

Operation and Maintenance Manual



Apison Retreat Center

11206 Old East Brainerd Road
Apison, TN 37302
423-236-4112

A Ministry Facility Owned by Tres Dias of Southeast
Tennessee

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Email: arc@tdsetn.org



Apison Retreat Center

Operation and Maintenance Manual

I. History of Apison Retreat Center

Tres Dias of Southeast Tennessee (TDSETN) acquired Apison Elementary School from Hamilton County in August of 2002 on a lease/purchase agreement. Renovations began after clearing environmental concerns with fuel oil storage tanks located on the property. The property is approximately 3 acres and buildings total approximately 15000 square feet. The first project was to erect a fence around the perimeter to protect the facility from vandalism. This was completed in September of 2002.

A new roof was then installed on the facility and major renovations began in the December 2002. A list of vendors/contractors is included in Appendix A for future use in any needed repairs or maintenance.

Apison Retreat Center, formerly Apison School and later Apison Elementary School, is located at 11206 Old East Brainerd Road. The original wood frame six classroom building was constructed in 1922 where the dining room is now. In 1929 a brick building of four classrooms (now the Rollo Room, Chapel, and Storeroom/Palanca Room) was built. The Auditorium was built in 1938. The current hallway restrooms, Spiritual Director Dorm Room and office were built in 1954. The original six classroom building was torn down and the foyer, dining room, kitchen and six classrooms (now dorm rooms) were constructed in 1960. Tres Dias of Southeast Tennessee acquired the property from Hamilton County in August of 2002, when the new Apison Elementary School was completed. We started renovation at that time, and held our first set of weekends in May/June 2006. All funds used in the renovation and upgrades have been from donations from those within our Tres Dias community. Drawings of the early buildings were provided with the facility. School was being held in the building when TDSETN began negotiations for the property. A new Apison Elementary School was built and opened in August 2002 about two miles west of this facility at 10433 East Brainerd Road.

TDSETN named the facility Apison Retreat Center (ARC) in 2005. Renovations were essentially completed in May of 2006 and the facility opened for its first event on June 1, 2006. Over \$400,000 was raised through individual donations from members of the TDSETN Community. Labor for the renovation was largely volunteers from the TDSETN community. No funds were borrowed for the renovation or eventual property purchase. The property was purchased from Hamilton County in August of 2007.



Apison Retreat Center

Operation and Maintenance Manual

II. Facility Systems

A. ALARM SYSTEMS

1. Burglar Alarm - Panel is in storage room off foyer where tools are kept. Back door key opens this door also if it is locked. Code currently is “_____” you should hear a loud “bark” when it turns off or on. You have about two minutes to turn it off after entering. You also have about two minutes to leave after alarming the system. All doors and motion detectors must be clear prior to setting the system. If any zone is not clear, a light will appear on the panel denoting which zone is not clear. The door to the Spiritual Directors Closet (base alarm unit is in this room) and the exterior stage doors (door sensors) must be closed, and all motion ceased in monitored areas. If the system alarms, PM Alarm can be called after you turn it off. They will be calling the Sheriff, ARC phone and backup numbers if you do not contact them. See the ARC Manager for the pass code for PM Alarms – it is not the same as the entry code.
2. Fire Alarm – This is a monitored system located in the Office, with detection throughout the facility. In case of fire, the alarm will sound, strobe lights will be visible, foyer doors will close, Tri-Community Fire Department will be called, and Facility management will be notified. The vent hood above the stove is protected by a chemical system that will also trigger the alarm. In case of system trouble or a power outage, the system will enter a trouble mode and will notify the monitoring company, who will in turn contact the ARC phone to notify of the trouble. If no response, they will continue down a list until they reach someone to report the trouble code to. If you accidentally set off the alarm, proceed to the Office and the notification number, contract # and password that are located inside the left hand Alarm panel in the office. You can acknowledge and silence the alarm on the panel.

An important caution: The Fire Alarm monitoring company must be contacted and requested to ignore any alarms for a specified period of time for any work at ARC that will turn off power to the initial 10 air conditioning units (Dorms, dining room, Chapel and Conference Room), Ansul hood system in kitchen, or the alarm system, or create dust or smoke that can trigger the fire alarm system. The notification number, contract # and password are located inside the left Alarm panel in the office (Design Communications 1-800-223-7727, contract G3-9377, password “Apison”). You will be required to give that information and your name. You are only allowed to disarm it for four hours.



