

Building / Facility SOP

- [Fort Collins Building Energy and Water Scoring \(BEWS\)](#)
- [Parking Spaces / Parking Lots](#)
- [Elevator Maintenance](#)
- [Dashlane User Guide](#)
- [East Main Entrance Automatic Door Lock](#)
- [Lawn Sprinkler System](#)
- [Security: Panic Buttons and Cameras](#)
- [Emergency Shutoff Diagram](#)
- [Laundry Services](#)

Fort Collins Building Energy and Water Scoring (BEWS)

Building Energy and Water Scoring (BEWS) Program Overview & Reporting Instructions

The City of Fort Collins requires annual reporting of building energy and water usage through the Building Energy and Water Scoring (BEWS) program. Currently, only energy reporting is mandatory; water reporting is not required at this time.

Each spring, the City initiates the annual reporting cycle by submitting a request through the ENERGY STAR® Portfolio Manager®. This is followed by an email notification indicating that the report is due by **June 1**.

We've already set up our account so that both the City and Xcel Energy automatically import data into our instance of the Portfolio Manager. Below is a summary of the process and detailed steps to complete the report.

Steps to Submit the Report to the City

1. Log into Portfolio Manager

Access ENERGY STAR Portfolio Manager® account using the credentials stored in Dashlane.

2. Confirm Building Information

Ensure all required building information is accurate and complete for the previous calendar year. You can verify and update this information under the **Details** tab. This was last adjusted following the completion of the Sanctuary and basement in 2023.

3. Verify Utility Data

To confirm that utility data has been imported:

- Click on **Foothills Unitarian Church** in Portfolio Manager.
- Go to the **Energy** tab to see charts displaying the latest billing data. Ensure that everything for the previous year has been completed.

- Click on the meters and errors in reports will be listed at the top of the page. If there are errors, steps to fix them should be listed. Proceed once all the errors have been addressed.

4. Submit Your Report

Ensure that your electric and gas meter data covers **January 1 - December 31**.

Steps to submit:

- Navigate to the **Reporting** tab, then the **Data Request from Others** section.
- Use the **“I want to...”** drop-down next to the previous year Fort Collins BEWS Data Request and select **“Respond to Data Request”**. This will generate the report that needs to be sent.
- Use the **“I want to...”** drop-down next to the previous year Fort Collins BEWS Data Request and select **“Send Response”**.
- Complete the submission form and click **Send Data**.

If the dropdown is greyed out, refresh the page and try again.

5. Confirmation and Follow-Up

Once submitted, you should receive an email within 24 hours from the BEWS Help Center with one of the following statuses:

- **Pending Revisions** (additional information required)
- **In Compliance** (submission accepted)

Your report is not considered complete until you receive an **“In Compliance”** confirmation. You can check your building's status on the [Fort Collins Benchmarking Map](#).

Resources & Support

- Program website: fcgov.com/BEWS
- Help Center: BuildingScoring@fcgov.com | (970) 416-2733

Parking Spaces / Parking Lots

Parking Lot	Handicap Spots	Non-Handicapped Spots
East	3	47
West	2	47
Yorktown		

Elevator Maintenance

Contractor and Maintenance:

Morning Star Elevator

<https://coloradohomeelevator.com/>

866-635-7960

Monitoring and Alarms:

Commercial Electronics Systems

14 Inverness Drive East, G112

Englewood, CO 80112

Tel: 720-755-3826

www.electronicssystems.com

Elevator Phone Number: 970-658-2601

Fort Collins Connexion

<https://fcconnexion.com/>

If someone is stuck in the elevator, always call the Fire Department first. They have the tools and the knowledge to get them out.

If someone is stuck in the elevator and they press the call button it will contact the monitoring center. The stuck person(s) will be able to hear the center answer and speak but they will not see anyone on the screen. The screen will display questions that are asked by the monitoring company. There are Yes and No buttons for the person inside the elevator to respond with if needed.

The Elevator Mechanical Room is located in the men's bathroom in the basement of CW. The key for the room is in the black key box in the admin office.

The main shut off to the elevator is located in the Elevator Mechanical Room. It is on the wall just to the left of the door as you walk in. It is next to it is the main power to the elevator.

AD_4nXflr57ZczHePTJ_njk31HfhL8OzJuKnTSJInymFh8zQ1AvTFhHe3euqv1LLkTALJkTBNecpKr_2p5IM9
AD_4nXf37sZd3FH4wMNA5S0I2vMzwmAFi953Cz5LG5O72HaQdCxHgHxKKNFdBQbSSu2mHxGfzB5E

If the elevator doors need to be opened from outside the elevator, there is a drop key located in the control panel in the elevator control room.

