SNOWDEN OVERLOOK COMMUNITY ASSOCIATION
FACILITY MAINTENANCE HANDBOOK
2/1/2019

CLUBHOUSE PLANS – Available at snowdenoverlook.com. Click on Condos / SOCA Board / Clubhouse Plans.

TOOLS – A SOCA tool box with basic tools is in the craft room closet. The staff has the key.

SPARE PARTS – Replacement light bulbs and other spare parts are mostly kept in the furnace anteroom on the pool level.

HEATING, VENTILATION AND AIR CONDITIONING

8 HVAC units (serving 6 zones, each with a thermostat) and several electrical heaters serve the clubhouse. All air handlers are in the lower-level furnace room (see below, left), with condenser units outside on a pad by the west wall, next to the driveway (see below, right).

The first 7 units are gas furnaces and AC units and are numbered:

1. Gym
2. Theater [NOTE: In January 2019, to address a broken conductor in the thermostat cable for unit 2, a wire supplying electricity to the thermostat was disconnected and used to replace the fan control wire. That means that the theater thermostat is now a batter-only device. (All the thermostats in the clubhouse have batteries that are ordinarily used only as backup for power outages.) It is recommended that the batteries for this unit (3 AAA) be replaced annually. Knott Mechanical indicated that they would put annual battery replacement for this thermostat on their preventive maintenance schedule. If this is not done, the thermostat should display a low-battery warning. If that does not trigger replacement, the HVAC unit will stop working.]

3+4. Banquet room, paired units.

5+6. Living room, office, craftroom and halls, paired units.

7. Lower level.

and

8. Addison "make-up air" unit with 2-stage AC and electric furnace, serving lower level bathrooms. Thermostat measures air temperature in ducts and is located on wall in furnace room between water heater and mop sink. See below.

Fireplace -- in clubhouse living room on main level – This unit is controlled by a wall switch to the right.

Awning Heaters -- There are 4 overhead electric radiant heaters The breaker for these units is in one of the panels in the hallway of the main floor. Fuses and contactors (relays) for the units are in the janitor closet off the hallway, see below on left. The heaters are controlled by a thermostat in a locked box in the corner of the awning room, see below on right. Key is in office key box with organge on fob.

Smaller Electrical Heaters – These are found in:

1. The ceilings of all 4 bathrooms, controlled by thermostats on the walls of each of those rooms.
2. The pool pump room.
3. The hallways of the lower level.
4. The furnace anteroom.

Guardhouse – Contains baseboard electic heaters and a portable airconditioner that sits on the floor and is vented to outside through a flexible duct. The condensate line from the unit drains to outside the building.

PLUMBING

MAIN CUT-OFF VALVE is in NW corner of furnace room; see below. This labeled blue valve on a white pipe cuts off all water to the clubhouse except for that to the fire sprinkler systems. The valve is stiff and may require channel-lock pliers to turn. While there are a few other cut-off valves, including those under each sink, some are not easy to find. This valve is the only sure way to stop the flow of water when in doubt.

WINTERIZATION:

-- Hose spigot on main level, through wall at kitchen. Cut-off valve under kitchen sink.

-- Hose spigot on lower level, near kitchen wall: Valve is inside near the spigot, behind a white plastic panel low on the wall just inside the door into the "Summer Lounge" room, see below, left. The panel is held in place with spring clips which are released by raising or lowering the panel slightly with your fingers.

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Drinking Fountains on lower level: Valve is inside, on the other side of the wall on which the fountains are mounted, behind a white plastic panel low on wall just inside the door toward the bathrooms; see above, right. Panel operates just like the one above.

WATER HEATER – High efficiency gas unit is in furnace room against wall to women's room; see below, left side of photo. Small amount of water occasionally appears on floor around heater. Appears to be from exhaust condensation. Exhausts horizontally through north wall of men's room next to driveway. Downward extension pipe added to reduce noise. Temperature can be set from keyboard on unit. On 1/6/2018, it was set at 122 degrees F.

ELECTRICAL:

LIGHTING:

TIMED, CLUBHOUSE EXTERIOR: The timer is in the pool pump room on lower level, in the smallest box to the left of the main panel there, to the left of the door, when viewed from inside; see below. This timer needs to be reset occasionally as the season changes. It has been set to turn the lights on at evening dusk and off around midnight. The timer controls:

-- Post lamps on lower level. (Replacement candelabra bulbs in furnace anteroom.)
-- Wall fixtures on the main level. (Replacement candelabra bulbs in furnace anteroom.)
-- 3 recessed fixtures in front of and over front entrance door on main level. (Same bulbs as interior ceiling lights.)
-- Underwater pool lights. These are on a separate breaker in the main panel in the pump room and can

be turned off when the pool is closed. Lamps maintained by DRD.

