

UNIT 380 Operations Manual

This manual is intended to address all aspects of operations at the Belton Bridge Center, 1214 E. Madrid, Las Cruces, NM. Please contact Dave Gose for corrections and additions.

Contents

Unit Governance	1
Sunday Games	2
Holiday Party	3
Renting the Bridge Center	3
Bridge Center Cleaning	3
Supplies	4
Board Meetings	4
Committee Chairs	4
Financial Review	4
Electronic Contact	4
Web Site	4
Member Directory	4
Directing Games	5
Computer Operations	5
Game Set-up and Operation	7
Tournaments	7
Internet Links	9
Director's Test	9
Qualified Directors	10
Sunday Bridge Players	10
Maintenance	10
Rental	12
Historic Table Count	13

Unit Governance as of 4/2017

<u>Office</u>	<u>Name</u>	<u>Year first elected to the board</u>
President	Norman Duttweiler	
Vice President	John Randal	2017
Secretary	Allison Mann	
Treasurer	Robert Francis	2014
Board of Directors Member	Linda Randal	2017
Board of Directors Member	Julie Reisner	2017
Past President	David Gose	
Membership Chair	John Randal	
Electronic Contact	Linda I Spengler	
Computer Systems Manager	Linda I Spengler	
Disciplinary Chair	Billie A Edington	
Recorder	Barbara Houseknecht	
Business Manager	Barbara Houseknecht	

Tournament Coordinator	Evelyn G Colson
Publicity Chair	Linda I Spengler
Hospitality Chair	Norman Duttweiler
IN Coordinator	Norman Duttweiler
Election Contact	Barbara Houseknecht
Charity Chair	Jean Wiberg
Education Liaison	John Randal
NAOP Coordinator	Linda I Spengler
GNT Coordinator	Linda I Spengler
STAC Coordinator	Linda I Spengler

Non-ACBL required positions:

Nominating Committee	Barbara Houseknecht, Susan Elkin, Julie Reiser
Sunday Game Partnerships	Susan Michelson
Bridge Center Directory Editor	Marilyn Thomas
Unit 380 Web Master	Bob Kimball
Square Dancers Coordinator	Evelyn Coleson
Maintenance Personnel	Larry Gioannini, David Gose
Grounds Chair	Robert Francis
Memorial Fund Chair	Allison Mann
Operations Manual Editor	David Gose

Immediately after board elections, an updated ACBL positions list must be submitted to the ACBL at <https://web3.acbl.org/myacbl/user/unit-officer/election>. This also includes financial info, etc.

Sunday Games

Sunday games are an important source of income for the Unit. They normally occur on the second and fourth Sunday of each month. Evelyn Coleson currently schedules all Sunday games. The Sunday Game Partnership person should post a sign up sheet at least ten days before the game. Game owners should be reminded to announce the Sunday Games the entire week of the game. Each board member is responsible for promoting the game and should encourage attendance. The Sunday Game Partnership person is responsible for assuring that there is a volunteer for snacks and a game director. Directors serve at the pleasure of the board. Currently, Linda Spengler directs the first game and the Randal's the second game, although they may trade off. Directors are paid \$40 per game; \$35 if they play. Directors are responsible for table placement, including all table items required to play bridge, pre-dealt hands (when required), collecting game fees and directing the game. They are also responsible for collecting pencils and boards after the game. Game fees due the unit should be given to a board member.

Board members are responsible for both refreshment set up and clean up (including sweeping). The designated board member should arrive by 11:30 to set up for the game. Set out coffee, tea and lemonade. Board members are also responsible for sweeping and clean up. A sign-up sheet should be posted with a space for both the snack supplier and the clean-up person.

Coffee, tea and lemonade are brewed as follows:

Coffee - One full Styrofoam cup/pot; 2 pot regular, ½ pot decaf. Use the reverse osmosis water.

Lemonade - One full Styrofoam cup in yellow pitcher.

