

BUILDING SECURITY CHECKLIST

If you are the last one out, do not leave the building without checking the following:

- 1) Lock and securely shut all exit doors. Please check every outside door:
 - a) Outer and inner front main doors.
 - b) Two exit doors from Stage Left.
 - c) Stage Left hallway door (north exit).
 - d) Two exit doors from the dressing rooms.
 - e) Costume room exterior door.
 - f) Green Room door to crosswalk.
 - g) Shop area double doors to crosswalk
 - h) Shop area door next to the dumpster.
 - i) South exit from auditorium.
- 2) Check all 6 thermostats (stage, Green Room, Stage Left, two in the main auditorium, Lobby). To activate: push the "3 hr Occupied" button.

Do not push other buttons. Before leaving, push the "Cont. Unoc." (continuously unoccupied) button on all thermostats.

- 3) Ceiling fans in the auditorium and Stage Left: leave on in winter; leave off in summer. Auditorium fan switch is at the south end of the lobby above the electrical panels. Stage Left fan switch is at the top of the lights cabinet in the loft.
- 4) Turn off all lights and appliance switches in the kitchen. Unplug all all coffee makers.
- 5) Turn off all dressing room lights. Unplug all curling irons. Turn off the exterior light outside the women's dressing room off (switch is high on wall inside).
- 6) Turn off all lights and appliances in the Green Room. Turn off the crosswalk light switch (next to door from Green Room).
- 7) Turn off all lights in the Costume Room and unplug irons. Lock the exterior door and the door from the Green Room.
- 8) Turn off all lights in Stage Left, the Stage Left hallway light, Stage Left hallway rest room lights and fans and the light in the corridor to the Green Room.
- 9) Turn off all lobby lights. These include the track lights (switch by door to the Stage Left hallway), the display case (unplug), main lobby lights (switch by the front doors), hallway lights (switch opposite women's restroom) and the bullet-shaped wall lights (switch by the south entry to the auditorium). There is a single safety light that will remain on in the lobby near the front doors.
- 10) Turn off the front lobby restroom lights.
- 11) Turn off all lights in the auditorium, main stage and shop area. Turn off the shop-side crosswalk light (switch to the right of the double doors). The stage ghost light remains on (switch at the stage manager's station at stage left location has a switch that toggles between the light over the Stage Manager's desk and the ghost light. There is a single utility safety light that remains on in the auditorium.
- 12) Turn off the Box Office lights. Lock the Box Office door.
- 13) Lock the front doors (inner double doors and outer double doors) make sure they are securely shut. Turn off the outer lobby light (on east wall, above and to the north of the doors). Turn off exterior spotlights (switch is outside, high and to left (south) of the front doors).
- 14) Report any unusual circumstances to the House Manager.

ELECTRICAL

MAIN BREAKERS AND FUSED DISCONNECTS

There are two MAIN breakers and three fused MAIN disconnect switches located below the stairs in the southeast corner of the shop basement.

On the south wall, the left MAIN breaker provides all the 120 v power for the building, excluding the Stage Left addition. Subpanels that this MAIN breaker feeds include the panel in the lobby near the former box office door, all electrical equipment in the southwest corner of the lobby, and the panel on the west wall of the utility room (old boiler room). It also feeds a small breaker box on the basement south wall, to the right of the two MAIN breakers. This small breaker box controls the power receptacles on the leg of the bench under the radial arm saw in the shop.

The right MAIN breaker on the south basement wall controls the power to the 240 v panel on the south wall of the utility room.

On the east wall of the basement, next to the breakers described above, are three fused disconnects. These control three 120/208 v 3-phase power panels. From left to right, the panels controlled by the fused disconnects are: the main stage lighting control panel (in the light loft), the panel in the corridor between the Green Room and the Stage Left hallway, and the panel on the south wall of the Stage Left loft.

