

# FACILITIES MANUAL

## City Hall and Police Station

Latest PDF version of Facilities Manual is located in the Connect 2 site.

Internal Resource Guide (IRG) folder contents:

- Admin Procedures Manual
- Employee Handbook
- Facilities Manual
- Personnel Rules & Regulations

### Historical References – Facilities Manual:

06-24-20 Creation Date

03-29-21 Update (sections impacted: elevator, fire extinguisher, refuse/recycling)

01-21-22 Update (sections impacted: garage doors, counter windows, kitchen appliances)

09-24-24 Update (sections impacted: alarms, conference rooms, elevator, fire extinguishers)

03-05-25 Update (sections impacted: fence/gate, garage doors, HVAC, telephones)

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## FACILITIES MANUAL PURPOSE/OVERVIEW

The intent of the Facilities Manual for the city hall/police facility is to provide staff the necessary resource(s) to work through a situation that needs immediate attention when the responsible party is unavailable (e.g., procedures on how to handle a power outage, plumbing problem, furniture repairs).

When a situation arises, first try to contact the responsible party (listed in each section). Any non-emergency type situations can wait until the appropriate person is available to coordinate the repair. But critical situations (e.g., heat stops working in winter, plumbing leak) must be dealt with immediately. Use your best judgement. Always report problems and communicate if a call for service is made.



# ALARM SYSTEMS (PANIC ALARM/FIRE ALARM/INTRUSION)

## Overview

### Panic Alarm

Soft and hard alarm switches are located at city hall counters, council chambers and the media control room.

#### Soft Lockdown:

Alerts dispatch of issue through intrusion alarm system.  
Locks all doors scheduled to be open.

#### Hard Lockdown:

Soft Lockdown actions  
Activates PA system through fire alarm system.  
Disables general employee card access

Rearming needs to be done at both the pull station and in the security control system by HR or Investigations Captain.

### Fire Alarm

Monitoring is provided by Alarm Central. The notification list is as follows:

Police station via 763.531.5170

HR/Admin Director

HR Specialist

City Manager

### Intrusion Alarm

Control panels are located inside of doors 1 (city hall main entrance), 2 (police station main entrance) and 14 (mechanical corridor). The building has been divided into three zones, city hall entryway/lobby, city hall office area and police station.

### Emergency Panic Buttons and Battery Replacement

The Dispatcher II voice alarm system control box is located in the PD clerk's booking area. A battery (SLA12-8F) must be replaced every three years to power the police radio and the soft/hard lock downs in city hall. The 14 portable emergency transmitter devices for soft/hard lockdowns require CR2 batteries every 18 months (there are eight devices in city hall at cubicles and offices and six in the PD for use by officers within the jail and sally port areas). All batteries were last replaced in November 2023.

Control box in PD clerk booking area



3-yr battery. Replace battery SLA12-8F in November 2026

Inovonics EN1223S single button transmitter/fob



FOB #	Assigned To:
P33 Z2	Rich Johnson
P34 Z2	Penny/Jill
P35 Z2	Susan Rader
P36 Z2	Shari/Andrea
P37 Z2	Carrie/Linda
P38 Z2	Jeff Sargent
P39 Z2	Reece Bertholf
P40 Z2	Steve/Aaron

See Riley McIlrath for the police department's transmitters.

18-month batteries. Replace 14 batteries in May 2025 (CR2)

## Contact

### Human Resources Director

763.531.5115

## Vendor

### Brothers Fire & Security

763.441.2290

## **BUILDING ACCESS/DOORS/BADGE ACCESS**

### **Security Control System**

Select exterior and interior doors throughout the building are electronically accessed by employee id badges and fobs. Some area of the police station may require a PIN in addition. Access groups have been configured based on job title and department. Human resources personnel and the administrative police captain have access to the security control system. Any requests for access beyond basic level in the police station will be directed to the administrative police captain to grant and configure.

### **Exterior Doors**

Service for mechanical operation of the front doors and handicap access buttons should be coordinated through the city clerk.

### **Contact – City Hall**

#### **HR Specialist/IT Coordinator**

763.531.5111

#### **Human Resources Director**

763.531.5115

#### **City Clerk**

763.531.5114

### **Contact – Police Station**

#### **Administrative Police Captain**

763.531.5142

### **Vendor**

#### **Brothers Fire & Security**

763.441.2290

#### **Brin Glass Service**

612.529.9671

# CONFERENCE ROOMS

## Overview

### Reservations

Rooms should be booked through Outlook. If you have questions about how to do so, please ask your department's administrative specialist. Capacities listed are set with tables, not fire limits. A conference phone is available for use in all rooms but needs to be coordinated with the HR Specialist. Contact the city manager administrative specialist or the HR specialist for more information.

Monitors/screens should be controlled through the Crestron devices. Quick guides are available for all rooms with these controllers. For the other rooms, connecting the input cord to a laptop should switch the equipment on. Do NOT use remotes or buttons on the monitors/screens to make adjustments as you may create conflicts with the control panels.

When entering room for a meeting you have reserved, please click the "check-in" button on the Book It device. If you don't check in within five minutes of the meeting start time, the software assumes your meeting is not taking place and it will show as available in Outlook.

If you would like to book an impromptu meeting in Civic Center, Liberty, Managers or Victory you may use the BookIt! module mounted outside of the conference room.

- Check to ensure that the next meeting doesn't start before you expect yours to end.
- Tap "Meet Now"
- Select duration and tap "Ok"
- Tap the "Meeting title" field, use the keyboard to enter a mtg name and then tap "done".
- Tap "Start" (green)

Room	Capacity	Technology
Case Management Room (police only)	7	Presentation monitor
Civic Center Conference Room	32 with tables	Presentation with computer, video/audio conferencing, t-coil broadcasting
Council Chambers	50-60	Presentation with computer and audio assist, t-coil broadcasting, audio recording, video/audio conferencing*
Liberty Conference Room	6	Presentation monitor
Manager's Conference Room	6	Presentation monitor with computer
Northwood Conference Room	16 main table, 8 staff table, and 12 side-seated	Presentation monitor with computer, t-coil broadcasting, audio recording, video/audio conferencing*
Police (police only)	12	Presentation monitor with computer
Squad Room (police only)	24 with tables	Presentation monitor with computer
Victory Conference Room	6	Presentation monitor
*In 2021 technology in council chambers was upgraded to allow capability of conducting in-person <u>and</u> Webex meeting while cablecasting.		

## Contact

### HR Specialist/IT Coordinator

763.531.5111

### Human Resources Director

763.531.5115

## Vendor

### Technology – Video Services Inc. (VSI)

507.625.1650

# COPY MACHINES

## Overview

The copiers in both city hall and the police station are leased and serviced through Loffler. The copier maintenance agreement is inclusive of service calls and supplies for the machines. The city does not have maintenance agreements for the duplicator or the large format printer which are located in the city hall workroom.

Location	Model/features	Serial #
City Hall, Central Copy Room	Canon DX5860i 60 ppm, 3-hole, fax, booklet stapler	2XK10942
City Hall, Copy Room (Small)	Canon DX5840i 40 ppm, 3-hole, stapler Typewriter	2YJ34523
Police Station	Canon DX5840i 40 ppm, 3-hole, fax, stapler	2YJ34502
City Hall Workroom	Duplicator DD4450 *Large format printer HP Designjet T830	

\*See Communications Coordinator if you would like something printed on the large format printer.

## Operation

Manuals for the copy machines are available online.

## Copy Machine Supplies

Toner, toner waste containers and staples are ordered directly through Loffler. Spare toner, toner waste containers and staples for the city hall machines are located in each copy room. If you use one, notify the city manager administrative specialist so that a replacement can be ordered.