TIMED, LOW VOLTAGE:

-- GATE –

Controller in guard house distributes 12 VAC, see below. All fixtures replaced with LEDs. Power to lights often disturbed by gardening crews in spring and fall. Wiring and wirenut connections then need to be checked. Timer in control box is set to turn lights on at evening dusk and off at midnight.

-- FRONT OF CLUBHOUSE – Flag pole has LED lights at top to illuminate flag, controlled by photocell mounted low on exterior wall of gym. 12 VAC runs underground to base of flag pole. Power taken from there and run underground to stone clubhouse sign nearby to power about 5 LED fixtures that illuminate the sign and a small tree on either side, operating all night.

SECURITY (ALWAYS ON): These interior, mostly-recessed ceiling lights on both the main and lower levels are controlled by separate breakers with breaker locks to prevent their being turned off at the panel without tools. They include the chandelier in the lobby. On the upper level, these lights have battery-backups installed with red lights indicating operation. On the lower level, there are separate wall-mounted emergency lights with batteries. Over time, the batteries wear out and must be replaced.

POWER CENTERS (BREAKER PANELS) – Main is in ante room to furnace room on lower level. Other panels:

-- Main level: Two in hallway between lobby and gym.

-- Lower level: One in furnace room, one in pool pump room.

SURGE PROTECTION DEVICES: Intended to protect all circuits.
-- One in panel in furnace room on lower level.
-- One in hallway panel on main level.
-- One beside panel in guardhouse.

LANDSCAPE IRRIGATION -- Contractor: MD Lawn & Sprinkler. Two systems:

-- Around clubhouse and pool. Hunter controller on wall near pool heater on lower level. Water supply to system is high on right inside wall of pump pool room on lower level; see below, left.



-- Around entrance gate. Hunter controller in guardhouse; see above, center and right. Water supply blow-out port and faucet is behind curved wall on entrance side of gates. Water supply cut-off valve is inside man hole on hill below curved wall. (Access may require a ladder and pump to remove water.)

AWNING: The main level awning was installed by Carroll Awning. It has roll-down side curtains and a fixed exit door. Two sandbags have been added for each panel of the curtains. The should be placed near the center of each panel – one inside and one outside, to minimize movement in wind to reduce damage.

Bird nesting – In order to discourage nesting, especially in the spring, several rubber snakes were placed in the pockets at the lower edge of the awnings. Additional snakes are in the furnace anteroom.

There are six overhead fans with lights. They are in a separate circuit with a breaker in the main level panel. Controls for each fan are in the hall just outside the banquet room. The fans are unusual in that the slide switch on each control panel actually cuts power to the fan/light completely. The other controls for fan speed, direction and light brightness, however, are radio-controlled and some are tempermental.

Audio – There are two speakers and a volume control mounted on the wall. These are part of the AV system with speakers in the living room, banquet room and gym.

Fire sprinklers – See discussion under FIRE.

KITCHENS:

Main level: Refrigerator has a water filter that needs to be replaced periodically. The icemaker no longer works but is not needed because of the icemaker in the craftroom. (Water supply cutoff and drain connection are accessible under removable box at lower left of unit.)

Pool level: Refrigerator icemaker does not work. Small icemaker was once installed on opposite wall from fridge; water supply line/valve and drain are still present.

SECURITY

INTERIOR MOTION DETECTORS AND DOOR ALARMS – Not armed, but system records access when swipe cards are used. Contractor: Vector

CLUBHOUSE DOORS AND POOL GATE – Contractor: Vector (can reprogram times listed below).

-- Front Door – Locked always, but can be opened by resident swipe card from 8 am to midnight. On non-windy weekdays staff unlocks during office hours. Two ways to unlock: Barrel key to left of door inside, and special swipe cards that unlock for 4 hours, used for rentals and some events.

NOTE: The left-hand front door (when viewed from outside) has a Stanley automatic opening mechanism for handicapped persons. It is operated by 2 wireless buttons, one inside and one outside. The mechanism remains on even when the doors are locked, when pushing one of the buttons causes the opener to attempt to open the door despite the magnetic lock that prevents the door from opening. One contractor warned that this could cause burn out of the motor in the opener, despite its operation this way for about 12 years. If someone attempts to use the opener from inside when the doors are locked, however, a motion detector at the top of the door frame will unlock the doors.

Finally, note that the hinges on the doors are adjustable. On the half of each hinge attached to the doors, there is a hex screw that can adjust the doors, including the space between them when closed.

-- Other Clubhouse Doors -- May not be opened from outside while locked. Inside crash bars may be unlocked using an allen wrench iserted into hole in crash bar while bar is pressed in and the wrench then rotated clockwise. May be relocked by rotating wrench counter-clockwise.

-- Gym Door – Locked from midnight till 4:30 am, may be opened by resident swipe cards at other times.