Tea - Two rounded (NOT heaping) tablespoonfuls in other pitcher.

Holiday Party

The Holiday Party is normally held on the second Saturday of December. The date and the names of new directors should be announced at least one month prior to the party. A food committee should be appointed to oversee food availability. The unit generally provides free food (which may be augmented with covered dish side dishes) for all members and their spouses/dates. The replacements for the outgoing board of directors are elected at this meeting and there is a game afterwards. Arrangements for directing and cleanup are similar to the Sunday games.

Renting the Bridge Center

The BBC may be rented for a fee of \$125 and the floor must be left in the condition in which the renter received it. The square dancers have a special rate of \$60 per night. The board president should be contacted to arrange renting. All rental charges must have a 8.3125% gross receipts tax added to the bill.

Circle 8 square dancers normally dance on the first and third Sundays of the week and start in the late afternoons. Contact Tom (932-9867) or Barbara (636-4511) Sallach.

Crossfires square dancers dance on the first Saturday of the month. Contact Susan or Bob Raby (524-2471).

He Las Cruces Stamp Club uses the BBC on the first Thursday of each month from 6:30 to 8:30. Contact Dick Hiss (571-0635).

Bridge Center Cleaning

All users are responsible for the general clean up of the BBC. It should be left as least as clean as found. The following, in particular, should be done:

1. Clean all food tables and the microwave. **Wash all surfaces with vinegar to deter ants.**
2. Wash and put away all dirty dishes.
3. Make sure that the ice machine is working (contact a maintenance person if there is a maintenance problem).
4. Empty all waste baskets. But trash in the outside trash container.
5. Clean the floors and rugs as required.
6. Leave the restroom doors open.
7. Turn off all lights, including restrooms.
8. **Verify both front and rear doors are closed and latched.**

A cleaning person comes to clean the center weekly. Barbara Houseknecht is currently our go-between with her. Vicky normally cleans on Thursdays. Her phone number is _____

Supplies

Barbara Houseknecht currently purchases bridge supplies.

Billie Edgington currently purchases cleaning supplies.

Evelyn Colson currently purchases eating supplies.

Larry Gioannini currently purchases cold drinks.

Board Meetings

The Board of Directors is required to meet a minimum of five times per year. Elections are held as a part on the Holiday Party and new board members take office on January first.

Historically, the board also meets informally after the holiday party (when the new board members are elected) to vote on new officers. This is necessary because the new bridge directory come out the first of the year.

Duties and obligations of the unit board of directors

In addition to those responsibilities as stated in the Unit 380 bylaws (see the bylaws posted on the unit website), each board member is expected to support unit functions, including:

1. Attend the holiday party.
2. Perform duties as specified in the Unit 380 Bylaws (see the unit website).
3. Volunteering for the setup and cleanup of the bridge center in support of the unit (Sunday) bridge games on a timely basis.
4. Set an example for the other unit members by volunteering for any unit work sessions where reasonable.

Committee Chairs

Committee Chairs are appointed by the incoming Board Chair at the beginning of each calendar year.

Financial Review

A compilation of the years' financials should be conducted by an independent entity in conjunction with income tax preparation.

Electronic Contact

Receives email information from ACBL regarding rules, regulations, and current activities as deemed necessary by the ACBL. The Electronic Contact is the only person that receives the semi-annual QUIP Report, listing the ratings of how well the unit is doing, both nationally and regionally, in several important membership categories.

Web Site

For operating instructions, see: <http://lajollabridge.com/Articles/BridgeResultsIntro.htm>
All changes to the Unit 380 web site require permission from the Webmaster. To forward information to be presented on the web site, always send the document in PDF format (look under File in the editor).

Belton Bridge Center Member Directory

- 1) Member names are added to the back of each directory and they are distributed at the bridge center, 1 directory per household.
- 2) Extra directories are available to members for \$1.00.