## Follow Me Canon/Uniflow

Uniflow software allows users to send a print job and retrieving it by scanning their ID badge at any available copier. This feature provides security and also reduces paper waste for print jobs that are never retrieved. All staff can create their own account by scanning their badge at any machine and entering their Windows credentials. Uniflow determines retention limits for jobs, currently 72 hours for unprinted jobs and 24 hours for printed. Changes to Uniflow must be made by Loffler, who are allowed accessed to the pnetwork by Solution Builders. Changes to the address books are made by the HR specialist.

## Contacts

### City Clerk

763.531.5114

### Administrative Specialist – City Manager

763.531.5123

### HR Specialist

763.531.5111

## Vendor

### Copiers – Loffler Service & Supplies

952.925.6868

### Copiers – Loffler Sales/General

952.925.6800

## COUNTER WINDOWS

The facility has four coil windows in the city hall side of building (Administration, Community Development, Parks and Recreation, and Kitchenette). The windows are CornellCookson brand known as Thermiser rolling doors. They were installed by Skold Specialty Contracting.

The windows have electric power buttons for operation. Each window also requires two lithium 3.5 volt batteries that should be replaced annually. The schedule is maintained by the city manager's administrative specialist. Batteries are available through Amazon (a supply is not maintained due to the battery's short shelf life).

If a window fails to operate, first try resetting the circuit breaker in the IT office. The window can be manually operated by a hand chain (access panel is in the ceiling).

### Contact

#### **City Clerk**

763.531.5114

#### **Administrative Specialist – City Manager**

763.531.5123

### Vendor

#### **Skold Specialty Contracting**

Craig Hidde

612-655-1423 mobile

craig@skoldcompanies.com

## DRINKING FOUNTAINS

### Drinking fountain/bottle refilling stations

There are four water fountains throughout the building:

- Police Hallway (Circuit 40, Panel R-3)
- Exercise Room (Circuit 42, Panel R-3)
- Lobby by Kitchenette (Circuit 48, Panel R-3)
- Private Restrooms (Circuit 18, Panel R-2)

R-3 Location: Electrical Room (A122)

R-2 Location: B119 - IT Office (B119)

If power failure, check the GFCI outlet on wall next to the water fountain to see if ground fault was tripped. If the outlet senses moisture, it will trip and need to be reset. It is also possible that the fountain needs to be reset (button is accessed from beneath unit or by removing the front panel).

Unit sensor can be recalibrated by unplugging, waiting 10 seconds, and plug back in. If it does not sense a bottle, try re-calibrating before calling for service.

Filter replacement cartridge: Oasis 033879-001 Versa Filter (item #HP033879001). Cartridges are stored in the hall cabinets (by sink in community development department area).

There is a five-year warranty on the Oasis Versacooler II water coolers (model PGF8EBFSL).

Appendix:      Set-up guide for bottle filler calibration  
                    Photo of water filter  
                    Oasis water cooler diagram and specifications

## Contact

### City Clerk

763.531.5114

### Administrative Specialist – City Manager

763.531.5123

## Vendor

### Oasis Coolers

[www.oasiscoolers.com](http://www.oasiscoolers.com)

800.950.3226





## UNIVERSAL BARRIER-FREE VERSACOOLER® II WITH VERSAFILTER & HANDS FREE VERSAFILLER®

### Energy and Water Conservation Technology

### PGF8EBFSL, PGFEBFSL

#### Suggested Specification

Model PGF8EBFSL shall deliver 8.0 gph of 50° F degree water at 90° F ambient and 80° F inlet water. Model PEBFSL is a non-refrigerated drinking fountain and delivers ambient water. Shall include VersaFiller Sports Bottle Filler with hands free activation; units shall have four antimicrobial copper push pads to activate the manual flow of water for the cooler. VersaFiller components contain Freshield\*, which utilizes a silver-based antimicrobial compound that reduces the growth of micro-organisms and mildew to protect the surfaces from discoloration, odors and degradation. Basin shall be designed to eliminate splashing and standing water. Shall have VersaFilter for taste, odor, lead and chlorine reduction. Water saver bubbler reduce waste water by 50% and shall have flexible guard and operate between 20 and 100 PSI. Cabinet finish shall be sandstone on galvanized steel or brushed stainless steel. Shall use R-134a refrigerant. Shall comply with ANSI 117.1 and ADA. Shall be listed by Underwriters Laboratories to US and Canadian standards. Shall comply with ANSI/NSF 61 and NSF/ANSI 372.

#### Models

- PGF8EBFSL delivers 8.0 gallons of chilled drinking water per hour.
- PGFEBFSL is a non-refrigerated fountain.

#### Standard Features

- VersaFilter for taste, odor, lead and chlorine reduction
- Built-in 100 micron strainer stops particles before they enter the waterway.
- Waterways are Lead-Free in materials & construction
- Flexible one-piece water saver bubbler
- Stainless steel top and heavy duty galvanized steel frame
- High efficiency cooling system and refrigerant R-134a
- Four antimicrobial copper push pads
- External stream height adjustment on lower unit
- Hand free VersaFiller
- Built in filter monitor and bottle counter

#### Finishes

- Standard cabinet finish: Sandstone powder coated paint on galvanized steel
- Optional finishes (at additional cost): Stainless steel and optional greystone powder coated paint



#### Installation

- Prior to roughing consult with local, state and federal codes for proper mounting height
- Shipped with complete instructions and wall mounting bracket
- Removable side and front panels provide easy access for installation.

#### Options (at additional cost)

- One piece chrome plated brass bubbler (036700-001)
- Flow switch for fountain (038035-001)
- Filter replacement cartridge (033879-001)

#### Limited 5-Year Warranty

(Continental limits of the United States and Canada)  
Five years on the sealed refrigeration system and most component parts. Detailed warranty certificate enclosed with each water cooler; sample available upon request.

#### Export Warranty

One year on components parts. Detailed warranty certificate enclosed with each drinking fountain; sample copy available upon request.

#### Certifications/Compliance

- Antimicrobial Copper - EPA Registration No. 89187-3
- Oasis International Electric Water Coolers are listed by Underwriters Laboratories Inc. and comply with both U.S. and Canadian Requirements.
- Product Certified to NSF/ANSI Standard 61-G & 372 and conforms with the lead content requirements for "Lead Free" plumbing as defined by California, Vermont, Maryland, and Louisiana state laws and the U.S. Safe Drinking Water Act.
- This unit complies with ARI standard 1010 Testing, Operating and Rating requirements (electric water coolers only).
- These water coolers comply with the requirements of ADA (Americans with Disabilities Act) when properly installed.



Model	50° F Drinking Water 90° F Ambient Air Temp*			Hot/N Cold Model	115 Volts, 60 HZ			Glass Filler Acc. Option	Cabinet Color Finish	Net Wt. Approx
	Rated Capacity GHP	Base Rate GHP	Pre-Cooler		Compr. HP	Full Load Amps	Rated Watts			
PGF8EBFSL	8.0	8.0	No	No	1/4	4.4	450	No	Yes	100 Lbs
PGFEBFSL	Fountain Only							No	Yes	66 Lbs

\* Industry Standard Rating Condition 80° F inlet water temperature

Specifications subject to change without notice





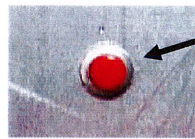
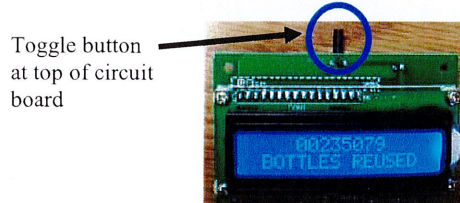


## SET-UP GUIDE FOR OASIS® HANDS-FREE BOTTLE FILLER ELECTRONICS

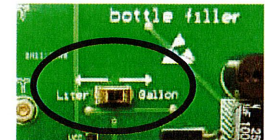
Factory default settings are for a(n):

- UNFILTERED unit
- 20 second maximum run time
- Units of gallons, when program is set as FILTERED unit

You can change program settings by entering program mode. Program mode is accessed by either pressing toggle button extending up from top of circuit board or by pressing remote toggle button.