AD_4nXfgFVMeZC2SSOoWyA_sZfmTPjXw4VXCpDUo60UAlYsKrT2S40wahMJ_SryzPxxZBjJQP6HkUPdIS
If the elevator stops working errors will show up on the elevator control panel as a digital number that indicates the error codes. It corresponds to the sheet of paper located on the door of the control panel.

AD_4nXee5tZNPnvgtxBJC0DfrzjMPXurufpZqs4UubwMQbHIZBZ35Ijr4z7ILRajBHQTZjBkqaalngDkE0KV
AD_4nXf-IlhXwgG61ePuYK0BsbbVP2AZD2fhMEhgH_McfCSml-K6LjLzJoMeOfhHW9CBUvHfkZoYvqBEA

Once you get access to the control panel, call the maintenance group. They will ask you for codes that will be displayed on the control panel.

There are 3 inspections that the elevator must go through.

- The first is an annual inspection. This is completed by the state of Colorado Conveyance Section and the contractor. A passing inspection will produce the Conveyance Annual Certificate of Operation. This is normally completed in October or November.
- The second inspection is a 5 year maintenance inspection. This is completed by a 3rd party elevator group such as Morning Star.
- We must also do a monthly test to verify that communications are working properly. This is outlined below. It is also printed and left in the mechanical room.

Elevator Monthly Communication Test

All the items you will need can be found in the Elevator Mechanical Room which is in the Men's restroom in the CW basement. The keys to the room are located in the lockbox in the Admin office.

- Barrel Keys to test locking doors
- Notebook to keep track of results

AD_4nXcfLpD0Bk5GOfYrtiDm1K-j563-2t0N75hW5kMovMhY4MPZEj4hYVj5RxL0Y1VcbDKDBBLwrsBGC

Steps to the test:

1. Press the call button in the elevator. Someone will answer over the speaker.

AD_4nXeijQK_UKX3c5ch5ZBaOyS35PMdvIUHWID_rcVFyzGcudBultoJl9v0GA5DtTiBwQ1lGOfm5kBtUCI

2. Let them know all is well and that you are conducting a monthly test of the elevator communications.

3. Ask them to tell you your location.

4. Can you see my video? If the video is working you will see call connected on the video screen. They will see you but you will not see them.

AD_4nXdA-D15fgknP-xZSOeAEd7YPeI-6xxo5SjDc0S7Ep0cbLLKRFZ9Wb7sakKDUyrVClIiN4kTg5GZ1Jm'

5. Can you see my response on the Yes and No buttons when I press them?

AD_4nXd_zcvzTaUeMShfUCJzBCOI_158ePb6WsQr7TOcwKEO_hhOhuvx75It3kRsg7_NcUo6azboj0X8UI

6. You are all done and can end the call now.

7. Testing the fire setting for the door using the panel outside the elevator on the main floor.

- Make sure the doors are open.
- Put the barrel key in the slot and turn it to ON. The light on the helmet will turn red.
- Turn left to RESET and then turn it to OFF.

AD_4nXc6-ezpJXxWkKXxfjabIB8QUXHKUTuhdFRijGEZxuzNdHacBSIdZ01BfYfMgf5Ky5nwF4mC4yrOEB

8. Fill out the form in the notebook with the results and your initials.

If there are any issues found contact the maintenance company for guidance.

Dashlane User Guide

Overview

This guide provides step-by-step instructions for using Dashlane within our organization. It covers logging in, enabling recovery options, saving passwords, sharing access securely, creating groups, adding secure notes, account recovery procedures, and using VPN.

1. Logging Into Dashlane

Step 1 — Open Dashlane

Go to: <https://app.dashlane.com>

(You may also use the Dashlane browser extension if installed.)

Step 2 — Enter Your Email

Enter your work email address and select Next.

Step 3 — Enter Your Master Password

Type your Master Password and select Log In.

Important:

- Your Master Password protects your encrypted vault.
- Administrators cannot see your Master Password.
- Never share your Master Password with anyone.

Step 4 — Complete Verification (If Prompted)

You may be asked for:

- Two-factor authentication (2FA)
 - Email verification
 - Device approval
-

2. Activate Admin-Assisted Recovery (Critical Step)

This step prevents permanent lockouts and must be completed by each user after logging in.

User Setup Steps

1. Open the Dashlane web app or browser extension.
2. Go to My Account or Settings.
3. Select Security Settings.
4. Locate Account recovery.
5. Click View options
6. Enable Admin-assisted recovery.