For 2013 and 2014 printing of 175 directories has been done at Del Valle Design & Imaging. A PDF file has been forwarded to them and they have done some tweaking prior to printing, due to my lack of graphics expertise. Tweaking is as follows:

- 1) Added color to front cover and reversed print from black to white as necessary; they have suggested bringing in a paint chip with the desired color as color varies from their monitor to yours
- 2) Changed color on birthday graphics to black and white so don't pay for more color

Directory setup and editing is as follows:

- 1) Pages are set up with two columns in landscape mode.
- 2) Del Valle has asked for page numbers on each page. When adding and removing members from the directory it is easiest to delete page numbers and then re-add when all changes are complete.
- 3) Tabs are used extensively, with the auto ?ll function used for many.
- 4) The birthdays are set up in tables, the graphics for these pages are set up to stay in place rather than float.
- 5) Currently edited in Apple Pages, previously edited in Microsoft word. The current directory can be exported to plain text, PDF, Word or ePub files.

Identifying updates:

- 1) The directory change log is set out in the Oct. time frame and a quote for printing obtained.
- 2) Barb Houseknecht updates a copy during the year and has checked the ACBL database to delete anyone who has not played in the last year.
- 3) In late Nov. or early Dec. a printed copy of the new directory is set out for final approval.
- 4) The membership votes for the board at the Xmas party. The last few years the new board has had a short meeting immediately after the party to finalize positions on the board. Ask that they do this. Bylaws state that they cannot do business until the next year but the board has agreed that deciding positions is not a violation.
- 5) Shortly after the Xmas party the PDF file is forwarded for proofing and publishing.

Directing Games

When directing games, current versions of both the “ACBL Laws” and “Duplicate Decisions” should be available and are in our library. New directors, in particular, should consult them frequently. Decisions should be presented pleasantly and the relevant law stated. Other directors and players may be consulted. Decisions are often delayed until the hand is played. After directing a game, please make an effort to consult other directors if you are in doubt as to the quality of any call. The Bridge Bulletin column “Ruling the Game” always has interesting discussions on rulings. Please read “The ACBL Club Director’s Handbook” (in our library if you have any questions. Remember that, as with any new endeavor, your directing skills will improve with practice.

Computer Operation

The Computer Systems Manager is in charge of all computer operations, including the main (scoring) computer, the clock computer, the remote scorers and the dealing machine. All changes to the BBC computer programs require permission from the Computer Systems Manager. http://www.acbl.org/clubs_page/acblscore

At the end of the month, after all the director's have sent in their monthly report, The Computer Systems Manager prepares the ACBLscore program for the following month. This consists of backing up the current data base and that month's game files: Located in ACBLscore on the main task bar under Utilities. After those have been backed up on a flash drive (located in the small clear plastic box on top shelf of the director's bookcase), The Electronic Contact “prepares the program for the next month”. This is located under Data Base on the main task bar - then under Maintenance, prepare for the next month. At the end of

December, The Electronic Contact prepare the program for the next year. It's basically the same as the monthly preparation, only choose "Year End" under "Data Base" - Maintenance, prepare....."

Dealing Machine, Hand Records, and Website

1. Open Dealmaster Pro.
2. Click on "Create Deals for club/tournament....".
3. Click on Non-Batch Mode.
4. Use Up/Down arrows to choose number of hands to create - then click OK.
5. Choose your Balancing Option, then Choose How Many High Card Points - when both choices are made, click OK.
6. Click Continue
7. In box at top right, type session name (ex: Tuesday), then correct date of game, then click OK
8. Click OK.
9. Type in date of hand records in form MM DD YYYY (ex. 04 05 2016).
10. Click OK - wait until hands finish making.
11. Click OK.
12. Click OK.
13. Printer box shows on screen. If "HP Officejet Pro 8610" appears as default, click OK.
14. Click "Properties".
15. Choose 2-sided printing, click OK.
16. Choose number of copies you wish printed.
17. Choose YES for Print Again.
18. Change default to Cute PDF Writer, then click OK for 1 copy.
19. Highlight Visual FoxPro and change to date in Month/day form (ex: April 5th).
20. No to print again.
21. Close Dealmaster Pro.
22. No to "Do a backup now".