Apison Retreat Center

Operation and Maintenance Manual

B. HVAC

1. Dorms - Roof mounted Lenox 3-ton gas packs were installed in 2005 for each dorm room. Each room has an individual thermostat. Covers are available for use to prevent frequent changing of the settings by unauthorized persons if needed. These thermostats are non-programmable, but have an "AUTO" setting to allow heat or A/C to come on within the temperatures set. The occupied thermostat "System" setting should be kept in the "AUTO" mode with the A/C set to about 72 and the heat set to 68 during fall, spring and winter. Summer can be A/C only. During occupancy, it is recommended that the fans be switched to "ON" rather than "AUTO" to allow for air circulation, filtration, background noise, and overall comfort. Each unit draws approximately 10% outside air when running to maintain an adequate supply of fresh air. Settings for units when the building is not occupied are 75 degrees A/C in summer or 65 degrees heat in winter, with fans on "AUTO." The electrical breakers for these units are in the closet with the large doors in the hallway just prior to entering the dining room. Each of these units has a smoke detector installed integral to the unit that will alarm and turn off the unit in case of smoke detection. If power is turned off to a unit, the Fire Alarm will detect trouble – See Section II.A.2. Filters are located in each dorm above the restroom door (14X30X1" filters), In addition, the Rector Dorm room has a ceiling mounted return filter register (20X20X1" filter).
2. Dining Room – Two roof mounted Lenox 5-ton gas packs installed in 2005 provide for heating and cooling of the dining area. There are two thermostats, one on each side of the dining room. These thermostats are non-programmable, but have an "AUTO" setting to allow heat or A/C to come on within the temperatures set. The occupied thermostat "System" setting should be kept in the "AUTO" mode with the A/C set to about 72 and the heat set to 68 during fall, spring and winter. Summer can be A/C only. During occupancy, it is recommended that the fans be switched to "ON" rather than "AUTO" to allow for air circulation, filtration and overall comfort. Each unit draws approximately 10% outside air when running to maintain an adequate supply of fresh air. Settings for units when the building when not occupied is 75 degrees A/C in summer or 65 degrees heat in winter, with fans on "AUTO." The electrical breakers for these units are in the TDSETN storage closet between the walk-in refrigerator and laundry room. Each of these units has a smoke detector installed integral to the unit that will alarm and turn off the unit in case of smoke detection. If power is turned off to a unit, the Fire Alarm will detect trouble – See Section II.A.2. Filters are accessed on the unit on the roof (20x25x2").
3. Kitchen – Two roof mounted Trane 4-ton gas packs (2015) provide for heating and cooling of the kitchen. There are two thermostats, one on the wall by the walk-in cooler and the other on the wall by the doors to the



Apison Retreat Center

Operation and Maintenance Manual

dining room. These thermostats are touch screen programmable, and may seem difficult to understand. Refer to the pictorial posting at each thermostat. During occupancy, press the “home” icon. It is recommended that the fans be switched to “ON” rather than “AUTO” to allow for air circulation, filtration and overall comfort. Settings for units when the building when not occupied is 75 degrees A/C in summer or 65 degrees heat in winter, with fans on “AUTO.” The electrical breakers for these units are in the TDSETN storage closet between the walk-in refrigerator and laundry room. Filters are accessed in the units on the roof (16x25x2” 4 per unit).

4. Chapel – Pad mounted Lenox 3-ton gas pack is installed (2005) outside of the Chapel. The Chapel has an individual thermostat just above the return filter register. This thermostat is non-programmable, but have an “AUTO” setting to allow heat or A/C to come on within the temperatures set. The occupied thermostat “System” setting should be kept in the “AUTO” mode with the A/C set to about 72 and the heat set to 68 during fall, spring and winter. Summer can be A/C only. During occupancy, it is recommended that the fan be switched to “ON” rather than “AUTO” to allow for air circulation, filtration and overall comfort. This unit draws approximately 10% outside air when running to maintain an adequate supply of fresh air. Settings for units when the building when not occupied is 75 degrees A/C in summer or 65 degrees heat in winter, with fans on “AUTO.” The electrical breaker for this unit is in the Janitor closet in the hallway. This unit has a smoke detector installed integral to the unit that will alarm and turn off the unit in case of smoke detection. If power is turned off to a unit, the Fire Alarm will detect trouble – See Section II.A.2. There is an electronic air purifier installed in the chair closet. Filter is in the Chapel (20x24x1”).
5. Conference Room - Pad mounted Trane 5-ton gas pack (installed in March 2021) is installed outside of the Conference Room. The Conference Room has an individual thermostat on the front wall. This thermostat is non-programmable, but have an “AUTO” setting to allow heat or A/C to come on within the temperatures set. The occupied thermostat “System” setting should be kept in the “AUTO” mode with the A/C set to about 72 and the heat set to 68 during fall, spring and winter. Summer can be A/C only. During occupancy, it is recommended that the fan be switched to “ON” rather than “AUTO” to allow for air circulation, filtration and overall comfort. This unit draws approximately 25% outside air when running to maintain an adequate supply of fresh air. Settings for units when the building when not occupied is 75 degrees A/C in summer or 65 degrees heat in winter, with fans on “AUTO.” The electrical breaker for this unit is in the Janitor closet in the hallway. This unit has a smoke detector installed in the return in the sound closet, as well as an ion air purifier. The unit will trigger the fire alarm and turn off the unit in case of smoke detection. If



