

**Redeemer Lutheran Church**  
**Facilities Instructions**  
**PADS**

**Kitchen**

**Refrigerator:** The refrigerator is the stainless steel and glass unit. It is NOT a freezer. The freezer is a separate unit in the corner, about waist high, and also stainless steel.

**Supplies:** Each volunteer group is asked to provide their own paper goods, cutlery, etc. If you are short of anything, you may use Redeemer's PADS supplies as marked on the kitchen shelves.

Cleaning supplies, pads, and bedding will be stored on the stage. Garbage bags, toilet paper, paper towels, etc are in the Furnace Room

**Three sinks:** The hand sink on the south wall is for hand washing. The 3-basin sink under the windows is for washing dishes only – wash, rinse, sanitize. We no longer use sanitizer in the 3<sup>rd</sup> basin. Dishes should be left to air dry. The sink across from the pass-through window is for food preparation only.

**The cook top is Gas:** Please **do not use the oven below the cook top**. It is difficult and inconsistent. Please use the convection oven (tall unit next to cook top) instead. For the cook top, the main gas valve (yellow handle) is kept off. To use the cook top this valve must be turned on and **ALL burners lit**. There is a propane “match” hanging off the refrigerator and an extra one in the PADS box. All pilot lights should stay lit until the main gas valve is turned off. Note that sometimes it doesn't look like the pilots are burning, but they are. If there is any question, simply turn the burner on and see if it lights. Be sure to turn the yellow gas valve off when done cooking.

**Convection Oven is electric.** To use the convection oven, first turn the timer on. Then turn on the “on” switch, adjust temperature and preheat for 10 minutes. Food will cook in about 2/3 of the recommended cooking time for a conventional oven. You should check to insure the food is fully cooked. When turning the oven off, you **must** go through a “cool down”. To do this, turn the timer on for 10 minutes and place the switch to “cool” position, and the temperature to “0”. When the timer goes off, move the switch to the center (i.e. off). *Instructions are also posted on the wall next to the oven.*

**Note** that the convection oven has an **emergency off switch** (the red button) at counter level in the kitchen. If this switch is tripped accidentally, it may trip the circuit breaker and you will be unable to turn on the oven. If this happens you need to reset the circuit breaker which is located in the furnace room (adjacent to the kitchen) on a standalone circuit breaker box on the west wall nearly behind where the convection oven is located.

**Resetting the Convection Oven Circuit Breaker** (Precise order must be followed or it will not work)

- a. Turn the convection oven OFF
- b. Reset the emergency switch by pulling the red button out and then pushing it back in again
- c. Go to the circuit breaker box (a single box on far west wall of furnace room) and pull the breaker switch to the “OFF” position (down) and then back up to the “ON” position.

**Exhaust Fan:** When using the stove or oven, be sure to turn on the lights and exhaust fan above the stove for fire safety.

**Coffee Instructions** Measure 1 cup of coffee grounds for every 20 cups of water. The large coffee pot takes a very long time to heat up. It is recommended that the smaller one is used instead.

**Microwave** is located on the counter, by the pass-through window.

**Electrical Outlets** Do not plug two appliances into the same outlet. This may trip a circuit breaker. An extension cord is available in the PADS box on the counter

**Fellowship Room (main sleeping area):**

**Lights:** All light switches (including the one for the lights on the stage) are now located on the right wall immediately outside the east door of the Fellowship Room. The circuit breakers that are on the stage should not be touched.

**Air conditioning** will be set at 70°. If you have problems with the A/C, call the Redeemer On-Call Weekend Manager. Please do not attempt to adjust the temperature on your own.

**Fans:** A large fan is set up at the back of the stage to help with air circulation and should be turned on **prior** to guest arrival. Two small fans are available for rooms 106 A - D room if desired. It is best to let the guests determine the need for this and position it themselves. If they can not both be found, ask Redeemer’s on-call weekend site manager.

**Janitor’s Closet:** The janitor’s closet is located between the washrooms. The mop and bucket are stored here as is as the cleaner concentrate on the shelf above the wash basin. The cleaner concentrate should be mixed with water and used to clean the kitchen floors as well as the floor below the serving counter in the fellowship room, the bathrooms, stage and room 106D if used. The same cleaner is used for the pads, pillows and chairs. Additional cleaning supplies are available on the stage and in the furnace room adjacent to the kitchen.

**Carpeting:** To protect the carpeting in the fellowship room, **please utilize the large blue tarps on the stage if you need to clean the chairs, pillows or pads over a carpeted area.** It is preferable to clean these items on the stage which can then be easily mopped.

**Furnace Room:**(located next to the kitchen; it is always unlocked.)

**Main circuit breaker** is located immediately inside the door and convection oven circuit breaker is at the left end of the west wall.

**Vacuum cleaners, brooms & dust pans** plus supplies noted above are located in this room

**Clear bags** for recyclables; Black bags for trash and garbage.

**Telephone:** (located on the desk near the kitchen). The phone, which is blocked for long-distance calls may be used within reason by anyone. Dial “9” to get an outside line.

**Trash Room:** The trash/garbage/recycling area is outside on the northwest corner of the building. It is always unlocked. Please be sure to put all garbage *into the toters*, on the left side of the room, and recycling on the right side, in the blue recycling boxes. Do not leave garbage on the ground.

**Outside door:** The outside door to the church should be locked by 10:00 p.m. There will be one set of keys, which should be passed on to each shift leader and should be left on the desk in the church office on Sunday morning.

***To lock the outside doors:***

**It is easiest to ask the PADS professional to lock the door on his/her way out, but if you need to do it:**

- a. Obtain the allen wrench that is hanging in the window well to the left of the doors.
- b. Insert the allen wrench into the hole located on the inside of both sides of the crash bar mechanism.
- c. Turn it counter clockwise until snug (not too tight). This will allow the crash bar to rise up.
- d. Repeat on the other door. That will release the crash bars.
- e. Now, from the outside of the door, lock the door with the key. (The door is not locked until you use the key.)
- f. There are instructions located in the window well across from the elevator that also explains the door locking procedure.
- g. Replace the allen wrench on the hook in the window well.

**Plumbing:** If a toilet or urinal overflows, shut it off by unscrewing the round silver cap on the right side of the flushing mechanism. Using the screwdriver available in the PADS box in the kitchen or in the furnace room, turn the screw that is under the removed cap to the right as far as it will go to turn off water. To reset, do not turn all the way to the left. This releases too much water. Only turn half way to the left. A plunger is located in the furnace room. If a urinal is overflowing, it can be shut off the same way. For an emergency plumbing problem that cannot be resolved or wait until Monday, please notify your Redeemer on-call manager and call Glinke Plumbing at 630-323-7320.

**First Aid Supplies:** First aid kits are located in the kitchen, above the fire extinguisher and on the metal shelving on the stage. Extra Band-Aids, etc. are in the cabinet above the food prep sink. There is a DEFIBRILLATOR and an additional first aid kit outside the church office.