Remote toggle button on  
panel



To change units from gallons to liters, slide switch on back of circuit board to side marked "Liter".

**For Hands-free Versafiller models**, top cap will need to be set aside until programming is complete. Remove top cap by unscrewing two (2) T15 torx screws if needed.

Reach hand down between frame and front of cabinet to gently press button sticking up from top of circuit board (Note: Circuit board runs on low voltage and will not shock you). A remote button is available. Remove wire tie bundling it inside bottle filler and feed it through hole in cooler top. You can then adjust program using button through access panel of cooler.

**For Hands-free Aquapointe models**, remove lower front panel (if applicable) or lift out lower edge of upper panel to reach remote toggle button.

To change the program settings, use the following steps:

1. Press and hold toggle button for about 3 seconds to enter program mode. When you hear a beep, let go of button. You are now in program mode. Pressing button for an instant will advance to next screen. It will revert back to operating mode if no button is pressed for 10 seconds.
2. When you enter program mode, display screen will read "UNFILTERED UNIT." To access settings for "FILTERED UNIT", press and hold button for about 3 seconds. Press button for an instant to advance to next menu item.
3. If you wish to reset filter life counter or bottle counter, press and hold button for 3 seconds in screen asking corresponding question.
4. Default capacity for filter life counter is 1250 gallons [4731 liters] for a Versafiller. Press and hold button 3 seconds in "FILTER CAPACITY OF..." screen to change setting to 3000 gallons [11355 liters] for galaxi® green filter media.
5. "Bottle Filler Set\_time" screen is to adjust maximum run time once sensor is activated. Water flow will stop once container is removed from alcove, but this feature ensures very little water is wasted if someone tampers with dispenser.
6. Put top cap or access panel back on and fasten in place.

Unit sensor is calibrated at factory and can be re-calibrated by unplugging from electrical power, wait 10 seconds and plug back into electrical power. Also, if you are having problems with sensing of a bottle, try re-calibrating it before calling for service.



OASIS INTERNATIONAL

222 East Campus View Blvd. • Columbus, OH 43235 U.S.A.

1-800-950-3226

www.oasiscoolers.com



Search

[Water Dispenser and Ice Chest Parts and Accessories](#)**Oasis 033879-001 Versa Filter**

Item #: HP033879001

WATER FILTER

## ELECTRICAL/POWER OUTAGE

### Overview

Xcel Energy provides electrical service to city facilities.

### Circuit Breakers

Circuit breakers are located in the following locations; copies of panels are attached as Appendix A.

Room Number	Room Description	Panel Number(s)
A011	Evidence storage in police garage	R-5
A122	Electrical room in police station	L-3, LS-3, R-3
A151A	Crime prevention storage room (behind office)	L-4, LS-4, R-4
A200	Police station penthouse	M-3
B119	IT office	L-2, LS-2, R-2
B149	Server room	UPS
B152	Mechanical room	L-1, LS-1, M-1, R-1
B200	City hall penthouse	M-2

### Emergency Generator

When electrical power is interrupted, the emergency generator will automatically begin functioning. The generator serves city hall and fire station #3. It was installed by Cummins. The city has a generator maintenance contract with Kodiak for spring and fall inspections.

For electrician services (light poles etc), use Killmer Electric (coordinate with Public Works).

### Contacts

#### Streets/Parks Supervisor

763.592.6764 (office) or 763-402-1162 (cell)

#### Public Works Director

763.592.6772 (office) or 763.233.1790 (cell)

### Vendor

#### Kodiak Power Systems (2024)

White Bear Lake, MN  
612-508-8424

### Appendix A

Panel box descriptions



Klein Electric Inc.

320-252-5059

June 26, 2019

**PANEL R-5**

**FED FROM DP-7**

1	Storage & Garage Recepts	2	
3	Gun Cleaning	4	Elevator Recepts & Lights
5	Garage	6	Evidence Refrigerator
7		8	
9	Elevator Lobby	10	Sump Pump - 1
11	Evidence Dryer	12	Pump 4
13		14	
15	Garage Work Bench	16	
17	Garage Work Bench	18	
19	Garage Recepts	20	Sump Pump - 2
21	Wash Bay	22	ELEVATOR Pit Light
23		24	
25	UH-1, UH-2	26	Compressor
27		28	Compressor
29		30	Compressor
31		32	
33		34	
35		36	
37		38	
39		40	
41		42	





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June 26, 2019

**PANEL L-3**

**FED FROM DP-1**

<b>1</b>	Corridor & Lobby	<b>2</b>	Spare
<b>3</b>	Locker & Fitness	<b>4</b>	Spare
<b>5</b>	Booking & Sally Port	<b>6</b>	Spare
<b>7</b>	North Offices	<b>8</b>	Spare
<b>9</b>	Parking Ramp	<b>10</b>	Spare
<b>11</b>	Parking Garage	<b>12</b>	
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<b>41</b>		<b>42</b>	



Klein Electric Inc

320-252-5059

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**PANEL LS-3**

**FED FROM LS-1**

<b>1</b>	Corridor & Office	<b>2</b>	Spare
<b>3</b>	NW Exterior Lights	<b>4</b>	Spare
<b>5</b>	Garage Lights	<b>6</b>	Spare
<b>7</b>	Penthouse	<b>8</b>	
<b>9</b>		<b>10</b>	
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<b>41</b>		<b>42</b>	



Circuit Breaker Panel R-3  
A122 Electrical Room in Police



320-252-5059

June 26, 2019

**PANEL R-3**

**FED FROM DP-2**

1	Electrical Room	2	Coffee Recepts
3	Men's Locker Room	4	Records & Storage
5	Women's Locker Room	6	Invest Office
7	Treadmill	8	Booking
9	Treadmill	10	Booking Desk
11	Treadmill	12	Sally Port
13	Fitness	14	Fitness
15	Interview Recepts	16	Fitness
17	Kitchenette	18	Fitness
19	Kitchen Refrigerator	20	Booking Desk
21	Lobby Recepts	22	Kitchenette Coiling Door
23	Conference A107	24	
25	Conference A107	26	Office A105
27	Captain's Office	28	Office A105
29	Captain's Office	30	Invest Office
31	Chief's Office	32	
33	Lobby Desk	34	
35	IT Work Desk	36	Sally Port Garage Doors
37	IT Work Desk	38	
39	IT Copier	40	Water Fountain
41	Coffee Recepts	42	Water Fountain



Klein Electric Inc

320-252-5059

June 26, 2019

**PANEL R-3**

**FED FROM DP-2**

43	Front Desk TV	44	Entry Door Actuators
45	Lockers	46	Lobby Door Actuators
47	Lockers	48	Lobby Electric Cooler / Water Fount
49	Locker Bathroom Fixtures	50	Lockers
51	Bathroom Fixtures	52	Lockers
53	Lockers	54	Lockers
55		56	
57		58	
59		60	



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320-252-5059

June 26, 2019

**PANEL L-4**

**FED FROM DP-1**

1	Garage Office	2	
3	Def Tactics & Roll Call	4	
5	Corridor & Open Office	6	
7	Gear Bag & Storage	8	
9		10	
11		12	
13		14	
15		16	
17		18	
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21		22	
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41		42	





Klein Electric Inc

320-252-5059

June 26, 2019

**PANEL LS-4**

**FED FROM LS-1**

<b>1</b>	Corridor & Office	<b>2</b>	Smoke Damper
<b>3</b>	SW Exterior Lights	<b>4</b>	
<b>5</b>	Emergency Recepts	<b>6</b>	
<b>7</b>	Elevator Car Light	<b>8</b>	
<b>9</b>		<b>10</b>	
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<b>37</b>		<b>38</b>	
<b>39</b>		<b>40</b>	
<b>41</b>		<b>42</b>	

