**Statue Restrooms**

* Make sure all 3 frost free hydrants past the wall toward statue are closed
* Shut drain valve behind bathrooms in ground is closed
* Shut faucet at end of hallway behind bathrooms
* Shut outside faucet on wall by back door
* Leave faucets on in bathrooms
* Turn valve on in manhole in driveway by flower bed
* Close faucets when air is out of the lines
* After stools are filled, flush each toilet and make sure they shut off

Start Up

Front Entrance

* Make sure fountain is cleaned out
* Close drain valve in ground by fountain valves under concrete mold
* Close drain valve to big water tank outside
* Close drain valves that drain fountain (2)
* Close drain valves to Rainbird system (3)
* Close faucet handle drains under main valve
* Close yard hydrant in bushes behind fountain
* Close yard hydrant south of buffet
* Put 4 new water filters against the wall
* Put new filter in tall housing
* Put strainer in and put cap on
* Put 2 chlorine tablets in and put cap on
* Make sure all drain plugs are in (3)
* Open water valve in manhole by buffet
* Turn pump #1 and #2 on inside after outside tank is full
* Check for water leaks on 4 filters against the wall
* Check for water leaks on tall filter, strainer and chlorine container cap
* Check drain valve by fountain under concrete mold

Start up

Main Gift Shop

* Close wall hydrant next to floor in women's bathroom on left as you walk in 1st stall
* Close faucets in ceiling of basement- One at north end and one at south end
* Make sure drain valves on all 3 hot water heaters are closed
* Close valves in ceiling of plumbing supply room by hot water heater
* Open the water valve in plumbing supply room crawl space on right outside wall.
* Close all sink faucets in men and women's bathrooms
* Close shower faucets and sink faucets in boy's dorm
* Close faucets on sink by door going to showers
* Close sink faucets in back room of gift shop
* Check faucets in bathrooms to make sure that there are not any water leaks- sinks and toilets
* Check both faucet drains in dorm ceiling for leaks
* Check showers and faucets in boy's dorm
* Check hot water drains for leaks
* Check sink faucet in backroom of gift shop for leaks
* After hot waters are filled- turn breakers on at south end of basement and one in back hallway of gift shop by door.
* Plug A/C in for women’s bathroom and check temperature setting (not too cold)
* Open each end sink in bathrooms to get sir out of the lines.
* After toilets are filled, flush all toilets and make sure they shut off

Start Up

Snack Shop and Bathrooms

* Make sure drain to hot water heater is closed
* Close faucet on back wall of building
* Close faucet on side of building by hoses
* Close sink faucets in snack shop and men and women’s bathrooms
* Close valve by hot water heater
* Replace water filter on front wall
* Close faucet next to floor in women’s bathroom at end of cabinet
* Close wall faucet in men’s bathroom under sink
* Open valve in manhole at outside corner of building
* Check for leaks at hot water heater drain
* Check for leaks at water filter
* Open sink faucets to get air out of lines
* After hot water heater is filled turn breaker on
* After toilets are filled, flush all toilets and make sure they shut off

ICE MACHINE

* Plug ice machine in
* Remove silver cover and connect black hose and replace over
* Put cleaner in reservoir and turn machine on to clean (run approx. 30 min.)
* After cleaned turn machine to on
* Run 4 cycles and remove ice
* Check with Gerald - (Ozark Refrigeration) about cleaner

Start Up

Play Concession Stand

* Close valve in ground behind corner of building (green cap)
* Replace water filter
* Connect hose at outside hydrant on back wall of bathroom by ramp
* Turn outside hydrant on and check for leaks at hose connection
* Check for leaks at water filter

Start Up

Carpenter Shop

* Turn faucets and shower off
* Close faucet on outside wall by monument and flower bed
* Close drain valve in elevator shaft
* Turn water valve on by history museum on right with trash can over valve
* When hot water heater is filled turn breaker on
* Check for leaks- sink, shower, hot water heater and elevator shaft
* After toilet is filled, flush toilet and make sure it shuts off

Start Up

Holy Land

* Turn main breaker on behind wall behind snack house
* Close drain valve under water tank on right side of road past camel pen
* Water valve to water tank should be closed unless the well in Jerusalem is being filled
* Close outside hydrant by toilet in Jerusalem is closed
* Close drain valve by water tank in back room of bathroom
* Close drain valve in manhole at back corner of bathrooms by the steps
* Close faucet on back wall of building
* Close 3 drain valves in hallway between bathrooms
* Close all sink faucets
* Close drain valve in manhole at end of snack house
* Close water valve in manhole at end of snack house
* Turn water on at Trailhead sign behind Market Place
* Check for leaks at all outside hydrants and faucets
* Check for leaks in hallway of bathrooms
* Turn each sink on to get the air out of the lines
* After toilets are filled, flush all toilets and make sure they shut off

Start Up

Ticket Office and Flagpole Bathrooms

* Close sink faucet in ticket office
* Close faucets in the men and women’s bathrooms
* Close small valve behind cabinet next to outside door in sculptors' shop
* Close drain valve under mop sink in Broom closet in breezeway
* Close faucets in broom closet
* Open water valve in front of sculptor shop in ground under concrete mold
* Check for leaks in broom closet, both bathrooms and valve behind cabinet in Sculpture shop
* Open each sink faucet to get the air out of the lines
* After toilets are filled, flush all toilets and make sure they shut off

First Aid Room

* Close sink faucets
* Open water valve in crawl space under Sacred Arts Building across from first aid room
* Check for leaks

Start Up

Sacred Arts Boys Dorm

* Replace 2 water filters next to A/C unit
* Make sure water valve under sink next to ice machine is turned off
* Open water valves on each side of filters
* Check for leaks on water filters

Ice Machine

* Replace water filter under sink counter Micro-Carbon 4 4617-24 (46170)
* Remove silver cover and connect black hose and replace cover
* Turn water valve on
* Plug ice machine in
* Put cleaner in reservoir
* Turn ice machine to clean and run approx. 30 mins.
* Turn ice machine to on and run 4 cycles and remove ice

Check with Gerald- (Ozark Refrigeration) about Cleaner

Close Down of Front Entrance

* Close valve in manhole by buffet (FE)
* Open yard hydrant south of buffet trash wall
* Turn breakers off to: water pump, Fountain pump
* Turn pump #1 and #2 off inside
* Open outside valve to drain outside tank
* Open drain valves to drain fountain (2): 1-Big Valve; 1-Small valve under big drain
* Remove leaves from fountain before draining
* Open big fill valve where water comes in
* Open small fill valve by strainer
* Open 2 faucets next to floor
* Open 2 drain valves to Rainbird system (1-center of Rainbird piping on floor) (1-under water line coming into building.)