

## **Director Schedule and Instructions for Gate Battery Checks**

### **I will program the phone voice mail with the following gate information:**

January – February	Doris Miller (James Sholl alternate)	gate calls and maintenance checks
March – April	James Sholl (Angela Johnson alternate)	gate calls and maintenance checks
May – June	Angela Johnson (Joshua Clark alternate)	gate calls and maintenance checks
July – August	Joshua Clark (Doris Miller alternate)	gate calls and maintenance checks
September – October	Doris Miller (Lynn Kissel alternate)	gate calls and maintenance checks
November – December	Lynn Kissel (James Sholl alternate)	gate calls and maintenance checks

Director Doris Miller: (530) 677-7279

Director James Sholl: (530) 676-4607

Director Angela Johnson: (530) 676-8601

Director Joshua Clark: (916) 995-6966

Director Lynn Kissel: (530) 672-1282

General Manager Karen Moonitz Office: (530) 677-5889 or home: (530) 676-9136

### **To Check Battery at Gates:**

**Arrange to do this with the alternate Director:** Check them every rotation (every other month). To check batteries at each site, you will need to shut the power off to both gates at the breaker panel, do this one at a time. Wait one to two minutes and the gate should open. If they open, turn the power back on. This means the batteries are fine. Before you leave re-cycle the entrance gate by clicking the gate open to make sure it's functioning correctly, do this a couple of times. For exit, watch to be sure it opens for a resident. **If the gates do not open** when you shut the power off, the battery may be dead or there is another problem. **Make sure you turn the power back on before you leave and report this to the General Manager and call Andrey Zhdanov (916) 307-3438.**

### **Other Things to Check Every Rotation:**

1. Check bearings (they should be greased every 6 months).
2. Check loops: if you see wire showing, call General Manager who will schedule maintenance.
3. Check eye: It should be facing the reflector and show a blue light when clear or red light if you step in front of it or there is some other obstruction.
4. Check motor housing for cracks or bolts or other parts missing.
5. Clean 3 camera lenses at each gate and sweep away the spider webs. Please clean carefully as to not change the camera position. Also, watch for Black Widows!
6. Check to make sure the CECSO padlock is daisy chained to the locks on the Flying C cul-de-sac.