SUBPANELS

1. Utility Room (west wall)
 - A. Work lights (front and back of stage)
 - B. Utility room light
 - C. Green Room lights and power receptacles
 - D. Power in both dressing rooms
 - E. Power in Costume Room
 - F. Shop and shop basement lights
2. Utility Room (south wall)
 - A. Hot water heater for dressing rooms (located in Utility Room)
 - B. HVAC for Green Room, dressing rooms, and Costume Room
 - C. HVAC for main stage and shop areas
 - D. Outside security lights
3. Light Loft (Inside large panel on east wall)
 - A. Base plugs for loft and lobby
 - B. Theatre utility lights
 - C. Lobby heater fan
 - D. Lobby lights
 - E. Display board lights
 - F. Old box office, restrooms and outside spots on east wall of building
 - G. Costume room
 - H. Costume room wall outlets
4. Lobby (southwest corner)
 - A. Utility room subpanel (north wall)
 - B. Auditorium ceiling fans
 - C. Box office subpanel
5. Lobby (east wall near restrooms)
 - A. Exit lights (auditorium and lobby)
 - B. Lobby restroom lights and hot water heaters

6. Corridor from Green Room to Stage Left hallway
 - A. All power to Stage Left addition, except stage light dimming system
7. Stage Left loft
 - A. Stage Left stage light dimming system
 - B. Stage Left loft lights and receptacles
 - C. HVAC units for auditorium (north and south walls)
 - D. HVAC unit for lobby and lobby rest rooms

HEATING VENTILATING AND AIR CONDITIONING (HVAC)

There are six HVAC units:

1. Auditorium south wall (5 ton), located on lobby roof.
2. Auditorium north wall and corridor (7.5 ton), located on lobby roof.
3. Lobby and front rest rooms (3 ton), located on lobby roof.
4. Main stage and shop (3 ton), located underneath the main stage.
5. Green Room, dressing rooms, Costume Room (3 ton), located in back yard.
6. Stage Left (5 ton), located on roof above dressing rooms.

All six units heat with natural gas and cool with electricity. The main gas shut-off valve and meter is located on the outside west wall of the Costume Room. There are individual gas and electric shut-off valves at each HVAC unit.

The main stage HVAC unit is a split system. Its air circulating and heating unit are located under the stage, and its cooling unit (compressor/condenser) is located on a concrete pad in the back yard. The electrical circuit breaker for this unit is located in the 240 v panel on the south wall of the utility room.

THERMOSTATS

The thermostats that operate the HVAC units are in the following locations (listed in order of the HVAC units listed above):

1. South wall of auditorium (on barrel arch near the stage).
2. North wall of auditorium (on barrel arch near the stage).
3. Outside Box Office
4. Main stage at stage right (on barrel arch near shop area).
5. North wall of Green Room.
6. West wall of Stage Left.

All six thermostats are identical. They have “occupied” and “unoccupied” settings. The unoccupied settings allow the building to be maintained outside of the comfort zone — colder in winter and warmer in summer — when the building is unoccupied. The unoccupied settings are used to save energy and reduce operating costs.

The thermostats are programmed to maintain comfort levels in the Green Room and the lobby for a certain period each day. During programmed “occupied” times, the displays on the thermostats serving these two areas will automatically indicate “Occupied.” The programmed time and temperature settings should be changed only by the House Manager or Technical Director.

GENERAL OPERATION

For building use at times other than programmed occupied times, a VLT member may activate the HVAC unit in any theater area by pressing the button on the right side of the thermostat panel that is labeled “3 hr Occupied.” Pressing this button overrides any programmed time settings and activates the HVAC unit (heating or cooling).

Please do not adjust the temperature settings (only the House Manager or Technical Director should change temperature settings). Remember that it will take a period of time for the HVAC system to adjust the temperature in the area into the comfort zone.

Pressing the 3 hr Occupied button again (after it has been activated) cancels the 3 hr Occupied mode and the system reverts to programmed time settings. The VLT member responsible for activating the 3 hr occupied mode on any thermostat should press the button again if the building area is used for less than three hours. For most purposes, a three hour occupied period is sufficient, but if the area is in use for a longer period, press the 3 hr Occupied button again (after the initial three hour period has elapsed) to reactivate the occupied mode.

AUDITORIUM — SPECIAL CONSIDERATIONS

To maintain comfort in the auditorium when there is an audience, the HVAC system must supply two things: temperature within the comfort zone and fresh air. At the same time, we wish to avoid blowing cool air on the audience. Accomplishing these objectives requires special operating considerations.

