

WESTON UNITED METHODIST CHURCH

SPRING and FALL 'MUST-DO' and PERIODIC ITEMS

DAYLIGHT SAVING TIME:

1. With the change to Daylight Saving Time on the first Sunday of April, the following clocks must be re-set sometime during evening of the prior Saturday:

- a. Clock above the carillon in the choir rehearsal room
- b. Clock on the front wall of the choir loft
- c. In the sanctuary attic space, the time clock which controls the floodlights and walk lights at the front of the church
- d. In the coat room off the narthex, the time clock which controls the narthex ceiling lights
- e. Clock over the copying machine in the church office
- f. In the church office closet, the time clock which controls the sanctuary heating system
- g. Clock over the refrigerator in the kitchen
- h. Clock in the Fellowship Hall

NOTE: The clock which operates the carillon is programmed to change with the changes in daylight saving time. No manual change is required (unless it has drifted off the correct time).

2. With the change of time back to Standard Time on the last Sunday in October, the eight items under #1 must be reversed. The carillon does not require changing.

CHANGE OF WORSHIP TIME

1. When the time of Sunday worship changes from 10:30 to 9:30, the following must be done:

- a. The carillon CD player "time to play" must be changed from 10:20 to 9:20.
- b. The small rectangular pieces of plywood must be put in place over the time "10" in "10:30" on the main signs on the front lawn.

Note: The small rectangular pieces of plywood with the numeral "9" are kept in the attic off the choir rehearsal room.

2. When the time of worship changes back to 10:30, the above items under #1 must be reversed.

POWER FAILURE

If the church electric supply is interrupted for more than a few minutes, the time clocks in the sanctuary attic, the narthex coat room, and the church office closet must be re-set. The carillon clock is battery driven and need not be re-set unless the power failure is more than six hours. The wall clocks in the choir rehearsal room, church office and kitchen are battery driven and need not be re-set. The clock in the Fellowship Hall must be re-set.

NOTE: The time clock which controls the front floodlights is an astronomical clock. This means that, as days get longer in the spring and shorter in the fall, it automatically changes the time it closes its contacts to turn on the lights. The time clock in the narthex coat room is not astronomical and must be re-set every week or so to match the time of dusk.

CARILLON

The carillon system is installed in the choir rehearsal room.

The hymns played by the carillon are on Compact Discs. The Westminster chimes and the hour "strikes" are generated by rods in a cabinet in the attic behind the carillon.

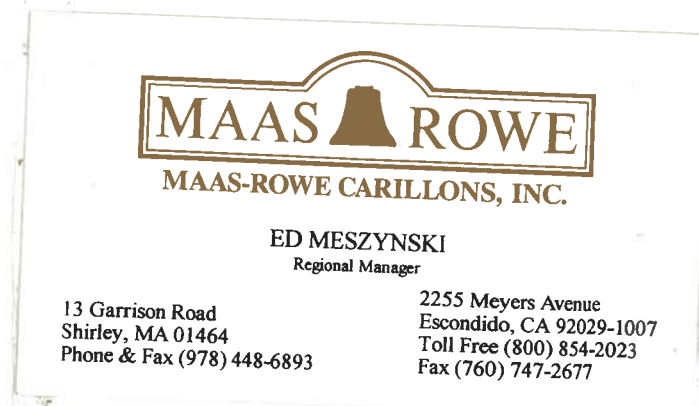
The carillon is computer controlled and is presently programmed to play four hymns at 10:15 each Sunday morning and 8 hymns at noon (12:02 PM) each day. It is also programmed to strike the hour at noon and at six o'clock each day.

The computer can be programmed to play Advent, Christmas, Lenten, and Easter hymns at the appropriate times of the year. Unless so programmed (called 'alternate programs') it plays from a Protestant Hymns disc (Library disc 1). The exact dates when it is to start and stop on any one seasonal disc (Library discs 2, 3, 4, and 5) must be entered into the computer each year as well as the times to play and the number of hymns to play. The manual with specific instructions is kept on the top of the carillon.

If service is needed, or instructions desired, the sale rep for Maas-Rowe is:

Ed Meszynski
13 Garrison Road
Shirley, MA 01464
Tel. (978) 448-6893

Inside the carillon, there is a re-chargeable lithium battery, used to maintain the carillon's clock in the event of a power failure, which should be changed every five years. The present battery was installed in 2001.



EMERGENCY LIGHTING UNITS

The water level in each unit of the four unit should be checked at least every six months and, if low, distilled water should be added. Battery replacements in 2000 and 2001 have been with sealed batteries, so that adding water is never required. However, each unit should be checked by pressing the test switch, at least monthly, to make sure each is in good operating condition.

EXHAUST DUCT IN THE CHOIR REHEARSAL ROOM

In the fall, an insulating cover should be placed over the exhaust duct (behind the grill) in the choir rehearsal room. Each spring the insulating cover should be removed so that the exhaust fan will be available for use. The insulating cover is stored just inside the attic door. The control for the fan is at the top of the spiral stairway leading from the narthex to the choir loft.

HEATING TAPES & FLOOR HEATING UNITS IN THE PARLOR KITCHENETTE

In the late fall, the heating tapes on the water pipes below the counter in the parlor kitchenette must be plugged in as well as the floor heating units. The pipe tapes are thermostatically controlled; the floor units are not.

BASEBOARD HEATING UNITS IN THE PARSONAGE

Each fall, the fins in the baseboard 'radiation' units in the kitchen and family room should be vacuumed to clear dust and lint from them. If the lint cannot be removed easily, each space between fins will have to be cleaned manually with a small, pointed object.

FIRST FLOOR BATHROOM VENT FAN IN THE PARSONAGE

Each fall the vent fan should be removed and the dust and lint cleaned off the fan impeller.

RAIN GUTTER and EVE ON THE REAR OF THE CHURCH

In the late fall each year, after most of the leaves are off the trees, the gutter must be cleaned out, otherwise it will become blocked and will overflow. Also, just before the first significant snow fall, an extension cord should be run from the ceiling light at the rear of the attic to the two eve heating cables near the rear eve, inside the attic. The two pigtails from the circuits installed on the eve come into the attic to be energized by the above extension cord.