Apison Retreat Center

Operation and Maintenance Manual

- power is turned off to a unit, the Fire Alarm will detect trouble – See Section II.A.2. Filters are in the unit outside (18”x18”x2” and 18”x20”x2”).
6. Conference Hallway and Storeroom Areas – A/C is provided by a Carrier 5 ton heat pump (2010 +/-). The thermostat is in the storeroom. During occupancy, it is recommended that the fan be switched to “ON” rather than “AUTO” to allow for air circulation, filtration and overall comfort. The electrical breakers (three) for this unit are in the Janitor closet in the hallway. Filters are located near ceiling in hallway on both sides of the Storeroom doorway (20X30x1” (2)). Please leave this unit on 65 degrees in winter and 75 in summer to reduce moisture in the building, with fan on “AUTO.”
 7. Prayer Room/Professor Area/Office Area – Heat and A/C is provided by a roof mounted 3-ton Tempstar gas pack unit. The electrical breaker for this unit is in the Storage Closet in the Office. The thermostat, located in Professor Ready Room, is non-programmable, but has an “AUTO” setting to allow heat or A/C to come on within the temperatures set. The occupied thermostat “System” setting should be kept in the “AUTO” mode with the A/C set to about 72 and the heat set to 68 during fall, spring and winter. Summer can be A/C only. During occupancy, it is recommended that the fan be switched to “ON” rather than “AUTO” to allow for air circulation, filtration and overall comfort. Please leave this unit on 65 degrees in winter and 75 in summer to reduce moisture in the building, with fan on “AUTO.” Filters are located on the roof in the end enclosure adjacent to the unit (16x20x1” & 20x25x1”).
 8. Auditorium – A/C is provided by two Tempstar five ton split systems installed in January 2011. Turn these on as needed. Breakers for these units are located on the stage. Turn these units on enough ahead of time to allow for adequate cooling or heating. Respective thermostats are located on the back side of the columns on the left and right of the stage. These thermostats are non-programmable, but have an “AUTO” setting to allow heat or A/C to come on within the temperatures set. The occupied thermostat “System” setting should be kept in the “AUTO” mode with the A/C set to about 72 and the heat set to 68 during fall, spring and winter. Summer can be A/C only. During occupancy, it is recommended that the fan be switched to “ON” rather than “AUTO” to allow for air circulation, filtration and overall comfort. Settings for these units when the building when not occupied is 75 degrees A/C in summer or 60 degrees heat in winter, with fans on “AUTO.” Filters for these units are located in the auditorium attic. They are accessed from the stage utilizing an extension ladder. The door to the attic is in the center. Filter size is 20X24X4 for each unit.
 9. Foyer, Spiritual Directors Room, and Hallway Restrooms – roof mounted Trane 4-ton gas pack (2015) provides for heating and cooling of the foyer, Spiritual Directors Dorm room and hall restrooms. The thermostat is on



Apison Retreat Center

Operation and Maintenance Manual

the wall by the door to the storage room. Refer to the pictorial posting at the thermostat. During occupancy, press the “Home” icon. It is recommended that the fans be switched to “ON” rather than “AUTO” to allow for air circulation, filtration and overall comfort. Settings for unit when the building when not occupied is (Away), with fans on “AUTO.” The electrical breakers for this units are in the TDSETN storage closet in the Office. Filters are accessed on the unit on the roof (16x25x2” requires 4). The electrical breaker for this unit is in the TDSETN office storage closet. Additionally, for the Spiritual Directors’ Room there is a wall mounted Heat and A/C unit, which should only be used if necessary for comfort. The electrical breaker for the wall unit is in the Janitor closet in the hallway.

10. Auditorium Foyer Rest rooms – Heat is provided by space heater next to vanity. Please leave the individual restroom doors open when not occupied to allow for air circulation. Leave heat on as low as it will set during winter months when unoccupied. There is a tower fan for use during warm months. There is also a dehumidifier on a shelf by the sink.

C. Utility Systems

1. Water Systems - Water is provided by Eastside Utilities. The meter is located on Park Road just outside the fence, Dorm room end. A large valve box is located just inside the fence. If you need to shut off all water, you have to lift the concrete covers and close the valve. Water enters the building in two locations. One entry point is in the kitchen laundry room beside the dryer, which supplies the kitchen and dorm end of the building. The other entry point is in the Dining Room storage closet in the front corner, and supplies the Conference Room end of the building. There are shut off valves at each of these entry points.
 - a. Dorm End – Individual shut off valves are located in the ceiling of each bathroom. Shut off valve locations are identified in the ceiling tile grid. If you need to isolate a bathroom, remove the ceiling tile to access the valves (one for hot and one for cold).
 - b. Kitchen – There is a water filter located near the ceiling in the laundry room that filters all the cold water to the kitchen, including the coffee and tea makers and ice machine. A replacement filter is located in the ARC Storage closet. A wrench to remove the housing is located above the water heater. The filter housing has a shut off valve built on top of it that must be turned off prior to replacing the filter.
 - c. Conference Room end – The water pipes run in the suspended ceiling over the foyer and down the hallway. There are shut off valves located in the ceiling and marked on the ceiling grid. There is large shut off valve located in the Women’s restroom behind the water heater that shuts off both the men’s and women’s restroom toilets. Water to the



Apison Retreat Center

Operation and Maintenance Manual

Storeroom enters from under the sink. There is a pressure regulator and filter located under the sink as well as the water heater. Water to the Auditorium restrooms has a shut off valve located under the Conference room in the basement.