Cool air is heavier than warm air. Cool air sinks and displaces warm air (pushing it up). The auditorium HVAC units supply air through air registers located approximately 10 feet above the floor, along both the north and south walls of the auditorium. When the HVAC system is supplying heat, if the warm air is not blown down from these registers, it will not reach the audience. It will remain at and above the level of the registers. The audience will feel cold. Aside from the need for heat, there is also the need for fresh air. The HVAC units are supplying fresh air to the building whenever their fans are running.

During the heating season, the system is set (by the Technical Director) so that the north unit supplies heat. The registers along the north wall are directed downward. The unit's fan runs only while the unit is supplying heat. By contrast, the south unit is set so that its fan runs continuously (during the "occupied" mode) but does not usually supply heat. The registers along the south wall are directed upward. This unit supplies fresh air.

The audience itself is a source of heat. As the fresh air from the south unit sinks, it cools the air that has been warmed by the audience. If the cool air exceeds the heat generated by the audience, then the north unit will come on to supply the necessary additional heat to maintain a level of comfort. It will take a period of time for the HVAC system to adjust the temperature in response to an audience first entering the auditorium. Our ushers should be prepared to respond to audience complaints during this adjustment period; ushers should not make any adjustment to the temperature settings of the thermostats (but should inform the House Manager or Technical Director of persistent complaints so that system adjustments may be made).

AUDITORIUM — HVAC OPERATION DURING HEATING SYSTEM

Rehearsals: Use only the north unit. At the start of rehearsal, push the 3 hr Occupied button (top right). At the end of rehearsal, push the Continuous Unoccupied button (bottom right).

Performances: Push the 3 hr Occupied (top right) button on the north unit thermostat as soon as the cast and crew arrive. When the audience arrives (or approximately 45 minutes before curtain), push the 3 hr Occupied button on the south unit thermostat. When the show ends, push the Continuous Unoccupied buttons (bottom right) on both thermostats.

MAIN STAGE — HVAC OPERATION

When the stage lights are in use, the HVAC system may be used to counter the heating effects of those lights. When the thermostat is in the occupied mode, the unit's fan runs continuously, circulating cool air from the floor intake registers upstage right and left. The unit will supply heating or cooling, depending on the thermostat settings and the temperature at the thermostat (stage right). The supply air comes through three open ducts: one upstage of the Green Room door, one above the stage, just downstage of the main curtain, and one that comes through the floor and vents approximately 10' above the floor near the thermostat at stage right.

WATER HEATERS

There are two main domestic hot water heaters:

1. Stage Left loft — supplies hot water to the kitchen and the rest rooms on the Stage Left hallway.
2. Utility Room — supplies hot water to the dressing rooms and shop sink.

There are also point-of-use water heaters inside the sink cabinets of the two front lobby rest rooms.

WATER SUPPLY

Location of Main Service Shut-off Valve:

This valve is located in the lawn near the Hilyard Street curb, just north of the east-west walkway in front of the main entrance to the building. Lift the metal lid marked "Water Meter." You will see two meters and two shut-off valves. You must reach to the east of these units to reach a large (approximately 5" diameter) rusty valve wheel. This valve shuts off the water service to the building.

FIRE SAFETY, EXIT, AND EMERGENCY LIGHTING

FIRE EXTINGUISHER LOCATIONS:

STAGE

1. To the right of the double exterior doors in the shop area.
2. To the left of the single exterior door on the east wall of the shop.
3. To the right of the single door that leads to the Green Room & Stage.
4. On shelf by Stage Manager's Desk

COSTUME ROOM

4. Inside the Costume room to the right of the door.

LOBBY

5. To the left of the south entrance to the auditorium.
6. To the right of the north entrance to the auditorium.

KITCHEN

7. To the left of the stove

LIGHT LOFT

8. On wall to the left of the door to the stairway

EXIT LIGHTS MAIN PART OF BUILDING ARE CONTROLLED BY HAND

Exit lights should be on whenever the building is occupied. EXIT LIGHTS must be on during all performances. The main auditorium and lobby exit lights are controlled from a breaker box located just to the right of the coat rack in the southwest corner of the lobby. The exit lights in the Stage Left addition are automatic and cannot be turned off manually. Exit lights in the women's dressing room and in the Costume Room are manually operated.

