

Texas Conference of Clubs

Land Site

Start Up & Shut Down

Procedures

Texas Conference of Clubs
August 1, 2010

Read Meters & Gauges

The first task when opening the campground for an event is to read the meters and gauges. The last task when closing down the campground after an event is to read the meters and gauges.

Read electric meters:



Meter One, found close to the top of the hill on the road entering the campground just past the parking lot and the dumpsters.



Meter Two, found on Over-the-Hill Road between the long-term sites of Jim & Randal and Lee & Lobo.



Meter Three, found between the bunkhouse and the medical facility



Meter Four, found behind the two trailers across from the bunkhouse.

Read Propane Gauges



Compound and gauge – not yet installed



The bunkhouse propane tank and a view of the gauge to read. The tank is located on the end of the bunkhouse facing the bathrooms.



The propane tank is on the path between the kitchen and the bathroom, across the path on the side of the showers. Lift the cover and read the gauge.

Please record the meter readings and propane tank readings on the financial form for the run, and give a copy of it to the Facilities Coordinator, Brian Epper-son [happyepp@yahoo.com]

Kitchen Area

The overhead fluorescent light fixtures plug into plugs found near the end of the fixture with the cord



Plug the coffeepots into the outlet found on the leg of the counter just to the left and under the microwave, to the right of the sink.



The coffeepots have a reserve water tank in them to keep water hot for the next pot. After plugging in the coffeepots, run a pot of cold water through the coffeepots to make sure the reserve water tank is full.



You will find the vent fans and lights controls on the left side of the vent over the stove.



There are controls for various sign lights, and the interior lights for the walk-in. This is also where you plug in the colored lights over the picnic tables.



Lights around the walk-in cooler.



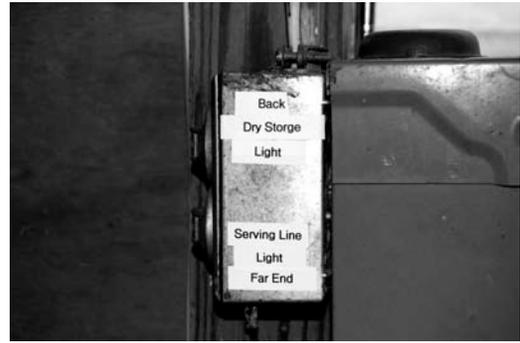
Found just to the left of the kitchen [as you face it] at the beginning of the trail up to Buzzards' Peak. The switch on the back of the first trail light controls the lights on the lower part of the trail.

The lights are on a photocell and will not come on during the daylight.



Found in the breaker box next to the path light at the bottom of the trail up to Buzzards' Peak. The bottom breaker [breakers have labels] controls the lights to the upper section of the trail.

The lights are on a photocell and will not come on during the daylight.



The control for the light over the storage shed behind the kitchen area is located on the back wall of the kitchen, on the left side of the entrance next to the refrigerator. The top switch controls the storage shed, and the bottom switch controls the light at the far end of the serving line.



As you are facing the Pole Barn, look to the lower right corner of the barn at the level of the pole barn floor. This is the control the overhead lights in the pole barn.

If the lights do not come on or are very dim, it is possible you will need to adjust the dimmer switch. You can find it on the far right hand side of the stage floor.

Turn on the lights in the dressing room if there is a large group expected who will put on a show.

Water Controls

TCC turns off water to the tenting areas during the November Maintenance Weekend. During the March Maintenance Weekend, we turn water to the tenting areas back on.



Turn up water heaters [between medium and high]. This will give you plenty of hot water for the weekend. Before you leave the campground, turn the water heaters back to vacation,

The water heaters are located in the room behind the showers. Access is from the rear of the building.



You will find the city water connection next to the trailer at the top of the hill just before the parking lot and the dumpsters [close to the parking lot and security light switches]. If you have a large event, it is possible you will need to turn on the city water for a while to fill the tanks, which usually takes about three hours. After filling the tanks, turn off the city water, and the well should keep up with the water demand.

Caution: do not leave the city water running unattended; someone needs to oversee the tank filling. Chances are you will not need to turn the water on, but you do need to know where to find the connection in case there is a problem.



Turn on walk-in water hose when opening the landsite. Turn off the walk-in water hose when shutting down the landsite.

You will find the faucet at the end of the bridge between the walk-in cooler and the showers. It is on the same end as the showers.

Security & Path Lights

Most path lights are on photocells and will not come on if it is daylight.



You will find the pole on the side of the trailer at the top of the hill into the campground, just beyond the dumpsters.

The switch for the security lights for the trailer and parking lot are in the upper left panel.



The top switch controls the parking lot. Use this light only if you will have people using the parking lot. Turn it off when you leave.

The lower switch controls the security light over the trailer. Leave it on always.



Path lights in water heater room. This controls the path lights around the shower building.

Plug in the path lights around the showers. You will find the plug to the left of the door into the heater room.

Lights in front and rear of showers (interior stays on)

The light switch on the right turns on the floodlights in front of the shower. The left switch turns on the lights inside the shower rooms



Plug in the path lights going over the hill from the bathroom to the kitchen area. You will find the pole by the bench in the triangle where the path going over the hill to the bathroom and path up to the long-term sites all meet.

The lights are on a photocell and will not come on during the daylight.



You will find the controls for the flagpole lights and the security light over the road into the compound tenting area on the tree just to the right of the start of the road, across from the flagpoles. The bottom switch turns on the floodlights for the flagpoles. The top switch turns on the security light for the road into the compound tenting area.



Security light for road between bunkhouse and swimming pool. You will find the switch for the light on the tree in front of the trailer and canopy near the road. You will find the switch nestled next to breaker box.



Compound lights. The plug is on the pole middle of road into the compound camping area. This controls the lights from the beginning of the road into the compound down to the compound area itself.



End of compound lights. This controls the lights in the compound area at the end of the camping area. You will find the light fixture on the side of the tent facing away from the compound tenting area. [



Lights in front of bathroom. Found on the right hand side just inside the door. This controls the outside light, interior lights, and the exhaust fans.

This is also where we plug in the space heater in the winter.

Miscellaneous

You will find miscellaneous switches and other electrical items in this section.



Turn on AC/Heater in showers. The air-conditioning and the heater units are in the same spot. Please note there is only one unit for air-conditioning and one for heat for the entire building. These units cool or heat both shower rooms.



Turn on AC/Heater in bathroom. When you walk into the bathroom you will see the air-conditioning unit on the back wall. Set the temperature between 76 and 78.

Turn on AC/Heater and lights in bunkhouse. There are various lights and air-conditioning units in the bunkhouse. Please turn on only those that you need and set them between 76 and 78 degrees. We turn off the pilot light for heating unit during the summer months. Land Management lights the pilot light in the fall when the temperature begins to drop.