2. Electric System – The electric system is rather complicated with several breaker and fuse boxes that control each portion of the building. The meter is on the rear wall of the Kitchen Hallway. EPB has a daisy-chained lock on the side Park Road gate allowing them access to read the meter.
 - a. Main Breaker Box – The main breaker box is located in the hallway outside the kitchen behind the large wooden doors. These large breakers supply sub-panels located in other places.
 - b. Main Breaker Box in Kitchen – most of these large breakers went to kitchen equipment that used to be in the kitchen when it was an all-electric kitchen.
 - c. Sub-box behind right wooden door in Dining Room hallway – These breakers supply the ice machine, coffee and tea makers, and Dorm room air conditioners.
 - d. Sub-Box in Kitchen Hall near dorm hall doors – The old box covers various circuits in the kitchen, dining room, and some dorm circuits. The new box covers the wall outlets in the dorm rooms and some of the bathroom wall outlets.
 - e. Sub-box in Kitchen – The small box in the kitchen covers kitchen outlets and lights.
 - f. Sub-box in Kitchen Storage room – This box contains breakers for the Dining Room air conditioners and the kitchen A/C units.
 - g. Sub-box in the Office Storage Closet – These breakers supply the office, prayer room, small conference room, roof mounted A/C unit, and fire alarm system.
 - h. Sub-box in the Conference Room end Janitor closet – These breakers and fuses cover the majority of the Conference room end, including the air conditioning units in the Chapel, Conference room, Storeroom, and Palanca room.
 - i. Sub-box in Conference Room end hallway near doors to Auditorium – These breakers cover sound systems in Chapel and Conference room, outlets on the wall in the Storeroom, attic and basement lights.
 - j. Sub-box on Auditorium stage – These breakers supply the air conditioners and lights for the Auditorium and the subpanel for the Auditorium Foyer restrooms.



Apison Retreat Center

Operation and Maintenance Manual

- k. Sub-box in the locked basement tool room under the Auditorium stage – these breakers supply the lights and outlets in the basement area.
 - l. Sub-box in the Auditorium Foyer restrooms – these control the lights/fans, instantaneous water heater, sewage pump, and space heater/fan.
3. Natural Gas – The gas meter is on the rear wall of the Kitchen Hallway. Chattanooga Gas Co. has a daisy-chained lock on the side gate allowing them access to read the meter. The gas basically runs on the roof to all the heat/air conditioning units and into the kitchen through a front window to the stove and convection oven. All pilots are electronic with the exception of the stove, **which must be lit when the gas to the stove is turned on.**
 4. Telephone – There are two lines to the ARC. One is a dedicated line for the fire and burglar alarm systems; the other is 423-236-4112 with phones in the office and kitchen. There is long distance service set up for these lines through EPB.
 5. Internet – There is internet connection at the ARC through EPB, via a wired connection in the office and wireless routers located in the office, dining room, and Hallway at the Conference room. The password is “apisonretreatcenter” and you will connect to the closest router automatically. All ARC owned computers are hard wired to the internet.
 6. Garbage Dumpster Service – The dumpster is currently from Republic/Allied Waste, and is set up to be emptied every Monday and Thursday. Allied Waste has a key to the gate to get in to empty the container. Recyclable cardboard may be placed in the recycle trailer behind the dumpster. Plastic bottles from the recycle containers can be placed in bags on the front of the trailer. These can be transferred to the dumpster when room is available and will be emptied before the next event.

D. Water Heaters

There are six water heaters for the facility as follows:

- 1) Dorm Areas – Two 100 gallon high capacity gas water heaters installed in 2006 are located outside of the Rector Room/Kitchen hallway. The door can be opened using a “Fire Exit Key.” A switch on the left turns the heaters off and on. Both are controlled by this one switch. The temperature should be turned to mid-range on both units during weekend use, and turned to the lowest setting when the facility is not in use.
- 2) Kitchen – A 50 gallon heater is located in the Laundry room. The breaker for this unit is in the breaker box located on the wall



Apison Retreat Center

Operation and Maintenance Manual

between the laundry room and the Storage closet. NOTE: the breaker for this unit turns on the opposite direction of the other breakers in this box, and is clearly marked. Water supply for this unit is from the large water heaters for the Dorms. The dishwasher heats its own water. This water heater is fed from the main water heaters.

- 3) Storeroom Sink – The heater (2006) is located under the sink. It is plugged into the outlet under the sink.
- 4) Auditorium Foyer Restroom water heater (2018) is located in the restroom vanity and is an instantaneous type. There is no need to turn the unit off.