Dealing Machine

1. Open Dealer4.
2. Click on "File" then chose "Load".
3. Find the game you want and highlight and click, then click OK for number of boards to make.
4. Click on "Deal".
5. Load cards in machine (Runs smoother with 2 decks).
6. Insert empty board in order 1 to 36.
7. If machine stops and error message appears on computer screen, fix the problem and then hit continue or deal (depending on problem solution).

Game Set Up and Operation

Click on ACBL Score. Type in the first few digits of the person's last name and all required information will be entered if that person has played here before. Otherwise click Add and fill in the blanks. Click Game; Pick Ups; Sequence By Table Number; Use Remote Server. All unit games are Club Championships. Sunday games are in Barbara Houseknecht's name. Click: 3 Stats; Average Both Players. Obtain the sanction number from the bulletin board in back of the computer and enter.

Remote Scoring Operation

The remote scoring system is manufactured by Bridgemate. We use the Bridgemate II units which are described at Bridgemate.com. Instructions are received via the internet for updating the software and firmware. Firmware refers to the individual scoring modules. To start the remotes, click on Bridgemates, then depress the F11 key. Select Traveler OFF; Show Previous Results OFF and Show Your Own Results OFF. Plug in the power to the Remote Server by the computer, verify all names entered (to enter names w/o ACBL numbers, use the F10 key) and select Start Remote Service. Depress the F11 key and start the Remote Server. If there are errors, such as miss-entered table numbers, that remote server may be replaced with a spare. To correct a score, enter on the computer, w/o the last 0 and using the +/- key to enter the N/S score. The F4 key prints out the next to last round scores; OR prints the final score sheet and LR sends the final scoring to the internet.

Clock Operation

Push the center switch on the front of the computer by the west wall. Use the mouse to start clock program and select time per round .

Scheduling Games

All games must have a sanction number, which must be obtained by the Tournament Coordinator. Most day games may be scheduled on short notice, but Sectionals require at least three months to allow for advertising. Also, Open Sectional Directors may be difficult to find on short notice. The Board Chair is responsible for coordinating the Sunday games dates in advance with the Tournament Coordinator. The Winter Holiday Party/Board Election should be scheduled for the Saturday a week or so before December 25. All games are scheduled through the Electronic Contact, who also receives monthly Club and Unit reports. All tournaments require flyer approval. Copies of the flyer should be sent to Debbie.Vicknair@acbl.org one year (or at the earliest opportunity) in advance of the tournament. The flyer should always include the phone number of the bridge center if played there.

Tournaments

Open Sectional Tournaments

Sectional scheduling (see <http://tournaments.acbl.org/myPortal/>) should always be coordinated with the Director in Charge (DIC), generally Bob Craig. Dates should be scheduled a year in advance, if possible. A Sanction Number should be obtained at that time by the Unit 380 Tournament Coordinator, who may also request a particular director. A tournament flyer (<http://web2.acbl.org/tournaments/tournamentfliers.pdf>) (Linda has been taking care of this chore) must be submitted to the ACBL Tournament Administrator for approval. Volunteers are crucial and should be lined up at an early date. We need to find new volunteers as the old ones are getting over used. Three months before the tournament, place adds in the District 17 Bridge Forum for the two months directly preceding the sectional (Linda has also been taking care of this chore). About three weeks before the tournament, put out sign-up sheets for each event and verify supplies. Obtain permission from the pastor next door to use their parking lot for days they are not having services. There is a sign requesting that patrons of the BBC not park in this area that should be erected by the entrance to the church on church days (Sundays and Wednesdays).

The tournament chair should arrange to meet the DIC for entry into the BBC each morning of the tournament and as required. The BBC must be opened to allow for access for hospitality and clean up.

