for increments of 30 minutes up to a maximum of 4 hours. At the end of manual adjustment period, the thermostats will reset to the energy efficient settings. The allowable range for manual adjustment is between 70 and 78 degrees for our initial settings. We can change that based on our experience of time of the year.
- Spring Cleaning -- Brian Balke and I will plan for a Saturday Spring Cleaning Day for either 4/24 or 5/1. We are developing a list of items to include for the Spring Cleaning. Cleaning and waxing of the concrete floors and carpet cleaning are two of the major items. We'll also see what options we can find for cleaning out the cracks and sealing the concrete floors in the Social Hall and Kitchen. We can decide on the date at the Council Meeting tonight. Please, if anyone has any ideas for the Spring Cleaning, drop Brian and I a note.
- Larger signage -- Thanks to Chuck McKinnon for taking charge of creating larger signs for Sundays. They look great and are much easier to see and read.

Bill