E. Stove/Oven

1. Kitchen Stove/oven - It is absolutely essential to light the pilots after turning on the gas valve.
 - a. Turn on gas valve behind stove, then light the pilots or burners on the stove, which will ignite the pilots for the burners. Test by turning the burners off and back on to see if they light.
 - b. Light the oven pilots by lifting and removing the covers below the oven doors. The red push button on the gas valve must be depressed and held to light the pilot. Hold the button down for about a minute to bleed any air out. Push the igniter and you should be able to see when the pilot is lit. You must hold the button down for about 30 seconds after the pilot lights. The pilot should remain lit after releasing the button. Test by turning on oven, the burner should light. Replace cover. If you are not using these ovens, you do not need to light this pilot.
2. The convection oven (2006) has electronic ignition and no action is required.
3. The warming cabinets (used and new one 2017) can be turned on when needed.

F. Ice Machine

The breaker for the ice machine (2023) is in the kitchen hallway closet, right side door, small breaker panel. It is marked on the door which breaker it is (right hand row, second from the bottom breaker). Be sure that the ice bin is cleaned and sanitized prior to turning it on. Clean if necessary. During long periods of no use of the facility, turn the ice machine off and allow the ice to melt, and sanitize the bin. It should be turned back on one day before ice is required.

G. Walk-in Refrigerator and Freezer



Apison Retreat Center

Operation and Maintenance Manual

The walk in refrigerator (2006) and freezer (2006) have separate units, each unit (internal inside unit and exterior units) have separate breakers and cutoff switches. Power to these units should remain on at all times. The outside unit for the freezer must hosed off frequently on the building side to clear off any dust and debris that has accumulated.

H. Storeroom Refrigerator

A refrigerator (used 2012) is provided for use. Please leave plugged in after use.

I. Coffee and tea machines

- a. Kitchen Coffee Maker (2023) - turn on large wall switch behind coffee machine. Be sure to leave some of the large filters in the container beside the coffee maker. These are only available from the food vendor or Amazon, so ARC will furnish them.
- b. Kitchen Tea Maker (used 2006) - plug in the tea maker to the outlet right behind the tea maker.
- c. Storeroom Coffee Maker (used 2006) - plug into the respective wall outlet. The green ready light does not work on this unit.

III. Audio and Visual Systems

A. Sound Systems

1. Dining Room – The dining room sound system (2006) is located in the storage closet. It is turned off and on by the power strip located beside the unit (It sometimes gets turned off on the back of the amplifier, if so, it is a rocker switch adjacent to where the power cord goes into the unit). There are four microphone jacks located next to the front wall that can be used, and are marked 1, 2, 3, & 4 at the jacks and at the amplifier unit. Alternately, the microphone may be plugged directly into the unit and cord run under the door if the podium is set up in the corner. The CD player is connected to the “tape in” amplifier feed. Each separate component should be turned up or down with the respective controls. The main volume should be left constant at less than 4.5. If you turn the microphone control to high, you will get feedback. An iPad, phone or laptop computer can be plugged into the sound system or to the CD player USB port. There is a computer connected to the sound system with premium Spotify installed. Directions for use are posted next to the sound system. There is a projector and motorized screen installed on the ceiling. The remotes are on the shelf next to the sound system. The video cable is connected to the laptop computer. The password for the computer is “apisonretreatcenter”.



Apison Retreat Center

Operation and Maintenance Manual

2. Chapel – The Chapel sound system (2006) is located in the cabinet near the front closet. The power strip is located on the left. Microphones jacks for #1 and #2 are located in the floor under the Rector Table. Stand microphones for Worship leaders are connected directly to the unit. The keyboard (stored in Conference room closet) may also be connected directly to the unit using a direct box (located in first closet). Each separate component should be turned up or down with the respective controls. The main volume should be left constant. If you turn the microphone control to high, you will get feedback. A mini-plug feed is furnished for computer or I-pad connection. There is a ceiling mounted projector for use. It projects on the front wall. A laptop is attached to the sound and projector. A feed from the Conference Room is also connected to the system in channel 4. Detailed instructions are available and posted. The password for the computer is “apisonretreatcenter”.
3. Conference Room – The Conference Room sound system (2013+/-) is located on the cabinet in the rear of the room. The power strip is located on the left shelf next to the unit. The Podium microphone is #1, and there are four other jacks (2-5) located in the front of the room on the left side for worship leaders’ microphone and instrument connections. A keyboard is stored in the left closet. Each separate component should be turned up or down with the respective controls. The DVD drive on the computer can be used to play a CD or DVD. An iPad or laptop can be connected with the mini-plug cord provided. The main volume should be left constant. If you turn the microphone control too high, you will get feedback and/or hum. If using a laptop or iPad, be sure to turn the volume up at least halfway on that device and then adjust the particular channel input on the sound system. The “Record Out” controls on the amplifier provide sound to the hallway, Storeroom, Palanca Room, Prayer Room, Chapel and Office, and should be left alone. Detailed instructions are available and posted.
4. Auditorium - The Auditorium sound system (2006) is located in the cabinet on the right side of the auditorium. The power strip is located on the right. Microphones and instruments are connected to the board through an 8 channel “snake” located on the stage. There is a floor mounted microphone jack box near the center front of the stage for use there and connected to channels 1 & 2. The computer can be used to play DVDs/CDs. Each separate component should be turned up or down with the respective controls. The main volume should be left constant. If you turn the microphone control to high, you will get feedback. The stage monitors are controlled by the Monitor channel. The volume of the monitor is controlled separately from the volume in



Apison Retreat Center

Operation and Maintenance Manual

the main area. A desktop computer with ceiling projector and motorized screen are connected for use.