Circuit Breaker Panel R-4  
A151A Crime prevention storage room

**PANEL R-4**

<b>1</b>	Crime Prevention	<b>2</b>	Case Mgmt Receipts
<b>3</b>	Open Office Receipts	<b>4</b>	Roll Call Receipts
<b>5</b>	Patrol Center	<b>6</b>	Roll Call Receipts
<b>7</b>	Patrol Copier	<b>8</b>	Roll Call Receipts
<b>9</b>	Open Office Desk	<b>10</b>	Roll Call Receipts
<b>11</b>	Open Office Desk	<b>12</b>	Def Tactics
<b>13</b>	Open Office Desk	<b>14</b>	Open Office Desk
<b>15</b>	Open Office Desk	<b>16</b>	Open Office Desk
<b>17</b>	Open Office Desk	<b>18</b>	Open Office Desk
<b>19</b>	Open Office Desk	<b>20</b>	Open Office Desk
<b>21</b>	Garage Receipts	<b>22</b>	Open Office Desk
<b>23</b>	Animal Control	<b>24</b>	Open Office Desk
<b>25</b>	Break Room Receipts	<b>26</b>	Animal Control Receipts
<b>27</b>	Break Room Microwave	<b>28</b>	Evidence Garage Door
<b>29</b>	Break Room Microwave	<b>30</b>	Evidence Garage Door
<b>31</b>	Break Room Refrigerator	<b>32</b>	Invest Office
<b>33</b>	Break Room Counter	<b>34</b>	
<b>35</b>	Patio Receipts	<b>36</b>	
<b>37</b>	Serg Office	<b>38</b>	Range 110
<b>39</b>	Serg Office	<b>40</b>	
<b>41</b>	A129, A130 Receipts	<b>42</b>	Property Storage

**Klein**  
ELECTRIC INC

Klein Electric Inc

320-252-5059

June 26, 2019

**PANEL R-4**

**FED FROM DP-2**

<b>43</b>	Sargent's Office	<b>44</b>	Swat Garage Door
<b>45</b>	Clerical TVs	<b>46</b>	Oven 220
<b>47</b>	BAS VAVS	<b>48</b>	
<b>49</b>		<b>50</b>	
<b>51</b>		<b>52</b>	Ramp Garage Door
<b>53</b>	Fire Alarm Panel	<b>54</b>	
<b>55</b>		<b>56</b>	
<b>57</b>		<b>58</b>	
<b>59</b>		<b>60</b>	
<b>61</b>		<b>62</b>	

Circuit Breaker Panel M-3  
A200 Police Penthouse



Klein Electric Inc

320-252-5059

June 26, 2019

**PANEL M-3**

**FED FROM MDP-2**

<b>1</b>	Penthouse Recepts	<b>2</b>	CU-1 & CU-2 Recepts
<b>3</b>	MAU-2	<b>4</b>	
<b>5</b>		<b>6</b>	AHU-1 Load Panel
<b>7</b>		<b>8</b>	
<b>9</b>	MAU-3 & MAU-4	<b>10</b>	Heat Wheel
<b>11</b>		<b>12</b>	
<b>13</b>		<b>14</b>	
<b>15</b>	CUH-1, CUH-2, CUH-4	<b>16</b>	
<b>17</b>	UH-4, UH-5	<b>18</b>	
<b>19</b>	MAU-1 Control Circuit	<b>20</b>	
<b>21</b>	UH-8	<b>22</b>	
<b>23</b>	UH-4, UH-7, TF-1	<b>24</b>	
<b>25</b>	UH-3, CUH-3	<b>26</b>	
<b>27</b>	Destrat Fan 1 & 2	<b>28</b>	
<b>29</b>		<b>30</b>	
<b>31</b>	EF-1, EF-4	<b>32</b>	
<b>33</b>	EF-5, EF-6	<b>34</b>	
<b>35</b>	EF-2, EF-10	<b>36</b>	
<b>37</b>	EF-8	<b>38</b>	
<b>39</b>		<b>40</b>	
<b>41</b>		<b>42</b>	





Klein Electric Inc

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June 26, 2019

## PANEL L-2

## FED FROM DP-1

1	Office Lights	2	<del>Spare</del> North Light Bollards
3	Office Lights	4	<del>Spare</del> North Flag Pole Light
5	Corridor & Open Area Lights	6	<del>Spare</del> North Parking Lot Lights
7	Lobby Lights	8	Spare
9		10	Spare
11		12	
13	Exterior Lit Signs	14	
15		16	
17		18	
19		20	
21		22	
23		24	
25		26	
27		28	
29		30	
31		32	
33		34	
35		36	
37		38	
39		40	
41		42	



Klein Electric Inc

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**PANEL LS-2**

**FED FROM LS-1**

<b>1</b>	Office Lights	<b>2</b>	Spare
<b>3</b>	NE Exterior Lights	<b>4</b>	Spare
<b>5</b>	Spare	<b>6</b>	
<b>7</b>		<b>8</b>	
<b>9</b>		<b>10</b>	
<b>11</b>		<b>12</b>	
<b>13</b>		<b>14</b>	
<b>15</b>		<b>16</b>	
<b>17</b>		<b>18</b>	
<b>19</b>		<b>20</b>	
<b>21</b>		<b>22</b>	
<b>23</b>		<b>24</b>	
<b>25</b>		<b>26</b>	
<b>27</b>		<b>28</b>	
<b>29</b>		<b>30</b>	
<b>31</b>		<b>32</b>	
<b>33</b>		<b>34</b>	
<b>35</b>		<b>36</b>	
<b>37</b>		<b>38</b>	
<b>39</b>		<b>40</b>	
<b>41</b>		<b>42</b>	



**PANEL R-2**

**DP-2**

1	IT Work Station	2	109 Cubical
3	IT Office	4	109 Cubical
5	Conference	6	109 Cubical
7	CD Insp.	8	109 Cubical
9	HR Office	10	109 Cubical
11	Comm Office	12	Mail Room Copier
13	Bldg Official	14	Coffee Alcove
15	Comm Office	16	Reception Desk
17	CD Director	18	Staff Toilets / <i>Water cooler</i>
19	CD Office	20	Restrooms
21	PR Director	22	Reception Desk
23	Layout 114	24	Reception Desk
25	Copy Room	26	Conference 103
27	Work Room Copier	28	Conference 104
29	PR Office	30	Public Conference
31	Work Room Copier	32	Public Conference
33	Work Room	34	Public Conference
35	Jogger 113	36	Lobby Recepts
37	Work Room	38	Reception Desk
39	Work Room	40	City Manager
41	Corridor Recepts	42	HR Director



Klein Electric Inc

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June 26, 2019

**PANEL R-2**

**FED FROM DP-2**

43	Finance Director	44	Entry Door Actuators
45	City Clerk	46	Public Conference
47	CD Insp	48	Public Conference Shades
49	PR Office	50	Reception Coiling Door
51		52	Reception Coiling Door
53		54	
55	Bathroom Power Supply	56	
57		58	
59		60	
61		62	
63		64	



Klein Electric Inc

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June 26, 2019

## PANEL UPS

## FED FROM UPS

1	Server Room Recepts	2	
3	Rack Recepts	4	
5	Rack Recepts	6	<i>Rack Recepts</i>
7	Rack Recepts	8	Door Control
9	Rack	10	Door Control
11		12	Door Control
13	Rack	14	Door Control
15		16	Door Control
17	Council Chambers	18	Door Control
19		20	AC Unit Outdoor Liebert . For Server Room
21		22	
23		24	
25		26	AC Unit Outdoor Liebert . For Media Control Room
27		28	
29		30	
31		32	
33		34	
35		36	
37		38	
39		40	
41		42	