Supplies - Coffee, iced tea and, lemonade should be served. Three different color pick-up slips and pair entry should be on hand (100 each) as well as convention cards (200) and Swiss team cards (100). Several cases of soft drinks should be available in the refrigerator for sale. These can be purchased on a daily basis depending upon what sells. Snacks should be available as well. The Sunday Swiss team lunch is a major effort and consideration might be given to having it catered. Labels should be made for any sandwiches served. Put out lists of nearby eateries.

Set up - Recently, we have been setting up 26 tables for play. The DIC will decide how many and how they should be arranged. Set up is normally done after bridge the day before the tournament begins.

The Sectional Tournament Chairman verifies that the above requirements have/are being performed and appoints the following positions:

1. Partnerships - coordinates players requiring partners and matches them up with others of a similar skill level.
2. Hospitality - Coordinates snacks and the preparation of the Swiss Team noon luncheon. This job requires quite a bit of work.
3. Caddies - Arranges to provide caddies as required by the DIC.
4. Set up and clean up - There are normally sufficient volunteers directly before and after the tournament for these two chores.

I/N Sectional Tournaments

I/N Sectionals are much smaller than the open sectionals (about a dozen tables) but proceed in the same way with the following exceptions:

1. Linda is currently the only unit director qualified to be the DIC.
2. The Partnerships person typically has much less to do.
3. Hospitality is much smaller.
4. Caddies are not required.
5. The Tournament Chair should plan on assisting the DIC as required during the game and assuring set up and clean up.

Internet Links

Unit 380	www.LasCrucesBridge.com
El Paso Bridge	www.ElPasoBridge.com
ACBL	www.acbl.org , phone 662-253-3100
Special Events	www.specialevents@acbl.org
Tournament Department	www.tournaments.acbl.org
Tournament Sanctions	www.sanctions.acbl.org
Club charity games	www.charity.fdn.@acbl.org
Ruling Questions	www.rulings@acbl.org
Sanction renewal forms	
http://web2.acbl.org/DocumentLibrary/clubs/ClubSanctionRenew08.pdf	
Sanction application instructions	
http://web5.acbl.org/clubs_page/club-administration.club-managers/club-	

sanctionapplication-instruction/

Club sanction change application:

<http://web2.acbl.org/DocumentLibrary/clubs/ClubSanctionChange.pdf>

Tournament Flyer Requirements:

<http://web2.acbl.org/tournaments/tournamentfliers.pdf>

<http://tinyurl.com/ntvowv4>

BridgeMate information:

<http://bridgemate.com>

<http://playbridgedealer4.com/manuals/>

Misc. Computer information:

http://www.acbl.org/clubs_page/acblscore

Unit bylaws:

<http://web2.acbl.org/documentLibrary/units/UDBylaws.pdf>

Website operation

<http://lajollabridge.com/Articles/BridgeResultsIntro.htm>

Misc. club information

<http://web2.acbl.org/handbook/handbook/CHAPTER3615.pdf>

<http://www.acbl.org/helpfuldocuments/>

http://www.acbl.org/clubs_page/club-administration/club-managers/

[acbl-handbook-of-rules-and-regulations/](http://www.acbl.org/handbook-of-rules-and-regulations/)

<https://web3.acbl.org/club-table-count/>

ACBL Bridge Director's Test

The director's test is open to all ACBL members. It costs \$12, is open book, 9 essay, timed and fairly easy and may be given by any accredited director. A passing score is 65%. It covers the "ACBL Laws of Bridge". That book and "Duplicate Decisions" (both should be in our library) should be on hand when taking the test and both should be current as bridge laws can change. Duplicate Decisions essentially tries the present most of the bridge laws in English, instead of Lawyer. You should be familiar with both books prior to taking the test. Most of the test questions are related to common bridge director's calls. Sure to be there are most of the following:

Describe the violation and penalty for the following infractions:

1. Pass out of turn.
2. Bid out of turn.
3. Opening lead out of turn.
4. Lead out of turn.
5. Revoke. When is a revoke established? When should the director be called?
6. Major penalty card.
7. Minor penalty card.
8. Unauthorized Information.