B. Visual Systems

1. Conference Room - A computer and wall mounted monitors are furnished in the Conference Room. Directions to operate the system are posted.
2. Chapel - There is a ceiling mounted projector for use with the provided laptop computer. It projects on the front wall. Directions to operate the system are posted.
3. Dining Room – A projector is mounted in the Dining Room (shown on powered screen on the front wall), computer is provided. sound is connected to the sound system via the 1/8" cable to any channel.
4. Auditorium – A ceiling mounted projector and powered screen are installed, and a computer is connected for use.



Apison Retreat Center

Operation and Maintenance Manual

Appendix A Original Vendors/Contractors

Architect – Ross Andrews, Electrical and Mechanical - Michael Smith

Sound Systems: Contact Ray Newby 423-488-5478

Fire Department: Local: Tri-Community, 423-396-3113 (Matt Mundall, Fire Marshal 423-595-9132)

State: Jeannie Herndon, 423-290-8713

Building Inspection: Pat Payne, 423-209-7860

Electrical —Foster Electric, 423-991-7113

Plumbing - General – Donny Bright – 423-490-5509

Septic Tank – Metro Plumbing, Heat, and Air, 423-855-0967

Fire Alarm System – International Equipment Company, 423-267-6611, monitored by Design Communications, 1-800-223-7727

Burglar Alarm – Monitored and serviced by PM Alarms, (423) 870-3272

HVAC –Kitchen, Foyer and Conference Room installed by Bill Owen HVAC December 2015 and March 2021 (conference room) (423-842-8081). Call Bill Owen for service on all units, or Jonathan Wakefield.

Kitchen Equipment – Supreme Restaurant Supplies and Equipment, 423-499-5454

Dish machine –AutoChlor, number on front of dish machine

Refrigerator and freezer – Seaborn Refrigeration, 423-629-0969

Oven/stove, coffee makers – FESCO, 423-624-3381

Roofing (Flat roof) – JDH Roofing

Garbage Service – Republic/Allied Waste, 423-867-6573, Acct # 3-0997-0003779

Grass Cutting – Preston's Lawn Care, Chris Preston, 615-330-4211

Pest Control – Tim Bell, Best Pest Control, 423-488-565

Suppliers: Accounts set up

Supreme Restaurant Equipment, 423-499-5454

Lansing Building Products, 423-296-1044 (Heath Hornsby)

Tax Exempt:

at Lowe's: 074900044 or telephone 423-488-5478

at Home Depot: 1510904039

Items can be paid for in any means desired.



Apison Retreat Center

Operation and Maintenance Manual

Key Holder Responsibilities

You are responsible for the proper opening and closing of the facility and to safeguard the keys and Alarm Code. **You are not to transfer this set of keys to someone else.** Due to other activities that may be occurring, **you are to only use the keys to open and close on dates you have reserved for use.** Contact the ARC Manager to reserve the facility.

Opening the Facility:

- a) Enter through the front gate closest to Park and Old East Brainerd Roads (near Apison Baptist Church), and the rear door near the office.
- b) Immediately go left to the storage/tool room in the foyer and turn off the alarm using the code provided to you. Failure to do so will cause the alarm to go off, and the Police to be notified and dispatched. If you inadvertently set off the alarm, immediately enter the code to turn it off and call PM Alarm at 423-870-3272 immediately. You will need to give them the password (not the entry code) in order to clear the alarm response, even though you entered the code and turned it off locally.
- c) Observe how the facility is set up and return it to that set up, unless requested otherwise by the ARC Manager.
- d) Turn the thermostats up or down for the heat/air conditioning **only** in the rooms needed for your event, closing the doors to the area to isolate the area. There are instructions near each thermostat.
- e) The rear foyer door can be “locked open” by inserting the “Allen” key in the inside panic bar handle and turning the key. The “Allen” key is located on top of the fire alarm pull station to the left of the rear foyer doors. The panic bar will then be depressed all the time. (Be sure to release the panic bar before you leave.)
- f) Interior doors noted with a sign that they must be closed when building is occupied must be allowed to close when building is occupied for Fire Code compliance.
- g) Toilet paper and paper towels are stored in the closet between the hall restrooms and are furnished for meetings only, not weekend retreats.

