



Operating Instructions

730 25 Road
Grand Junction, CO 81505
970-242-3947
administrator@koinoniagj.org

Opening & closing:

You will be given a key. There is a \$100 key deposit - which would cover the cost of changing the locks should the key not be returned at the end of your rental period.

Cleaning:

Please be sure to pick up after using the facility. *Custodial fees and/or deposits will be determined based on the usage that is described in the Facility Rental Request.*

- Place **trash** in the trash can in the small coffee break room in the narthex (the area you first enter through the front doors).
- You may use the **refrigerator** in the basement kitchen to store food during your program. Please remove when finished.
- If you make **coffee** or use the upstairs coffee maker, please clean up all dishes/utensils/other items when finished.

Cooling:

- There are two evaporative coolers upstairs (none downstairs). When cooling, the control should only be set to "High Cool" or "Low Cool;" don't set to the "Vent" setting as this will only blow warm air in. While running the cooler open windows to draw cool air through the room.
 - Cooler control for the narthex is on wall outside the coffee room.
 - Cooler control for sanctuary is on the north wall on the right as you are facing the wall. The thermostat is preset to 70 degrees and shouldn't need to be changed. Simply push the bottom switch to low fan or high fan. It takes a couple of minutes for the pad to get wet before the fan will turn on. Water supply for both coolers is located in the upstairs men's bathroom attached to the inlet line for the toilet.

Heating:

- Control of heat for the sanctuary & downstairs is located in the downstairs kitchen in the breaker panels on the west wall. Read the instructions posted on the breakers to learn how to turn on/off the heat to various rooms. Turn to "Off" during the summer. **CRITICAL TO SET HEAT BACK TO STARTING POINT WHEN DONE TO MINIMIZE HEATING COSTS.**
- Heat control for the narthex is located on the wall outside the small coffee break room. To turn heat up, adjust the toggle; return to original position when done.

Smoking / Fire extinguishers:

- **Smoking** is NOT allowed inside the building or on the surrounding property.
- Two **fire extinguishers** are located upstairs: on wall beside the east exit door; on the north wall of the sanctuary. Two fire extinguishers are located downstairs: on kitchen counter and on wall beside the exit door from the River Canyon School area.

CONTACTS:

- **Koinonia: 970-270-3947; administrator@koinoniagj.org**
- **Pastor:** Aline Silva; pastor@koinoniagj.org
- **Administrative Assistant:**
 - Miranda Richardson, cell: 970-712-4545; administrator@koinoniagj.org
- **In case of building EMERGENCY (for example water break*) and none of the above are available, call a subcontractor directly:**
 - Sewer / Plumbing problems: Mike George: 970-778-7030
 - Heater / Evaporative cooler problems: Cornerstone Plumbing and Heating: 970-241-0445
 - Electrical problems: Barnes Electric: 970-242-6473

***In case of a water line break, the water shut-off for Koinonia is located in the closet under the stairs.**