There will be other questions which generally require looking up in the two referenced books.

Also see: <http://tinyurl.com/ntvowv4>

Qualified Unit 380 Directors as of 9/2015

Dave Allen	Evelyn Coleson	Larry Gioannini	Dave Gose
Patsy Hackler	Barbara Houseknecht	Mark Johnson	Myrna Liner
Lonnie Ludeman	Rosalie Nichols	Weeden Nicholes	John Randal Linda Spengler
Lewis Springer	Rob Van Ekeren	Carolyn Wolin	

Unit 380 Sunday Bridge Players as of October, 2015

Allen, Dave	Binning, Dixie	Blackman, Evelyn	
Blair, Gloria	Colson, Evelyn	DeHarpporte, Ron	Denton, Cliff
Eddington, Billie	Escarpita, Hector	Falk, Roy	Francis, Robert
Gilbert, Eddie	Gioannini, Larry	Gose, Dave	Henson, Lou
Hiss, Sandy	Kanning, Karl	Knapp, Peggy	
Liner, James	Liner, Myrna	Josefowski, Carol	
Josefowski, John	Linderman, John	Little, Chris	Little, William
Metheny, Carli	Michelson, Susan	Miles, Sandy	
Nichols Rosalie	Nichols, Weeden	Oats, Susan	O'Leary, Meg
Rettig, Cliff	*Ritters, Paul	Sanchez, June	Schneider, Ellen
Shropshire, Marion	Shropshire, Sharyn	*Soules, Jack	*Soules, Marrie Lee
Spengler, Linda	Stein, Bill	Thomas, Marilyn	Thomason, Clay
Waller, Peg	Wiberg, Jean	Williams, Gary	Wolfe, Susan
Zucconi, Herald			

*Often unable to attend weekday games.

Maintenance

Before performing any maintenance that will affect the usage of the bridge center for any extended period of time, be sure to check with the various square dance groups to be sure that they are not unduly impacted. This is particularly true on Sunday afternoon and nights.

Manuals - All maintenance manuals should be located in accordion folder in the lower right-hand shelf of the large "Babe Shropshire" memorial cabinet behind the computer.

Keys - The key to the Refrigeration/Heating room is located to the left of the door to the store room. Spare exterior keys are in the far drawer in the storeroom.

Tools - Most tools and spare parts (such as screws) are in the storeroom in the two drawers and plastic box to the right of the drawers. A carpenter's saw is located behind the chairs on the south wall. Spare light bulbs are on the shelves. Spare 4 foot LED (fluorescent replacement) tubes are in the box at the far end. Paint is stored on the floor in the NW corner. Some heating/cooling tools are stored in the furnace room.

Lighting

In September, 2017, all of the four foot fluorescent tubes were replaced with 6500 degree wavelength LED's (Philips T-12, bar code 0 46677 46871 2, purchased at Home Depot). There are 16 T-8 U-bent tubes and two eight foot, single ended tubes remaining to be replaced when their price comes down.

Painting

The outside brown paint can be matched at Lowes by presenting them with the 5 gallon paint can lid that is in the store room. The inside paint that was used to paint around the double sink is

Olympic semi-gloss Assure interior latex #1 74901 101-0.5, 107-30, 109-10.5, 116-3.5 purchased at Lowe's Hardware.

Card Dealing Machine Maintenance

Clean the lens, rollers and rubber wheels monthly with alcohol.

Annual Maintenance

In the spring, remove the extension ladder and hoses from the heating-cooling room. Connect the hoses to the hose bib on the NW corner and set the ladder against the roof just north of it. The hose bib handle is located in the storeroom just to the left when entering. Use the hose to wash off the foam roof. When dry, touch up all dings on the roof (two pairs of eyes are best for finding them) with the white elastomeric roof paint from the store room. Verify that the roof mounted heat exchangers have not become clogged. Also see Refrigeration/Heating Maintenance.