Klein Electric Inc

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**PANEL L-1**

**FED FROM DP-1**

<b>1</b>	Boiler & Storage Rooms	<b>2</b>	Spare
<b>3</b>	Hallway	<b>4</b>	Spare
<b>5</b>	Worksessions	<b>6</b>	Spare
<b>7</b>	South Parking	<b>8</b>	Spare
<b>9</b>	Council Chambers	<b>10</b>	Spare
<b>11</b>		<b>12</b>	
<b>13</b>		<b>14</b>	
<b>15</b>		<b>16</b>	
<b>17</b>		<b>18</b>	
<b>19</b>		<b>20</b>	
<b>21</b>		<b>22</b>	
<b>23</b>		<b>24</b>	
<b>25</b>		<b>26</b>	
<b>27</b>		<b>28</b>	
<b>29</b>		<b>30</b>	
<b>31</b>		<b>32</b>	
<b>33</b>		<b>34</b>	
<b>35</b>		<b>36</b>	
<b>37</b>		<b>38</b>	
<b>39</b>		<b>40</b>	
<b>41</b>		<b>42</b>	



Circuit Breaker Panel LS-1  
B152 Boiler Room



Klein Electric Inc

320-252-5059

June 26, 2019

**PANEL LS-1**

**FED FROM ATS-LS**

<b>1</b>	Boiler Rm & IT Emergency Lights	<b>2</b>	LS-4
<b>3</b>	SE Exterior Lights	<b>4</b>	
<b>5</b>	Penthouse Lights	<b>6</b>	
<b>7</b>	Fire Alarm Panel	<b>8</b>	Outside Horn & Strobe
<b>9</b>	Generator Annunciator Panel	<b>10</b>	Pre-Action Compressor
<b>11</b>	Fire Alarm Panel Pre-Action	<b>12</b>	
<b>13</b>		<b>14</b>	LS-3
<b>15</b>		<b>16</b>	
<b>17</b>		<b>18</b>	
<b>19</b>		<b>20</b>	LS-2
<b>21</b>		<b>22</b>	
<b>23</b>		<b>24</b>	
<b>25</b>		<b>26</b>	
<b>27</b>		<b>28</b>	
<b>29</b>		<b>30</b>	
<b>31</b>		<b>32</b>	
<b>33</b>		<b>34</b>	
<b>35</b>		<b>36</b>	
<b>37</b>		<b>38</b>	
<b>39</b>		<b>40</b>	
<b>41</b>		<b>42</b>	

Circuit Breaker Panel M-1  
B152 Boiler Room



Klein Electric Inc

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June 26, 2019

**PANEL M-1**

**FED FROM DP-3**

1	MAU-5	2	
3		4	
5		6	
7	P-1	8	
9	Water Softener	10	
11	UH-9	12	
13	Water Heater - 1	14	
15	Water Heater - 2	16	GMU
17	UH-10 & CUH-4	18	
19	Boiler 1	20	
21		22	
23		24	
25	Boiler 2	26	
27		28	
29	BAS Panel + VAVs	30	
31		32	
33		34	
35		36	
37		38	
39		40	
41		42	





Klein Electric Inc

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June 26, 2019

**PANEL R-1**

**FED FROM DP-2**

1	CD Garage	2	Council Chambers
3	Break Room	4	Council Chambers
5	Break Room	6	B150 TVs
7	Range	8	Worksession
9	Spare	10	Worksession
11	Refrigerator	12	Worksession
13	Microwave	14	Boiler Room Receipts
15	Microwave	16	Ballot Storage
17	Vending	18	Fence Gate -
19	Vending	20	Fence Gate -
21	Storage Receipts	22	Ballot Storage
23	TV Control Room	24	Ballot Storage
25	TV Control Room	26	Spare
27	Archives	28	TV Control Room
29	TV Control Room	30	Worksession Shades
31	Council Chambers	32	Council Chambers Shades
33	Council Chambers	34	CD Garage Door
35	Council Chambers	36	CD Garage Door
37	Council Chambers	38	Range
39		40	
41	Smoke Damper	42	Fence Gate



Klein Electric Inc

320-252-5059

June 26, 2019

**PANEL M-2**

**FED FROM MDP-1**

1	Penthouse Recepts	2	Outdoor Liebert - For
3	UH-11	4	MAU Server Room
5	Outdoor Liebert - For	6	
7	MAU Media Control Room	8	AHU-2 Load Panel ]
9		10	
11		12	
13	Pump 5 Snow Melt	14	
15		16	DUCT HEATER ]
17	CUH-6	18	
19	EF-3, EF-7	20	
21	EF-9	22	
23		24	
25		26	
27		28	
29		30	
31		32	
33		34	
35		36	
37		38	
39		40	
41		42	

# ELEVATOR

## Overview

A hydraulic passenger elevator is located in the police station. The elevator has 12 months of warranty (until October 2020). After that time the city will enter into a maintenance contract with Thyssenkrupp Elevator Corporation. An annual operating permit is provided by the Department of Labor and Industry and an annual inspection is conducted.

There is a help button located inside of the elevator. Pressing the button will dial the Thyssenkrupp answering line and they will connect to emergency services if needed. The number associated with the elevator is 763.592.6818.

For service during regular business hours, call Thyssenkrupp. If the elevator malfunctions after hours and is making noise or is in an unsafe condition such as an open door, call West Metro Fire-Rescue District and they can put it in a “fire mode” setting until it can be serviced. The fire department can open the elevator access panel and keys. The main power shut off is located in the boiler room at city hall.

The HR specialist has the elevator access keys.

Elevator ID # ELV-1054283

Elevator permit # ELV1902-00058

## Contact

### City Clerk

763.531.5114

### Administrative Specialist – City Manager

763.531.5123

## Vendor

### Thyssenkrupp Elevator Corporation

800-759-3538 Service Line

Melvin Smith

612-366-0933

### MN Dept of Labor and Industry

John Bennett, Elevator Code Rep.

651.284.5005

## FENCE AND GATE

### Overview

A security fence is installed around the perimeter of the police station parking area. Authorized personnel can enter the secure area (east and south gates) with their access card or fob. Note that exiting on foot is not currently possible except by entering the police station.

Spare cables for the gates are stored in the police department storage room A121 (room behind mailboxes).

If a gate becomes inoperable in winter, ensure that snow is cleared in area where the gate rests.

### Contact

#### **Human Resources Director**

763.531.5115

#### **Administrative Police Captain**

763.531.5142

### Vendor

#### **Century Fence**

Scott Roush

[sroush@centuryfence.com](mailto:sroush@centuryfence.com)

Brad Kargus (for gate control)

[bkargus@centuryfence.com](mailto:bkargus@centuryfence.com)

651.464.7373 or 952.913.4948



# FIRE EXTINGUISHERS/DEFIBRILLATORS

## Overview

### Fire Extinguishers

Fire extinguishers are located in the following locations and are inspected monthly by a CSO to ensure proper levels (\*HR inspects these). Refills and annual inspections are made through Brothers Fire & Security.

<b>Lower Level (5)</b>	Garage – Northeast corner
	Garage – Southwest corner
	Elevator Sump (A005)
	Gun Cleaning Room (A010)
	Corridor outside Evidence Room (A011)

<b>Police (14)</b>	Sally Port (A132)
	Clerical area by mailboxes (A112)
	Electrical (A122)
	Janitorial Closet (A123)
	Police Lobby (A111) (in cabinet)
	Kitchenette (A109)
	Mens Locker Room (A124D)
	Womens Locker Room (A125D)
	Hallway by Sergeant Office (A146)
	Police Lunchroom (A159)
	SWAT Garage (A155)
	Evidence Garage (A156)
	Police Station Penthouse*

<b>City Hall (10)</b>	Janitorial Closet (B143)
	Media Control Room (B144)*
	Server Room (B149)*
	Mechanical Equipment Room (B152)
	Mechanical Corridor
	City Hall Lunchroom (B136)
	CD Garage (B153)
	Lobby (B103) (in cabinet by vestibule)
	Copy Room (B106)
	City Hall Penthouse*

### Defibrillator/AED

A defibrillator/AED is available in the hallway near the kitchenette (next to water fountain) and is inspected monthly by a CSO. Replacement batteries are ordered by the police chief. When the battery is low, the defibrillator/AED will begin to beep intermittently. When this happens, notify the police chief to have a new battery ordered and installed. The cabinet also sounds when its battery is low (requires a 9-volt battery).