Closing the Facility:

- a. Check all exterior doors for proper closure, push each door from the inside to ensure it is closed and latched completely. Dorm exterior doors must be closed hard to latch completely. Do this even if you did not use all areas since someone may have exited through other doors. Check Auditorium, Conference Room, Chapel, Storeroom and Palanca Room windows to ensure they are locked.
- b. Return furnishings to way they were set up, unless requested to do otherwise by the ARC Manager.
- c. Clean up any spills or dropped food from the dining room and kitchen floor, mop if necessary. Vacuum any areas used if necessary.
- d. Turn off all interior lights.
- e. Turn off all sound systems. Return any microphones and cables to the proper location.
- f. Ensure that the air conditioning thermostats are set to 75 degrees if set on “cool” or 65 degrees if set on “heat,” Set the blowers on each unit to “auto” rather than “on”.
- g. Put all trash in the dumpster, and replace the trash can liners.
- h. Ensure that refrigerator and freezer doors are latched properly.
- j. Ensure dishwasher is drained, strainers cleaned and turned off.
- k. Ensure coffee and tea makers are clean and turned off.
- l. Report all problems with the facility to the ARC Manager (arc@tdsetn.org) or write them on a “Facility Problem Report” located on the Office bulletin Board
- m. Arm the burglar alarm using the alarm code. If any of the numbered stations are lit up it indicates activity in that area that must be cleared or the system will not arm. You will have about 90 seconds to leave.
- n. Be sure to chain the gates properly. The chain should be through the gate, not around the drop rod only.



Apison Retreat Center

Operation and Maintenance Manual

At the end of your weekend event:

- a. Contact the ARC Manager before your weekend event to schedule your Checkout. They will inspect the facility and give you the OK to depart if have you completed the cleaning (or arranged to have us clean the facility - \$300 fee) and return of all items to their proper location.
- b. Turn in the keys to the ARC Manager. Failure to do so may result in up to a \$300 charge to re-key locks and alarm system code reset.



Apison Retreat Center

Operation and Maintenance Manual

2024 ARC Usage Agreement - General

This document constitutes a usage agreement between Tres Dias of Southeast Tennessee (TDSETN) Apison Retreat Center (ARC) and _____ (Group Requesting Usage).

A \$300 reservation/security deposit is required with each reservation. This deposit will be returned, rolled to the next reservation, or applied to the usage fee upon successful inspection of the ARC at the completion of the event. If the event is cancelled within 3 months of the scheduled event date, the deposit will not be refunded.

Contact the ARC Manager at _____ for date availability and tentative booking of dates.
Dates Requested: _____ to _____.
Type of event: _____.

Usage Fees for 4 day event is \$85 per person (\$4250 minimum), 3 day event is \$70 per person (\$3500 minimum), 2 day event is \$55 per person (\$2750 minimum), and for a 1 day event is \$40 per person (\$2000 minimum).

Each group using the facility is required to furnish proof of insurance for this type of event. In addition, any events with participants under the age of 18 are required to have their workers appropriately screened (background Check). ARC insurance is secondary.

The Apison Retreat Center will be provided to you in a clean condition. You are required to leave the facility as clean as you found it. You may clean the facility yourself after your event, or if you desire, you can pay a contracted cleaning fee of \$300 per event. In any case, you are expected to clean all kitchen equipment, empty the waste cans, and generally pick up after yourself.

This agreement is entered into on _____ (date) by:

_____ Usage Group: _____
(Printed Name) (Signature)

_____ ARC Manager or Designee: _____
(Printed Name) (Signature)

Send a copy of this completed form with your security deposit to: Tres Dias of Southeast Tennessee – ARC, PO Box 22781, Chattanooga, TN, 37422-2781 and email a copy to ARC@tdsetn.org for written approval and signature.

A completed “Usage Fee Calculation and Submittal Form” will be provided to you at the completion of your event. Please send it with your payment to: Tres Dias of Southeast Tennessee – ARC, PO Box 22781, Chattanooga, TN, 37422-2781



Apison Retreat Center

Operation and Maintenance Manual

ARC Reservation Policy

The following priority guidelines apply to all “users” of the ARC, whether TDSETN or outside organizations in scheduling activities.

1. TDSETN three-day weekends have first priority in scheduling.
2. Other fourth day movement three-day weekend organization’s weekends have second priority.
3. Other religious organization overnight activities have third priority for scheduling.

These weekends should be scheduled at least nine months in advance.

One set of keys with an alarm code will be signed out to each group using the ARC.

These are to be turned in at the completion of the activity.

Other ARC dates for team meetings in preparation for an event or other day use events are subject to the following:

- A. A reasonable amount of team meetings in preparation for any of the above weekends can be scheduled based on facility availability.
- B. Team meetings should be scheduled on Monday or Tuesday evenings, when possible, to prevent interference with overnight bookings. Meetings scheduled on other nights or days may be pre-empted for overnight bookings.
- C. One Saturday team meeting date will be reserved for each weekend reserved/booked. Any additional Saturday team meeting reservations may be subject to pre-empting for other whole weekend or overnight bookings.
- D. Regardless of when meetings are held at the ARC, the leader of the activity is responsible for properly securing the facility upon completion of the activity. This includes returning air conditioning thermostats to the appropriate non-activity level, turning off all lights, and securing all exterior doors and windows. Trash cans are to be emptied. All areas utilized for the activity are to be left clean (vacuums and mops are available).