Thermostats - Reset the time on those days when daylight savings time changes. There are spare thermostats in the spare parts box.

Reverse Osmosis Maintenance

The Reverse Osmosis system is located under the sink in the SW women's toilet and should be checked monthly. The front filter is usually 10 uM filtration size and the middle 1 uM.. When the pre-filter (front) is pretty dark brown, it should be replaced. When the secondary (middle) filter is pretty dark brown, both it and the carbon (back) filter should be replaced. The filters and filter wrench are located in a box(es) on the shelf just above the breaker panel. The output filter and membrane should be replaced as required.

Refrigeration/Heating Maintenance

Air filters: **The air filters should be inspected in the middle of all even months.** Replace filter if dirty. To change, remove the doors by twisting the pointed knobs outward 90 degrees. Remove the filters and examine the bottoms for lint. If not pristine, replace with the air flow arrow pointed up. When filters are examined, mark the date on the filter storage box. The filters are stored in the furnace room on the east side.

Gas: In the spring and fall, when the weather changes, turn the gas supply to the furnace off or on to disable/enable the furnace.

Drip tubes: During spring maintenance, clean the white plastic drip tubes with a long, flexible handled, 1 1/2" diameter brush by shoving the brush down the clean-out hole in the top of each unit. The brush and all cleaning gear should be in a plastic tray in the furnace room.

In the spring every year of which the last two digits are evenly divisible by three (2018, 2021, etc.), a professional cooling person should be called to verify Freon pressure is satisfactory, **cooling coils are clean**, etc. For heating/cooling maintenance, try Snell's A. C., Heating and Plumbing, Ph 644-5126 . Jim Snell is prompt, knowledgeable and explains things very well. Snell should check te refrigerant coils for debris in the spring of every year divisible by four.

There are nine outlets inside the bridge center that still survive from the old swamp box cooling and are unused. These are the tan, squarish outlets that take up a one-half tile space.

Water Heater Maintenance

Raise and lower the pressure release valve lever on the three hot water heaters in the bathrooms to verify that it releases and then shuts off. These are located beside the sinks in the front bathrooms and in the ceiling by the refrigerator in the back bathroom.

Reverse Osmosis Maintenance

The R. O. is located under the sink in the rear rest room. It supplies water the kitchen sink and to the ice machine. The incoming sediment filter (front) should be inspected monthly and replaced with a new five or ten micron filter when fairly dirty. When the one micron (center) sediment filter becomes dirty, replace both it and the rear carbon filter. Replacement filters may be found on the shelf outside the bathroom.

To replace the filters, turn the water supply needle valve and the R. O. Tank valve off and open the R. O. valve on the kitchen sink. Use the white plastic wrench to remove the required media container(s) and clean A/R. Place new media in the containers and tighten (do not over tighten). Turn the water supply and tank back on and CHECK FOR LEAKS SEVERAL TIMES. New media may be ordered in batch quantities on the internet. There are spare filter container o-rings in the spare parts box.

The membrane should be replaced every ten years or so, next in perhaps 2024. See the R. O. Manual for replacement instructions. I have been ordering a 50 or 75 GPD membrane.

Floor Maintenance

The wood floor should be re-coated when worn. Berry Stout installed the original floor and has donated considerable effort in supporting the bridge center. His charges have been reasonable. He can be reached at Stout Hardwood Floor Company (527-4143). Total heated floor area for the bridge center is approximately 2700 square feet, with a hardwood floor area of approximately 2250 square feet.

Parking Lot Maintenance

The parking lot was repaved in 2015 and sealed in 2017, but will require occasional sealing when cracks appear (perhaps every 5 years). It has an area of approximately 1485 square yards. Robert Contreras of CRC Paving & Dirt Solutions, 1060 Sayles Rd., La Mesa, NM 88044 (575)496-6772, email: crdozer@yahoo.com, License #: 94658 did the paving at reasonable cost. Always verify that the car stops will be replaced and that the parking and handicapped lines/symbols will be replaced, if desired. Competitive bids should be obtained before sealing. All sealing should be done during warm to hot temperatures.