## Contact

### City Clerk

763.531.5114

### Police Chief – Defibrillator/AED

763.398.1203

## Vendor

### Brothers Fire & Security

763.441.2290

## FITNESS ROOM

### Overview

Fitness equipment is available for use by all regular full-time and regular part-time staff and those approved by the city manager. Refer to the Fitness Room Use Policy for guidelines.

Notify human resources to report any equipment repair or supplies issues.

### Contact

#### **HR Specialist**

763.531.5111

#### **Human Resources Director**

763.531.5115

### Vendor

#### **Life Fitness**

800.735.3867

Carol Grahl, commercial sales, 952.687.7627

14150 Sunfish Lake Blvd NW, Ramsey, MN



# FLAG POLE

## Overview

There are three flag poles in front of the building (one by the police station entrance and two by the city hall entrance).

The city follows the orders issued by the governor regarding placing flags at half-staff. Emails are sent to the city clerk and administrative specialist. The contract manager will raise and lower the city hall flag. To lower flag, be sure to follow the instructions on the orange card that is attached to the handle (before inserting the handle to the flag pole, use the key to open the door to ensure the cable is properly wrapping on the spool). Failure to do so could cause the cable to tangle and damage the mechanism.

Notify city clerk when a flag needs replacement; used flags are disposed of by the American Legion or VFW.

## Contact

### City Clerk

763.531.5114

### Administrative Specialist – City Manager

763.531.5123

## Vendor

### Peterson Companies

651-257-6864 – main

Petersoncompanies.net

Nate Schwaab, site amenities division

651-257-0351

Kevin Krogness, general superintendent

651-252-8051

kkrogness@petersoncompanies.net

## FLOOR MATS

### Overview

Cintas provides floor mat service for both city hall and the police station. Frequency of mat changes, and number of mats changes based on season (every two weeks in winter and four in summer). If a need is identified for an additional mat, please contact the city manager administrative specialist.

### Contact

#### **Administrative Specialist – City Manager**

763.531.5123

### Vendor

#### **Cintas Corporation**

Tom, Service Sales Representative

612.521.4771 direct

612.328.7102 cell

## FURNITURE

### Overview

The majority of furniture for the facility was purchased in June of 2019. Refer to list below (includes warranty info). Notify the city clerk if you are experiencing an issue with any furniture.

Area	Type	Warranty	Vendor
Lobby furniture	Hon Grove	12 yrs (5 yrs on fabric)	Innovative Office Solutions
Police squad room	Hon Ignition HIGS6 with ReActiv plastic back	12 yrs (5 yrs on fabric)	Innovative Office Solutions
Desk chairs – patrol	Hon solve task chair with ReActiv plastic back	12 yrs (5 yrs on fabric)	Innovative Office Solutions
Desk chairs – sergeants and captains	Celle	12	Intereum
Desk chairs – city hall	Nova Sit on it Chairs	5 yrs on fabric, mesh and foam. Mechanisms, etc.: Lifetime for normal wear and tear.	Intereum
Desks/sit-stand	Herman Miller Canvas	The base is 5 years, all other Herman Miller product is 12 years	Intereum
Lunchroom city hall – tables and chairs	HM Caper stools and chairs	12	Intereum
Guest chairs in offices Audience chairs in chambers Chairs in Civic Center Room	Focus Sit on it Chairs	5 yrs on fabric, mesh and foam. Mechanisms, etc.: Lifetime for normal wear and tear.	Intereum
Conf rooms (Northwood, Liberty, Victory)	Nova Sit on it Chairs	5 yrs on fabric, mesh and foam. Mechanisms, etc.: Lifetime for normal wear and tear.	Intereum
Quiet Rooms	Recliners	5 yrs on mechanisms; Lifetime limited on frame	Slumberland

### Contact

#### City Clerk

763.531.5114

#### Administrative Specialist – City Manager

763.531.5123

### Vendor

#### Intereum, 9800 8th Avenue North (Plymouth)

Patty Scheveck, sales, 763.238.4922

Main: 763.417.3300

#### Innovative Office Solutions

Eric Okerson, sales, 651.486.1246

Main: 952.808.9900

## GARAGE DOORS

### Overview

The garage doors and openers were installed and maintained by Star Equipment. The eight doors are inspected and lubricated twice a year by Star Equipment (service agreement). The batteries for the three Rytec brand doors can only be purchased through Star Equipment – they will order and bill the city (battery life is 2-3 years). The city will order the batteries (lithium AA) from Amazon for the other garage doors and Star Equipment will check voltage of all batteries. The city is billed for service calls.

The community development garages operate via a remote garage door opener or manual control inside the garage.

The doors for the underground police garage are opened via a long-range reader with vehicle-mounted access cards provided by Brothers Fire & Security. The doors can also be manually controlled from inside the garage.

The sally port is controlled by an access reader installed by Brothers Fire & Safety and controlled by S2. Exit is via an in-floor sensor loop. These doors can also be manually controlled from inside the garage.

The SWAT and evidence garage doors are manually controlled from inside the garage. The garage door in the SWAT garage is adjusted at a slant to meet the uneven slope of the concrete pad. The door opener may make an unusual sound due to the heat and expansion. If door fails to close properly, hold the close button for 5+ seconds to bypass the safety and force closure.

Notify the city clerk or human resources director if you experience problems with a garage door.

Rytec brand – high speed					
Description	Location	Size (width x height)	Qty doors	Battery Type	Battery Replaced
Sally port	Doors 5 and 6 (Rytec)	19'2" x 13'2"	2	Part # Rytec 00111193	August 2023*
Squad ramp	Rytec brand	18' x 10'4"	1	Part # Rytec 00111193	August 2023*
*will check voltage on batteries when perform preventative maintenance and replace batteries if needed (prev maint. Performed 10/16/24; voltage above 3.4).					
Five-panel doors					
Description	Location	Size	Qty doors	Battery Type	Battery Replaced
Inspections B153	Doors 15 and 16 (Wayne Delton brand)	16'2" x 9'7"	2	Not applicable	Not applicable
Swat A155	Door 11 (Cornell)	16'6" x 14'9"	1	RB3G ER14505 3.6V (Lithium AA)	Sept. 2024 (2 batteries total)
Evidence A156	Doors 9 and 10 (Cornell)	16'6" x 10'2" and 12'6" x 10'2"	1 1	RB3G ER14505 3.6V (Lithium AA)	Sept 2024 2 batteries/door (4 batteries total)

### Contact

#### City Clerk

763.531.5114

#### Human Resources Director

763.531.5115

### Vendor

#### Brothers Fire & Security

763.441.2290

#### Star Equipment

TJ Skinner (TJ.skinner@minercorp.com)

763.656.8839 work cell

Christine Jahn, PM Coordinator

763.489.7210

# HEATING & COOLING SYSTEMS

## Overview

The HVAC system was installed by Bauernfeind & Goedtel (B&G). HVAC training was provided by Faribo Plumbing (they provide warranty but do not conduct preventative maintenance during warranty period). Ongoing maintenance will be performed by Northland Mechanical (quarterly filter service, annual belt service, annual condenser coil cleaning, boiler maintenance, and annual backflow valve testing).

First point of contact if HVAC fails is the HR specialist at 763.531.5111.

Any temperature adjustments should be requested through HR.