-- Pool Gate -- May be opened by resident swipe card 9 am until midnight. Locked at other times.

(Note: Special "Staff cards" have been issued to office staff, SOCA board members, and CPOs. These swipe cards open the doors and gate at any time.)

CAMERA SYSTEMS:

-- Clubhouse – 8-camera system with DVR and display in office. 2 are aimed at main and baby pools, the others are internal, on main level. Contractor: Vector

-- Guardhouse – 3- camera system – two on entrance gate with one designed to capture license plates, and one aimed at exit gate. DVR and display in guardhouse; see below. Contractor: Vintange

GATES -- Contractor: CES.

Ordinarily, the gates automatically close and begin responding to vehicle passes at 8 pm and open again at about 5:30 am. There may be times, however, when it is appropriate to lock the gates open. These occasions might include heavy snow, or mechanical failure of the gates. If the guards are present, they will do it. But if they are not there, here is how to open the gates during their operating hours:

There are toggle switches on each of the 4 gray actuators that open and close the gates. The actuators are all on the outside of the gates – on the side toward the gate house. There is one switch on each of the two outer actuators and two on each of the two inner ones – a total of 6 switches. The switches are under small doors between the actuators and the stone gate posts. The doors can be lifted to reach the switches. When the gates are operating, all 6 switches are in the upward position. To open a gate, put the left-hand (when viewed from the guard house side) switch on the inner actuator into the down position. The gates on that side should stay open.

AUDIO-VISUAL SYSTEMS – Contractor: Silver Screen.

FIRE

Sprinkler systems contractor: FLSA

Lower-level system is wet (the pipes are always full of water).

The system on the upper level, including the extension of that system under the awning, is called a dry system. That is, the pipes are not full of water, but of air. An air compressor (below on right) in the furnace room maintains air pressure in the pipes to keep water out, unless there is a fire, and should be checked and serviced regularly by FLSA.

However, the portion of the system under the awning does collect a little condensate water that should be drained occasionally. There are several valves installed for this purpose. The main drain valve is mounted on the wall next to the exit door from the awning (see below, left). The smaller drains are located near the outer (lower) edge of the awning, with valves at the low end of the sprinkler pipes. FLSA should drain all of these at each visit. Some have also been draining the main one by the exit door every month or so, but it has produced very little water -- at most a teaspoon or so. (To drain, remove plug at bottom, close upper valve (see below, right), place container such as watering can over low end of pipe, and open lower valve. Then close lower valve, open upper valve, and replace plug at bottom.)

FLOORING

-- Band across tiled floor between lobby and main hallway on main level installed due to cracking there in original tiles. Front edge of band is at boundary between slab (front) foundation and wooden (rear). Elastic caulk at front edge. No problems since installed.

SAFETY

AUTOMATIC EXTERNAL DEFIBRILLATORS (AEDs) --

Contractor – Chesapeake?

Locations: One on main level, in hall outside gym. One on lower level inside "summer lounge".

Oxygen bottles are also kept in the AED boxes.

DRAINAGE – 3 downspouts now empty into new underground pipes to avoid freezing water on sidewalks. Two are on either side of front entrance at main level. The other is at the left side of the gym entrance. All now drain through the curbs into gutters.

POOL – Contractor: DRD.

PAVEMENT

POOL GATE – Concrete here is cracked but is also roof of pool pump room below – a slab resting on pre-cast concrete beams. Tried rigid repair compounds twice, which did not last. Tried elastic compound and flexible coating by Design Pavement in 2016. Crack still shows but is less obvious so far.

FRONT ENTRANCE -- SO design and coating by Design Pavement in 2016.

IT SYSTEMS:

Outside support consultant: Robin Abello

SO Website can be updated by clubhouse Office Manager and authorized persons for each condominium association. Webmaster: Dennis Eichenlaub.

SOCA Resident Data Base maintained on Office Manager Computer and is updated by her. Dennis Eichenlaub oversees this system.

The clubhouse has several WiFi hotspot. Range extenders have been deployed and sometimes work (they seem to benefit from being restarted occasionally by being unplugged and then replaced. One is on the pool level in the Summer Lounge; the other is in the theater on the main level. The various signals appear on devices include:

-- CLUBHOUSE (Requires password – "clubhouse". Recommended as more secure.)

-- CLUBHOUSE_GUEST (No password required.)

-- CLUBAV (For SONOS sounds system.)

AUDIO-VISUAL SYSTEM – A SONOS system is installed and controls speakers in the banquet room, living room, gym, and under the awning. Each of those rooms has wall-mounted speaker volume controls. There are also jacks to permit connection microphone or other sources to the system in both the banquet room and the living room. The SONOS system is governed via a WiFi connection with a tablet or other device. A write-up of this system should be available in the office.