

**Madison Friends Meeting**  
**1704 Roberts Ct.**  
**Madison WI**  
**(608) 256 - 2249**

**USER MANUAL FOR BUILDING**

**TEMPERATURE**

Please do not adjust the thermostats. If you have issues with the temperature, please contact caretakers. You MAY adjust the thermostat in the Sun Room; please turn it off when you leave.

**GENERAL GUIDELINES**

Renters and users are requested to clean up spaces that they use so the building can remain clean and orderly.

- We would like the chairs and tables to be returned to their home bases. See pictures for your reference (next pages).
- Please pick up after yourselves and tidy any dirty or messy areas.
- Cleaning supplies (broom, cloths, etc.) are in custodial closets (Rms.19, 03) on each floor.
- If the floor needs attention, please refer to the **Floor Care** section for details.
- If a trash container contains food, please take the trash to the outside trash bin (beside the building-to the right as you face the entrance).
- Lights: All lights work with sensors. (Exceptions - main meeting room, dining room, and some custodial spaces.) That means that you don't need to physically turn on a light. Please note that many lights have dimmers, which you can operate by finding the small slider that is against one of the switches. If a light does not turn on with movement in the room, turn the switch on. When you leave the space do NOT turn the switch off; it will turn off on its own.

**BATHROOMS**

Check any bathrooms that were used. Flush toilets if necessary. Turn heaters to LOW (rotated counterclockwise), and leave the space tidy.

**KITCHEN/KITCHENETTE**

When using the kitchen, care must be taken to prevent spills on the floor. If something spills anywhere, please clean it up immediately. Cloths are in custodial closets.

The kitchen manual is in the kitchen for your reference. Please keep the kitchen and kitchenette neat and clean.

All dishes and utensils that you use should be cleaned and put away. Dishwasher should be run, if needed. There are signs on cabinets and drawers helping you find the correct home for all dishes and silverware.

All food brought in by you should be removed from the premises at the end of your stay. You may use containers (see kitchen map) to send food items home if necessary.  
- Compost: Guidelines for what can go into compost are posted.

## **FLOOR CARE / CLEANING**

### **Floor Care - hard floor**

Liquid spills need to be cleaned up immediately to prevent permanent damage to the floor.  
Sweep areas where food or mud is visible.

### **Care of Carpet**

Vacuum food or large amounts of dirt.

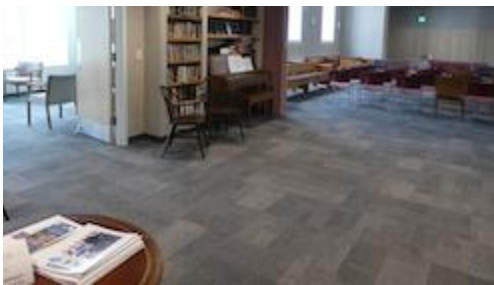
Wipes are available in custodial closets both upstairs and downstairs.

PICTURES - setup guidelines

MAIN MEETING ROOM



LIBRARY



Accordion Doors BETWEEN LIBRARY AND MAIN MEETING SPACE



SUN ROOM



FRIENDS ROOM



or

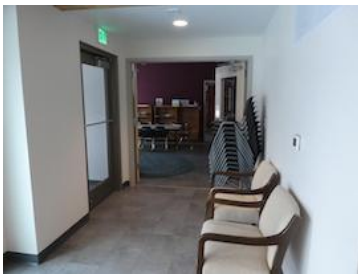


KITCHENETTE

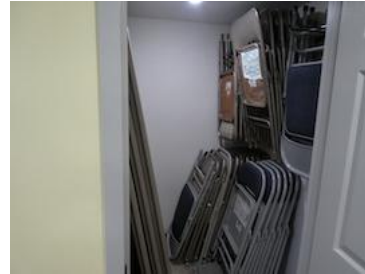


DOWNSTAIRS

Downstairs - DINING AREA near back entrance



CHAIR/TABLE CLOSET



DINING AREA



Downstairs - FDS - RED ROOM



Downstairs - FDS - GREEN ROOM



Downstairs - NURSERY



Downstairs - FDS Large open space



Downstairs - FDS - Small open space



## DOOR SECURITY / UNLOCKING / LOCKING

### Enter the building:

Type in the correct entry code in the keybox on your right. The left hand door will automatically open. If there is a problem with accessing or securing the building, please contact caretakers directly. (Examples: can't lock doors, codes don't work to open doors.)

### Unlock the door closest to the keypad:

Once inside, face the exterior doors. You'll find an allen (small hex) wrench hanging on the wall to your left. Insert this into the hole in the middle of the bar on the door next to the allen wrench. Turn the allen wrench clockwise, then push the bar towards the door. The bar should remain pushed in. Now anyone can use this door. Put the allen wrench back.

### Enable the automatic door opener:



Do not use the allen wrench on this door.

Above the door is a metal box with switches on it. Push down the uncovered switch to enable the outside automatic door opener and unlock the door. (If you need help to reach the switch, there is a tool hanging with the allen wrench.)

### PROPPING DOORS OPEN

Doors with automatic door openers may NOT be propped open manually. This can cause expensive and permanent damage. If it is necessary to keep a door open, flip open the cover next to the 'do not touch' sign. Flip the switch up. The door will open and remain open until you close the cover (which will flip the switch to the normal operating position and close the door automatically).

