

Info for 8.5 Open & Close Operations_Updated January 2023

Luscher Farm Facilities

Luscher Farm and buildings include the farmhouse, which contains a working office for a variety of Parks & Recreation staff, including the Administration, Events, Luscher and Park Project divisions. The office is open daily when the administrative staff are, Monday-Friday from 8am-5pm. All staff housed in the facility have keys and know alarm code procedures. The first employee in the morning unarms and opens the building; the last employee in the building alarms and locks the building. In addition, there are two other building onsite at Luscher: the bunkhouse and the barn. The bunkhouse houses a classroom to host programs and events along with the office for Friends of Rogerson Clematis Collection and storage rooms. Facility is unlocked as needed by City staff or approved and keyed users from Friends of Rogerson Clematis. The barn houses a programming space for classes and events, which is unlocked as needed. It is also home to the farm operations and accessed via key by approved users from both Parks for maintenance and farm partner that operates the Community Supported Agriculture program.

Maintenance Center

The City Maintenance Center is home to the LOPR Parks Divisions; Parks, Athletic Fields and Natural Areas. The building is known as the MAC, and is a locked facility where access is given to City Staff via individual key card. The Public Works foyer on Pilkington Road is open to the public and vendors Monday-Friday from 7:30-3:30. During those hours the Public Works receptionist meets guest and notifies City staff of the arrival of the guest.

Service gates that lead to facility storage building and yard are closed at all times and staff are given access via fob to enter.

ACC Opening Procedures

Enter ACC building from Southwest entrance using your city ID Badge.

Once inside the building disarm the alarm by entering in your four (4) digit code.

If alarm doesn't disarm, press reset and enter your code in a second time.

If still unsuccessful contact **LOCOM** at **503-635-0238**. Let them know you are in the building and can't disarm the alarm. They will send a patrol car out, go outside and meet them with your city ID badge showing.

Open the main entrance using your Master key and turn on the sliding door motor at the switch located on the west side of the doors.

Manually pull open the interior sliding door and turn on the motor located on the side of the doors (black is off, orange is on)

Turn on front lobby lights and front desk lights located inside of the Front desk area.

ACC Closing Procedures

4:30pm begin closing the building.

At the main entrance go outside and turn off the motor for the main sliding door. The door will slowly close. Lock the main sliding door using the Master key.

At the inside sliding door switch off the motor (light will go from orange to black). Manually pull the doors closed the doors but leave unlocked.

Turn off the digital sign in the main lobby using the remote hanging behind the back of the TV.

Lower Level:

Check all exterior doors in the Maple room and next to the Dogwood room, the exterior door off of the coffee area and the exit door in the Trillium room hallway to make sure they are closed and locked from the outside.

Close all interior doors for each room (Maple, Birch, Dogwood, Hazel and Trillium) and turn off lights in each room.

Check coffee bar area for trash. Lights are on sensors and will go off by themselves.

Check bathrooms and bathroom stalls.

Main Level:

Check Oak room exterior doors to make sure they are closed and locked from the outside. Turn off all lights in the Oak and Acorn rooms.

Check the Kitchen, make sure exterior door is closed and locked from the outside. Turn off all lights and fans in the kitchen area.

Turn off all lights in Front Desk areas including Front Lobby area.

Make sure all office doors are closed in the workroom area.

Close Breakroom door (must be closed for alarm to be activated).

Go to Alarm panel and you should see "System Ready to Arm" on the screen.

Press "Away" button once and enter in your 4-digit code using the numbered key pad

You have 60 seconds to leave the building before alarm is activated.

If you change your mind and need to deactivate the alarm put in your 4-digit code, this will deactivate the alarm.

If you don't see the "System Ready to Arm" message on the panel screen, call LOCOM and Pam Montoya and let them know you can't set it.

LOCOM- 503-635-0238

Pam Montoya - 503-806-4850