You may be asked to:

- Confirm your Master Password
 - Confirm your email address
-

3. Saving Passwords

Dashlane can save passwords automatically or manually.

Automatic Saving (Recommended)

1. Log into a website normally.
2. Dashlane will prompt to save the password.
3. Select Save.

Manual Entry

1. Open Dashlane.
2. Select Passwords.
3. Choose Add New.
4. Enter:
 - Website name
 - URL
 - Username
 - Password
5. Select Save.

4. Sharing Passwords Securely

Passwords can be shared with coworkers without exposing credentials unnecessarily.

Step 1 — Select Password

1. Open Dashlane.
2. Navigate to Passwords.
3. Select the password to share.

Step 2 — Share

1. Select Share.
2. Enter the recipient's email address.

Step 3 — Choose Permission Level

Limited Rights (Recommended)

- Can use login credentials
- Cannot view, edit, or re-share the password

Full Rights

- Can view password
- Can edit
- Can re-share

Step 4 — Send Share

Select Share. The recipient must accept the invitation.

5. Creating Groups for Password Sharing (Business

Feature)

Groups allow sharing access with multiple users at once.

Step 1 — Open Sharing Center

Open Sharing Center within Dashlane.

Step 2 — Create Group

1. Select Create Group.
2. Enter a group name (example: Office Staff, AV Team).

Step 3 — Add Members

Add user email addresses and assign permissions if prompted.

Step 4 — Share with Group

1. Open a password item.
2. Select Share.
3. Choose the group instead of individual users.

Benefits:

- Easier onboarding and offboarding
- Centralized access management
- Reduced administrative effort

6. Adding Secure Notes

Secure Notes store sensitive information in encrypted form.

Examples:

- Alarm codes
- WiFi details
- Vendor contacts
- Internal procedures

Step 1 — Create Secure Note

1. Open Dashlane.
2. Navigate to Secure Notes.
3. Select Add New.

Step 2 — Enter Information

Add a title and content. File attachments are optional.

Step 3 — Save

Select Save.

Step 4 — Share Secure Notes (Optional)

1. Open the secure note.
2. Select Share.
3. Choose users or groups.

7. Account Recovery if Password Is Forgotten and

Recovery Was Not Enabled

If recovery options were not enabled, the encrypted vault cannot be recovered. The account must be reset. Please let the Dashlane Admin know when you start this process.

Current Admin: Holly and Katie

Step 1 — Initiate Account Reset

1. Go to <https://www.dashlane.com/>
2. Enter your email and select Next.
3. Select Forgot your Master Password.
4. Choose Reset Account.
5. If you do not have the browser extension installed it will have you install it.
6. Follow instructions to reset your account.

Step 2 — Create New Account

After reset:

- Create a new account using the same email address as before.
- The vault will be empty.
- Credentials must be re-added manually.

Step 3 — Admin Removes and Reinvites User (Optional)

If issues occur:

1. Admin removes the user from the Dashlane Business Admin Console.
 2. Admin reinvites the user to the organization.
-

8. Using the Dashlane VPN (Powered by Hotspot Shield)

Dashlane Business includes a Virtual Private Network (VPN) powered by Hotspot Shield. This VPN encrypts your internet connection to help protect sensitive information, especially when using public or unsecured WiFi networks.

The VPN service is provided through Hotspot Shield but is accessed through your Dashlane account.

When to Use the VPN

Use the Dashlane VPN when:

- Working on public WiFi (airports, hotels, coffee shops)
- Traveling
- Accessing sensitive organizational systems remotely

The VPN is typically not required when working on a secured office network.

How to Set Up the VPN (First-Time Use)

Step 1 — Open Dashlane

1. Open the Dashlane web app or browser extension.
2. Navigate to the VPN section.

Step 2 — Activate VPN Access

1. Select Enable VPN or Get Started.
2. Dashlane will prompt you to activate your VPN subscription.
3. Follow the prompts to create or link your Hotspot Shield account (this is required for VPN access).

Step 3 — Download the Hotspot Shield App The VPN runs through the Hotspot Shield application.

1. Download the Hotspot Shield app for your device (Windows, macOS, iOS, or Android) when prompted.
2. Install the application.
3. Log in using the credentials created during activation.

Step 4 — Grant Device Permissions Your device may ask you to:

- Allow VPN configuration
- Approve network permissions

Approve these to complete setup.

How to Connect to the VPN

1. Open the Hotspot Shield application.
2. Select Connect.
3. Wait for confirmation that the VPN is active.

When connected, your internet traffic is encrypted.