EMERGENCY LIGHTING

If there is a power outage during a performance that blacks out the stage and the house, the person running lights for the show should switch on the emergency switch which "glows" directly below the large panel on the east wall of the light loft. This switch controls an emergency light in the auditorium, one backstage and one in the box office.

Emergency lights located on the face of the light loft and above the Stage Manager's station, downstage left should come on automatically.

FIRE SPRINKLER SYSTEM

The Fire Sprinkler System automatically activates in an emergency. Stand pipe and central controls are located in closet outside Northwest corner of building (attached to Costume Shop).

The Fire Monitoring System is located in the corridor between the Green Room and Stage Left. It is monitored by a remote monitoring service via a telephone line. It monitors all of the sprinkler heads and the water flow. If the fire sprinkler system activates in an emergency, the monitoring service will call the Eugene Fire Department.

LOCATION OF SECURITY LIGHT SWITCHES

EXTERIOR

East Side of Building

1. Flood lights mounted on building:
Switch is mounted about 6 feet high outside, just south of the outer pair of main entrance doors.
2. Overhead light in outer lobby:
Switch is mounted in the outer lobby on a post that is just north of the outer pair of entrance doors. Mounted about 6 feet from floor.

South Side of Building

1. Flood lights over exit door from auditorium:
These lights are on the same circuit as the interior exit lights which are controlled from a breaker switch in the lobby, just to the right of the coat rack. (See page entitled Circuit Breaker Locations, Items 3.D. & 4.A.)
2. Flood lights on south and east walls of shop are controlled by photo cells. Circuit breakers are in the utility room.

West Side of Building

1. Flood lights over double exit doors in backstage work area:
Switch just inside these doors in work area.
2. Light over single door exit from Green Room to yard or cross-over walkway:
Switch just inside this door on the Green Room wall.
3. Flood lights on shop wall and costume room wall are controlled by a photo cell. The circuit breakers are in the utility room.

North Side of Building (Stage Left)

1. Flood lights high on building and lights at all doors are on a solar switch:
These lights are on the same circuit and are controlled from a circuit breaker in the Stage Left panel. (See page 50 (Circuit Breaker Locations), Items 3.D. & 4.A.)

INTERIOR

Lobby Area

1. Lobby overhead lights: Switch is on the wall immediately inside entrance to the right.
2. Lobby spots lighting display boards on west wall:
Switch is one of a bank of two that is located on the South end of the lobby west wall.
3. Track lights switch is located in lobby on wall next to door to Stage Left.

4. Lobby strip lights which flood the east wall:
These fixtures are wired into the lobby overhead lighting circuit but each fixture has an on/off switch above the unit. These light fixtures need only to be on during a performance.
5. Narrow hallway to Green Room:
A small bulb in the ceiling fixture is wired into the exit light circuit. (See Circuit Breaker Locations)

Auditorium

1. House work light:
Switch is on of a bank of two that is located on the south end of the lobby west wall.

Backstage

1. South Work Area:
Main overhead light switch is located on east wall, just to the left of the exit door leading to the south parking lot.

Theatrical lighting storage loft light switch is just to the right of the double exit doors leading to backyard and covered cross-over walkway.
2. Basement:
Switch is on east wall, just to the north of the top of the stairway.
3. Understage storage and access to furnace blower:
Access through an opening at ground level on west wall of building (under cross-over walk).
Switch located just inside the door.
4. Stage Work Lights:
 - A. Double (luminous) switches on North wall of stage, to the east of the stage exit to Green Room.
 - B. Fluorescent light on batten at center of stage has two switches: one at exit door stage right, the other to the right of door leading to Green Room.
5. State Manager's Work Light:
When this switch is in the "off" position, it controls the ghost light which is mounted at the east end of the grip pin rail. (This is a safety light so that no one has to go out onto a completely dark stage.) If this light bulb burns out, it should be promptly replaced. Switch is located above the stage work light switches on north wall of stage.

Stage Left Area

1. Overhead fluorescent lights:
Switches are on the west and south walls immediately inside doors.
2. Office room lights: Switch on north wall.
3. Switch high on wall in exit corridor is control for outside lights.