### CO Sensor location(s):

Police station – underground garage – 4

Police station – evidence garage – 1

Police station - sally port – 1

City hall – comm development garage – 1

### NO Sensor location(s):

SWAT garage - 1

## Contact

### **HR Specialist**

763.531.5111

## Vendor

### **Northland Mechanical (maintenance contract)**

763.544.5100, [service@northland-mn.com](mailto:service@northland-mn.com)

Jim Laberda, Account Manager

763.252.5241 (office), 612.369.0173 (cell) or [Jim.Laberda@northland-mn.com](mailto:Jim.Laberda@northland-mn.com)

### **St. Cloud Refrigeration (SCR)**

320.251.6861, Office

Shane Vossen, 763.744.6505, [shane.vossen@scr-mn.com](mailto:shane.vossen@scr-mn.com)

Jeff Hanson, 507.951.4366, [jeff.hanson@scr-mn.com](mailto:jeff.hanson@scr-mn.com)

### **Theron Kruger, project manager, Bauernfeind & Goedtel (B&G)**

507.333.1167, [theron.kruger@bgcompanies.com](mailto:theron.kruger@bgcompanies.com)

### **Faribo Plumbing (Skip or Nick Schwartz)**

507.334.6409

[skip@fariboplumbing.com](mailto:skip@fariboplumbing.com) or [nick@fariboplumbing.com](mailto:nick@fariboplumbing.com)

# IRRIGATION SYSTEM

## Overview

There is an irrigation system along the east and west side of Xylon Avenue, city hall grounds, north side of parking lot, and the performance center grounds. The control panel is located in the mechanical room of city hall.

Note: The irrigation system control for the aquatic park is located in the pool's mechanical building.

In 2019, the city contracted with Precise Irrigation (a subcontractor of KenLawn) for winterizing the system.

As-built plans for the irrigation system are in Laserfiche under Contracts/Facility/City Hall.

## Contact

**Contract Manager/Forester**

763.531.6763

## Vendor

**Precise Irrigation**

Jeff Korba

651.398.6470



# JANITORIAL SERVICE

## Overview

The city contracts with ServiceMaster for janitorial services at public works, city hall and police station. Employees must pass background investigations by the Minnesota BCA. Persons with security training level 2 can be in the police station unescorted. Authorized ServiceMaster employees should be wearing city-issued badges.

- Daily cleaning is performed five days a week and includes spot cleaning exposed desk tops, clean and sanitize drinking fountains, spot clean reception lobby and entrance door glass, dust mop or vacuum hard surface floors/mop as needed, vacuum carpeted floors in traffic lanes, spot clean spills and stains on carpeted and resilient floors.
- Weekly cleaning includes dusting all exposed furniture including counters, desks and tables, dust exposed filing cabinets, bookcases and shelves, low dust all horizontal surfaces to hand height (70") including sills, ledges, moldings, shelves, picture frames; damp mop hard surface floors in their entirety.
- Monthly cleaning includes sanitizing telephone handsets, high dusting (above hand height up to nine feet), and thorough vacuuming (vacuuming will occur around the 15th of each month).
- Quarterly cleaning includes the interior glass (glass in partitions and doors except cubicles).
- As needed includes jail (upon request).

Trash is emptied by the janitorial service in central areas. Employees must empty their own trash and recycling into the large bins in central locations. Refer to "Refuse/Recycling" page for info on centralized collection locations and exterior trash receptacles.

Carpet cleaning, window washing, vacuuming furniture, spot cleaning furniture, or dusting of blinds will be performed under a separate contract either by ServiceMaster or another vendor.

Notify the city clerk of any cleaning issues. A log book is maintained in the janitorial closets (A123 and B143). Contact the contract manager for supplies-related issues.

## Contacts

### Public Works Contract Manager

763.592.6763

## Vendor

### ServiceMaster

Chris Peterson

Vice President

ServiceMaster Commercial Systems

[cpeterson@servicemastercorp.com](mailto:cpeterson@servicemastercorp.com)

952.881.5226

Jeff Mein, Account Representative

ServiceMaster Commercial Systems

[jmein@servicemastercorp.com](mailto:jmein@servicemastercorp.com)

24 Hour Emergency Response

Phone: 952.881.5226

Fax: 952.881.2056

Cell: 612.221.6819

[smcommercialsystems.com](http://smcommercialsystems.com)

## KEYS (FURNITURE AND ROOM KEYS)

### Overview

The HR Specialist maintains a list of keys issued to employees for furniture and offices. Duplicate keys are stored in key boxes. Also refer to "Building Access/Doors/Badge Access".

### Contact

#### HR Specialist

763.531.5111

### Vendor

#### Twin City Hardware

Dylan Tarbert

763.762.4893 office

763.535.4660 main

[dtarbert@tchco.com](mailto:dtarbert@tchco.com)

#### Allegion (lock manufacturer rep)

Dan Johnson, Distributor Sales Consultant

612.418.5466

## KITCHEN APPLIANCES

### Overview

The majority of appliances (refrigerators, ice maker, microwaves) in the city hall kitchen, police station kitchen, and kitchenette were purchased from Warner Stellan in June 2019. The Fisher & Paykel ovens were purchased from Appliance Smart in August 2019. The commercial coffee machine was purchased online. The Kuerig coffee maker was purchased in 2021. Manuals are stored in a kitchen drawer. All equipment issues should be reported to the city clerk.

The candy machine and pop cooler in the city hall lunchroom are maintained/filled by a member of the employee club. Problems should be reported to the contact person that is listed on the machine.

### Contacts

#### **City Clerk - Appliances**

763.531.5114

### Vendor

#### **Warner Stellan**

763.551.0888

#### **M.A.K. DADDY Professional Services, Inc. – Oven Installation**

Kurt Dallmann

612.709.1839

## KITCHENETTE

### Overview

Any staff can use the kitchenette for meetings, etc. The room has a sink, refrigerator/freezer, large coffee pot and an ice making machine.

A card reader device was added to this room in 2021. Directors' keys also open the room, and a key is also kept at the front desk and can be checked out (ie for a special event). After a meeting, put the trash container in the hallway for janitorial attention. If the floor needs cleaning, leave a note in the log book in janitorial room (B143) and leave the room unlocked.

(See the "Kitchen Appliances" section for maintenance details)

### Contact

#### **City Clerk**

763.531.5114

#### **Administrative Specialist – City Manager**

763.531.5123



# LIGHTING

## Overview

### Interior:

Lighting for common areas is networked and controlled through software. Lighting for individual offices and rooms is controlled by the switch located in the respective room. Lighting may be adjustable. Contact HR for further information.

City hall lobby lighting is on 24 hours a day.

Common area lighting is controlled via programming and can only be turned off via breaker switches.

### Exterior:

Extra relays are on hand for the LED lights in the pergolas along Xylon Avenue. The relays are stored in the cabinet labeled “Building Supplies” located above the hallway sink near room B116. Killmer Electric is the vendor.

Parking lot lighting and exterior building lights are controlled by a sensor and circuit breakers are located in the city hall IT office (B119). The south parking lot lighting was installed by Klein Electric and the warranty period started June 24, 2019. The warranty is one year for labor and five years for certain parts.

Note: Civic Center Park trail lights and aquatics center parking lot lights are not part of the city hall system.

## Contact

### **HR Specialist/IT Coordinator**

763.531.5111

### **Human Resources Director**

763.531.5115

## Vendor

### **TouchPoint Logic**

Lead Tech: Mitchel Plaisted

952.401.9354

## TVs/CABLE

### Overview

The following is a list of viewing screens, locations and inputs located throughout the building. Remotes are scattered through the building and typically any X brand remote will work with X brand screen. If the room has an AV controller then **NO** buttons on the screen should be pushed, as you run the risk of conflicting with the programming.