When you leave the building, **make sure that the building is locked.**

- Shut off the automatic door opener. (Push the switch above the door up.)
- Release the press bar on the door by inserting the allen wrench and turning it until the bar releases and sticks out. Put the allen wrench back.
- Do not forget to check the back door.

### Please check the front doors from the outside:

- Pull on both doors and make sure that they do not open.
- Press the automatic door opener and make sure that it does not open the door.

That's it. Good job!

## **TROUBLESHOOTING DOOR / SECURITY**

- Code does not open the door?

Either you have the wrong code or someone has disabled the keypad electronics. Try again. Then contact caretakers.

- Can't get the allen wrench to unlock the door?

• Here are the tiny steps to take:

- Insert the wrench
- Turn it to clockwise
- Push in the bar
- Let go of the wrench (it will move a tiny bit)
- Let go of the bar – it should remain in

LOCKING THE DOORS TO LEAVE:

- Can't get the allen wrench to work on the door with the automatic door opener?

- The switch above the door needs to be moved all the way UP.
- If the bar stays pressed in, use the allen wrench to release it.

Automatic door opener switch details:

TOP: Disables the exterior automatic door opener. Think of this as being the 'OFF' or 'LOCK' switch. Use this when leaving the building.

MIDDLE: Same as TOP.

BOTTOM: This is the 'ON' or 'UNLOCK' switch – it enables the exterior automatic door opener AND fully unlocks the door for general use from the outside.

NOTE: Switch should be fully UP/LOCKED when leaving the building.

### **IMPORTANT ADDITIONAL INFORMATION**

If a door needs to be propped open, please follow detailed instructions on previous page.

## EMERGENCY GUIDELINES

### EMERGENCY

In the event of a life-threatening issue, call 911. Leave the building for safety. Contact our clerk and caretakers.

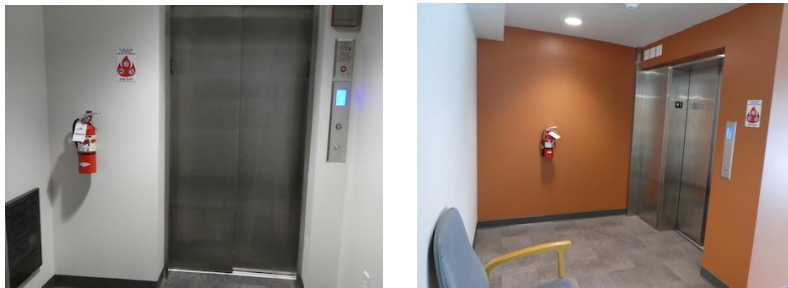
### URGENT

#### Fire:

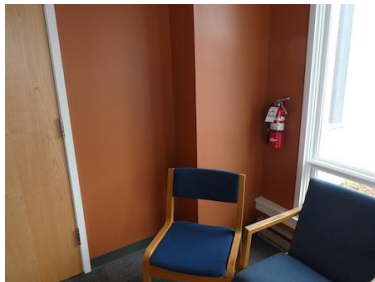
In the event of a fire, leave the building and call 911.

Locations of fire extinguishers:

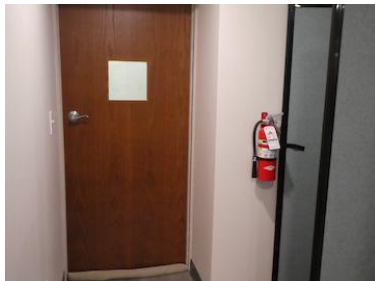
- 1) Next to elevator upstairs and downstairs



- 2) Upstairs in Sun Room



- 3) Downstairs next to side stairwell



**Alarm going off** – Evacuate building.

**Someone is stuck in the elevator** – call fire department (911).



**Uncontrolled WATER flow:**

- Contact caretakers.
- Stop water flow if possible. (Check for shutoff valves and use, if available.)
- If necessary, shut off the main water line in the basement mechanical room (09).

**Main water shutoff:**

- Get the key from Janitor closet 03 (see picture below). Key is inside, above the door.
- In the First Day School area, unlock the mechanical closet door (09) on the left. Turn on the light and walk straight into the space. Against the far wall is the main water shutoff. Turn the lever so it is horizontal.

**Pictures:**

**KEY TO MECHANICAL ROOM (to access water shutoff)**



KEY

**WATER SHUTOFF LOCATION**



If there's a spill – Mop it up. Mops are located in the Janitor's closets on both floors.

**Electricity:**

If there is a life threatening electrical problem, call 911 and keep people away from the area of concern. Contact caretakers.

If there is a problem with functionality, contact caretakers or complete the help request form and put it in B&G mailbox.

If there is a major electrical problem that requires turning off power to the building, the main switch is outside on the power box to the left (west) of the main front door (facing from the outside). Contact caretakers.

**Security:**

If there is a problem with accessing or securing the building, please contact caretakers directly. Clerk of B&G may also be contacted. Examples: can't lock doors, codes don't work to open doors.

**OTHER PROBLEMS**

Complete a work request form (on counter in the lobby) and put the request into the Buildings & Grounds mailbox.

If you think this needs more immediate attention, please contact caretakers and clerk of B&G.

**Please contact caretakers and/or clerks for any urgent situation.**

Caretakers: (608) 256-2249

Clerk of B&G (Amy Crikelair) (608) 213-9809

Clerk of Madison Friends Meeting (Adam Hirsch) (608) 268-2448

March 2023

- Added dining room to light info.

Version 1.1 😊