How to Disconnect

1. Open the Hotspot Shield application.
2. Select Disconnect.

Important Notes

- The VPN protects internet traffic but does not replace strong passwords or two-factor authentication.
- Internet speed may vary while connected.
- If you experience connectivity issues, disconnect and reconnect.
- The VPN is intended for business security use and should not be used to bypass organizational policies.

Best Practices

- Use Limited Rights sharing unless full access is required.
 - Store shared organizational information in Secure Notes rather than email.
 - Use groups instead of individual sharing whenever possible.
 - Enable Admin-Assisted Recovery immediately after setup.
 - Create and store an Account Recovery Key securely.
 - Never share your Master Password.
-

East Main Entrance

Automatic Door Lock

Vendor: **Dormakaba**

Customer Support: 866-367-6252

<https://www.dormakaba.com/us-en>

Spencer Lee

Inside Account Manager

Phone: (303) 698-1898 • Fax: (303) 698-2094 • Direct: (303) 539-5258 • Mobile: (720) 641-2271

Web: www.imlss.com • Email: spencer.lee@imlss.com • GSA: GS-07F-0239W

Address: 999 South Jason Street, Denver, Colorado 80223

Foothills Church access control- ACCT# 231644

Serial #: JBL4914

Installed: 3/2024

Everything must be done using the Dell laptop on my desk. All passwords are stored in Dashlane.

Open Luna Access Control Software. This is the software for the door lock. Unless there are issues connecting to the lock this is the only software you will need access to.

To get to the Main Menu:

Once you open the software there will be 3 bars in the top right corner. This is where you will go to configure everything.

[image.png](#)

To add people:

There are 3 ways to add people. You can either issue a fob, a card or just a pin. If you are issuing a fob/card you will need the Batch number and the Credential number. They can be found on the individual devices. If you are issuing just a PIN you can use 003 as the batch and add a five digit number for the credential number. I have started with 00001.

[image.png](#)

In this example picture the Batch number for the fob is 007 and for the card is 236. The credential numbers are 04059 and 62440.

1. Select People
2. Click the + in the top left next to the word People.
3. Enter the Name of the person.
4. Click the Plus next to Credential Information
5. Select Keyscan from the drop down
6. Enter a Batch Number.
7. Enter a credential number.
8. Enter a 5 digit PIN number. I ask if they have one that they will remember, if not I leave what is already entered.
9. Select Group #01. This will point them to our door.
10. Select Save
11. Click on the up arrow, , in the bottom middle.
12. Right Click on the Luna Panel labeled Main Entrance East.
13. Select sync.

[image.png](#)

[image.png](#)

To change the schedule:

1. Select Schedules
2. Make the desired changes to the weekly schedule. The time is based on the 24 hour clock. There can only be a single entry per day.
3. Select Save
4. Click on the up arrow in the bottom middle.
5. Right Click on the Luna Panel labeled Main Entrance East.
6. Select sync.

While you can create a new schedule only a single schedule can be followed by the software.

[image.png](#)

[image.png](#)

To unlock the door:

1. Click on the up arrow in the bottom middle of the screen.
2. Right Click on the Luna Panel labeled Main Entrance East.
3. Select Unlock

The bar will turn green.

[image.png](#)

To lock the door:

1. Click on the up arrow in the bottom middle of the screen.
2. Right Click on the Luna Panel labeled Main Entrance East.
3. Select Lock

The bar will turn gray.

Troubleshooting Information:

The wireless IP address for the equipment is 192.168.50.216. This is the main IP that the Luna Software uses. You must be on the CourageousLove-Tech wireless network. The laptop should already be connected to this wireless network.

If you can not connect remotely from the Luna software this is the information you will need to access the local equipment.

You must be on the network : XpicoWiFi_D58F13

IP address to connect to the local equipment is 192.168.0.1

The username and password are stored in Dashlane.

If you do not see the Xpico wifi you will need to go into the attic over the kitchen. Located on the north east wall are 2 boxes. One is a black wifi box labeled Luna and the other is a beige box that says Best. There is also power on next the beige Best box. You will need to unplug the black block on the bottom to reboot the wifi box.

Lawn Sprinkler System

This document describes how to temporarily shut off the sprinklers.

For all other maintenance issues please contact Hurr Vasa.

Hurr Vasa

(970) 613--0225

irrigationmanager@hurrvasa.com

<https://www.hurrcolorado.com/>

I have also attached 2 documents about the development plan as the as built drawing.

Schedule:

The established turf starts watering at 12 am and runs until 2:30 am and then one more cycle from 3 am to 5:30 am on Wednesday, Friday and Saturday

The seed program has 5 start times at 7:30am, 12pm, 4:30pm, 7:30pm and 11pm. It runs for 1 hour and 36 minutes per cycle everyday of the week.