Location	Input(s)
A102 - Police Chief's Office	Comcast, presentation input
A107 - Police Conference Room	Room a/v system computer, presentation input
A110 - Police Clerk Work Area (2)	HDMI port on wall
A111 - Police Lobby	Carousel via Apple TV
A118 - Fitness Room	Comcast
A127 - Squad Room	Comcast, room a/v system computer, presentation input
A143 - Case Management Room	Presentation input
A149 - Police Officer Work Area	HDMI ports on wall
A159 - Police Breakroom	Comcast
B101 - Northwood Room	Room a/v system computer, presentation input
B102 - Council Chambers	Room a/v system computer, presentation input
B103 - City Hall Lobby	Outside Council Chambers East: Carousel via Apple TV Outside Council Chambers West: Carousel via Apple TV, Comcast Outside Victory: Carousel via Apple TV Outside Liberty: Carousel via Apple TV
B105 - Civic Center Conference Room	Room a/v system computer, presentation input
B109 - Liberty Conference Room	Presentation input
B110 - Victory Conference Room	Presentation input
B111A - Parks & Recreation Counter	TV inputs
B111B - Community Development Counter	TV inputs
B122 - Manager's Conference Room	Room a/v system computer, presentation input
B136 - City Hall Breakroom	Comcast

### Contact

#### HR Specialist/IT Coordinator

763.531.5111

#### Human Resources Director

763.531.5115

### Vendor

#### Technology – Video Services Inc. (VSI)

507.625.1650

# NATURAL GAS

## Overview

Natural Gas service to the building is provided by CenterPoint Energy.

### Gas Leak

If there is an obvious leak or gas odor is significant, evacuate the building and call 911 for emergency service response.

### Main Gas Line Shut-Off

The main shut off valve is on the south side of building (by door 14).

### Gas Grill Connection

Gas connections are located by the grills on each of the patios (outside the city hall and police station breakrooms). The gas valve should be shut off after each use of the grill.

## Contact

### City Clerk

763.531.5114

### Administrative Specialist – City Manager

763.531.5123

## Vendor

### Centerpoint Energy, Emergency Service (Gas Leaks)

612.321.5455

### Centerpoint Energy, Regular Service

612.372.4720

## PEST CONTROL

### Overview

The city of New Hope has a service agreement with Plunketts Pest Control for city hall. As part of this contract, an exterminator visits the facility monthly, checking traps and bait stations and emptying/maintaining as necessary.

If service is needed between scheduled visits, notify the city clerk or administrative specialist.

### Contact

#### **City Clerk**

763.531.5114

#### **Administrative Specialist – City Manager**

763.531.5123

### Vendor

#### **Plunkett's Pest Control**

763.571.7100



# PLUMBING/EYEWASH STATION

## Overview

Contact the city clerk if a plumbing issue arises. Some work can be handled in-house (clogged drains or new faucet installation). If a plumber is needed, Northland Mechanical will be contacted.

Jail cell toilets have shut-offs and reset buttons inside the closet adjacent to each cell. Try the reset button before calling a plumber for a malfunctioning toilet.

Water temperature for faucets in restrooms can be adjusted (see city clerk – note: turn to right for cold; left for hot).

Faucets have sensors (require four AA batteries) and require use of 7/64 Allen wrench to change batteries.

Eye wash stations are to be tested weekly by a CSO. Notify the human resources director if there is a malfunction. The locations of the eye wash station are:

### Police Station

Janitorial /Eye Wash Facility (A123)

Sally port (A132)

Evidence Property Storage Garage (A156A)

### City Hall

Janitorial /Eye Wash Facility (B143)

Mechanical room (B152)

Two sump pumps are located in the lower level Sump/Storage (A002) and Elevator Sump (A005). If a pump stops working, an alarm will sound alerting staff to notify public works.

## Contact

### **City Clerk - Plumbing**

763.531.5114

### **Human Resources Director – Eye Wash Stations**

763.531.5115

## Vendor

### **Northland Mechanical**

763.544.5100

## REFUSE/RECYCLING

### Workspace Trash

Each employee is responsible for emptying the trash and recycling at their individual workspaces (office or cubicles) into one of the centralized trash and recycling container collection sites.

### Centralized Collection Containers

The cleaners will empty the centralized containers, trash containers in public areas and high-traffic areas, including:

- Area near each copy machine (three)
- Restrooms (staff and public)
- City hall and police station breakrooms (note: receptacles enclosed in a pull out drawer)
- Locker rooms (fitness room and police station)
- Large conference rooms
- Council chambers
- Squad room
- Patrol work station area
- Police lower level by elevator
- Lobbies
- Exterior of both front entrances and outside Police door #7
- Exterior of city hall door #1 (weekly)

Cleaners are scheduled, and trash will be emptied, five days a week.

### Trash & Recycling Dumpster

Both the trash and recycling dumpsters are located behind city hall near door 14. Trash collection days are Monday, Wednesday, and Friday, and the recycling collection day is Thursday. The dumpsters are shared with West Metro Fire-Rescue Station #3.

If you notice an issue with the trash or recycling (receptacles, pick-up, etc.) please notify the city clerk or city manager administrative specialist.

### Contact

#### City Clerk

763.531.5114

#### Administrative Specialist – City Manager

763.531.5123

### Vendor

#### Tim Pratt, Recycling/Support Service Manager - HRG

763.493.8120

## Roof

The warranty for the roof is through North Tech Construction (20-year warranty; no dollar limit). In the past the city utilized roof repair services by Central Roofing. Any roof leaks should be reported to the city clerk.

### Contact

#### City Clerk

763.531.5114

### Vendor

#### Bill Jetton

#### North Tech Construction (warranty work)

651.462.3377

#### Central Roofing

763.572.0660

# SIDEWALK HEATING

## Overview

### **Sidewalks in front of city hall and police station**

The concrete sidewalks between both entrances and the parking lot are heated. The sidewalk connecting the two buildings is not heated. The sidewalk between the two buildings is not shoveled during winter months. For safety reasons visitors are encouraged to directly enter the building at either the City Hall main entrance or the Police Station main entrance.

The control panel for the heated sidewalk is located in the small copy room (B109). The thermostat will automatically turn on in late fall when temperature drops and will remain on through winter then deactivate in the spring. The city hall pump is located in the ceiling of the small copy room, the police station pump is located in the police garage near the NW corner (the pumps are Bell and Gossett and the local rep is Mulcahy Company). The pumps should only run when the outside air temperature is below 40° F and there is snow/moisture on the sensor which is embedded in the city hall sidewalk.

Extra wires for the snow melt controller are stored in the cabinet labeled “Building Supplies” located above the hallway sink near room B116.

## Contact

### **City Clerk**

763.531.5114

### **Administrative Specialist – City Manager**

763.531.5123

## Vendor

### **Scott Vossen**

763.464.7465

[scottv@controlssolutions.com](mailto:scottv@controlssolutions.com)

For valve issues:

### **Faribo Plumbing**

Skip or Nick Schwartz

507.334.6409

[skip@fariboplumbing.com](mailto:skip@fariboplumbing.com) or [nick@fariboplumbing.com](mailto:nick@fariboplumbing.com)



## TELEPHONES/PAGING/RADIO REPEATERS

### Overview

The city uses a Cisco IP telephony system. Calls can be answered on a networked phone or through Webex. Instant messaging can be performed through Microsoft Teams. Voicemail recordings are sent to email.

Any questions should be directed to the HR specialist.

### Overhead Paging

Overhead paging is available throughout city hall and the police station. To page, dial the following from any desk phone located within the facility:

#800	City Hall and Police Station
#801	Police Station Only
#802	City Hall Only

### Cell Phones / Radio Repeaters

Antennas are located throughout city hall and the police station to ensure reception throughout the building for cell phones and police radios. All State Communications is the vendor that installed the system.

### Contact

#### HR Specialist/IT Coordinator

763.531.5111

#### Human Resources Director

763.531.5115

### Vendor

#### LOGIS

763.543.2662 (help desk)

#### Mobili-fi (radio repeaters)

Andrew Masur

952.210.9575