ARC Furnished/Not Furnished Items

Furnished Items:

1. Facility as shown on the attached layout drawing
2. Dormitory rooms (5) are equipped with 10 sets of bunk beds and restroom/shower facilities. Vacuums are available in the office area for use. (pillows & linens not provided)
3. Rector/Leader Room has two twin beds and private bath. (pillows & linens not provided)
4. Prayer dorm has four bunk beds and showers/restroom. (pillows & linens not provided)
5. Restrooms are provided in dorm rooms, handicap in hall near dorm rooms, Rector's dorm room, prayer dorm room, kitchen laundry room, Spiritual Directors room, two in hallway near conference room, and four between the Conference Room and Auditorium. (Towels and paper product refills are not provided)
6. Kitchen is fully equipped with stove/oven, convection oven, two microwave ovens, two warmer cabinets, ice machine, dishwasher, coffee maker, tea maker, walk-in refrigerator, walk-in freezer, washer & dryer, dishes/glasses/flatware etc. for 112, pots/pans, utensils, and mops/buckets. Dish machine detergent and sanitizer, and "no-rinse" floor cleaner are furnished, other cleaners are not furnished. No spices, etc. are furnished.
7. Dining room has 13 eight-foot-long rectangular tables, three five-foot round tables, 112 chairs, podium, and a sound system with CD player, computer with internet, ceiling mounted projector with screen, and microphones.
8. Office area has telephone (423-236-4112) (with an extension in the Kitchen), fax machine/printer (with minor copying capability), computer with internet connection, Wi-Fi, and printer, sound feed from Conference room and an AED (First Responders are adjacent to the facility).
9. Spiritual Directors' room is equipped with three twin beds, a roll away bed, and bathroom. (pillows & linens not provided)
10. Conference room has six five-foot round tables and 70 chairs. Permanent podium with microphone connected to sound system. Connections for keyboard (furnished) and other instruments, two separate microphones, computer with internet connection and wall mounted monitors (Microsoft Word, Power Point, Windows Media Player, Spotify, and iTunes).
11. Chapel has one table with three arm chairs, three desk top lamps, and two table top microphones connected to sound system and one other stand microphone available. Installed laptop computer (DVD capability, iTunes, Spotify etc.), and sound feed from Conference room. Ceiling mounted multimedia projector is connected to the computer. Chairs for 70. Limited props and crosses etc. in closet for chapel use.
12. Prayer room is furnished with communion table, kneeler, four arm chairs, sound feed from the conference room, and minor decorations.
13. Auditorium with stage. Seating on stage for approximately 40, floor seating for up to 300. Sound system with microphones, and computer. Additional connections are available for instruments (A keyboard is available). A ceiling mounted projector with a motorized drop-down screen is connected to the computer.
14. Storeroom is equipped with coffee maker and refrigerator. Ice is available in kitchen (ice chest on wheels provided). Vacuum cleaners are also available and

stored there. Sound feed from Conference room. Connected room with props for skits, etc.

15. Mail room with props for funny skits includes sound feed from the Conference Room.

Items not furnished:

1. Bed and bath linens, pillows, toiletries, paper towels, toilet paper, and cleaning supplies.
2. Food, spices, beverages, or paper products for kitchen/dining. Automatic dish machine detergent and floor cleaner are furnished, but not other detergents and cleaning items.
3. Decorations for dining tables. A few items are available in the foyer storage closet, but not considered furnished. You must return all items to proper storage.



Tres Dias of Southeast Tennessee, Inc.

APISON RETREAT CENTER

PO Box 22781 Chattanooga, TN 37422-

2024

Usage Fee Calculation and Submittal Form (to be submitted after event)

_____ (Name of Group Using ARC)

Dates of Usage: _____ to _____

Number of Attendees: _____

Fee per person: _____ (Usage Fees for 4 day event is \$85 (\$4250 Minimum), 3 day event is \$70 per person (\$3500 minimum), 2 day event is \$55 per person (\$2750 minimum), 1 Day event is \$40 per person (\$2000))

Total Usage Fee: _____ (Number of Attendees multiplied by the fee per person).

Contracted cleaning fee: _____ (\$300 if not cleaned by user)

Less Security Deposit: _____ (may be subtracted from the total to be remitted if inspection after the event is satisfactory. It may also be rolled over to the next event)

Total to be Remitted: _____

Please send this form and payment to:

Tres Dias of Southeast Tennessee, Inc.

c/o Treasurer - ARC

P.O. Box 22781

Chattanooga, TN 37422-2781

Fee and Closure approved by: _____ / _____
(ARC Representative)/Date

Apison Retreat Center