Roof Maintenance

The foam roof should be repaired and repainted with elastomeric paint when damaged. Elastomeric paint must be applied only during warm temperatures (see the paint spec sheet). The roof has a horizontal area of approximately 3100 square feet with an additional 350 sq. feet of vertical foam coated. The roof was repaired from damage due to a hail storm in 2016. It was otherwise in good shape at that time.

Urinal Maintenance

The urinal diaphragm kit that works (unlike the original) is an qua Flush 4HCw8, manufactured by Zurn.

Thermostat Settings

To change the heating/cooling temperatures:

1. Lift lower door and verify switch on heating or cooling.
2. TOUCH displayed temperature and up/down arrows to set desired temperature.
3. Contact Dave Gose if you still have problems.

To change the setback temperatures:

1. Open door below and verify control on heat or cool as desired.
2. Touch MENU on screen and SCROLL to advance to SET/REVIEW HEAT (or COOL) PROGRAMS.
3. Touch YES.
4. Touch Up/Down Arrows to select desired temperature.
5. Touch YES. Then EXIT.

Suggested Thermostat setbacks (**winter-summer**)

Day	1	2	3	4
M-F	6:00A/50-88	10:30A/71-73	4:00P/50-88	11:00P/50-88
Sat	9:00A/71-73	12:00A/50-88	6:00P/71-73	11:00P/50-88
Sun	6:00A/50-88	10:30A/50-88	4:00P/50-88	11:00P/50-88

Historical Table Count

For new figures, see the unit treasurer and also <https://web3.acbl.org/club-table-count/>

Year	Belton Bridge Center Table Count								Other Games			Totals
	M	N	Tu	W	Th	F	Sa	Su	S	B	BB	
1996	229		294	388	320	458		135				1824
1997	312		259	389	286	259		129				1634
1998	327		272	449	291	280		100				1719
1999	351		246	384	236	443		44	52			1704+ 52
2000	491		301	523	245	499			163			2059+163
2001	508		283	611	157	562			164			2102 +164
2002	382	152	313	643	249	706			190			2445+196
2003	298		376	630	232	630			213	42		2166+292
2004	278	214	437	661	216	524			234	58	41	2330+330
2005	306	260	407	641	193	492			190	47		2552+237
2006	227	323	378	653	369	584			214	44		2534+258
2007		340	437	715	506	912			198			2910+198
2008		366	453	796	529	912			211			2690+211
2009		466	500	802	424	750			172			2942+172
2010		404	442	859	412	621			163			2738+163
2011		386		903	732	687			189			2708+189
2012		393		852	675	737			185			2303+185
2013		336	529	682	218	632			215			2397+215
2014			1026	805	642				336			2473+336
2015	303		493	581	297	500		180	248			2354+248
2016	320		535	632	225	522		195	187			2467+187
2017	254		623	597	265	495	98	195	139			2525+139

Legend

M - Monday Bridge Club

W - Wednesday Bridge Club

F - Friday Bridge Club

S - Silver City Bridge Club

N - Non-life Master Bridge Club

Tu - Tuesday Bridge Club

Th - Acey-Ducey Bridge Club

Su - Sunday Bridge Club

B - Thursday Morning Bridgers

BB - Bridge at the Butte

Totals - The first total is for games at the BBC, the second for all others

Estimated Monthly BBC Table Count By Month

	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>TOTAL</u>	<u>Average</u>
2015	226	212	237	185	202	186	205	197	170	171	159	205	2353	196.1
2016	238	196	224	178	178	210	192	231	150	202	211	221	2428	202.3
2017	246	186	220	201	201	228	207	233	187	223	200	196	2525	194.2