The drip program has 2 start times at 10:45am and 4:30pm and runs for 1 hour and 30 minutes per cycle on Monday, Wednesday, Friday and Sunday.

The sprinkler system control panel is located outside the West side main entrance doors.

[image.png](#)

When you open the door you should see a screen that look like this:

[image.png](#)

To turn off the sprinklers:

1. Press the top black button to the right of the Stop sign.
2. Press the bottom black button next to System Off.

AD_4nXc6s9O-igkn0XRwtyo4QLgnOw0dMwyfKU7lurLg7uSIEvddCj7TeiD-HZ3WYYHoZtDo7,

Once off the screen will look like this:

AD_4nXc8hwDo44QaKiCAvYD-Qx-ZWh7-zyA4FOyH6fspQY56J_hA9vMx7OB0kA1apduYYo6f

To turn the system back on just press the button next to Auto Run.

Security: Panic Buttons and Cameras

Contractor and Maintenance:

Rocky Mountain Installs

<https://rockymtninstall.com/>

jeff@rockymtninstall.com

970-670-0255

Brand: ClareOne

Manufacturer: <https://www.clarecontrols.com/>

Controller: Tablet on the Admin Lobby Desk

5 Panic Buttons

1 at the AV booth

1 in the pulpit

1 with Jenn

1 in 225

1 at the Admin Lobby Desk

In the case of emergency press the button 2 times. This will contact the monitoring company and they will contact us via the tablet on the Admin Lobby Desk, if no answer call the 3 contacts, Holly, Jenn or Katie. They will call the police unless Katie, Jenn or Holly tell them not to.

Admin passwords and codes are in Dashlane.

We pay Rocky Mountain Installs in January for annual monitoring.

Camera System:

1 NVR: 192.168.100.186

Camera 1: 192.168.11.6 Exterior Patio

Camera 2: 192.168.11.5 Exterior West Main Entrance

Camera 3: 192.168.11.7 Interior Commons East Doors

Camera 4: 192.168.11.8 Interior Commons West Doors

Camera 5: 192.168.11.9 Interior Admin Lobby

Camera 6: 192.168.11.11 Interior Unity Stage

Camera 7: 192.168.11.13 Interior Unity Back

Camera 8: 192.168.11.12 Interior Family Ministry Lounge

Camera 9: 192.168.11.14 Exterior East Walkway and Parking Lot

Camera 10: 192.168.11.16 Interior Sanctuary Back

Camera 11: 192.168.11.15 Interior Sanctuary Side

Camera 12: 192.168.1.82 Interior Basement Drake Doors

Mobile App Connection:

Download and install the Clarevision App.

To add the NVR to the mobile app:

- Open the ClareVision app on your mobile device.
- Follow the on screen directions to get to the add device option.
- Select "Device is on a remote network".
- Select to either use the UID or the QR code.
 - image.png
 - UID:LX7Y2CE374291UYN111A
 - The password is stored in Dashlane
 - Device Name: Clare
- Click Next once it says the device has been successfully added.
- All the cameras will display live views on the next screen. You must select all the cameras to have a view of them.
- Click done. You will then be able to scroll though all the cameras and select the one you want to focus on.

To look at a historical view of a camera:

- Open the ClareVision app on your mobile device.
- Scroll until you find the camera you want to view.
- Select Event History and then the filter button (looks like a funnel) to enter the date you want to look into:
 - image.png
- Click Apply.
- A view of the camera and a list of Motion Detected Times will appear. Just scroll through them until you find the time you want to see.
- There is a lot of data so have patience.

Emergency Shutoff Diagram

This is a diagram of all the Emergency Shutoff Valves as pointed out with the sanctuary build.

Laundry Services

Laundry Services Guide

How to manage weekly laundry, event laundry, and professional laundry services — for volunteers and staff.

Step-by-Step Instructions

Step 1: Weekly Laundry — Volunteer Rotation

Two volunteers cover laundry on an alternating weekly schedule, so laundry is picked up every week.

- Volunteer A comes in on odd weeks; Volunteer B comes in on even weeks.
- Each volunteer handles collection, washing, drying, and return of that week's laundry.
- To reach the volunteers, contact the Laundry Support group in Planning Center Online (PCO).

Step 2: Event Laundry — Potluck or Small Events

For events such as potlucks, a participant typically volunteers to take the laundry home.

- At the end of the event, ask for a volunteer to take the laundry.
- Bag the dirty items in garbage bags and hand them to the volunteer.
- Confirm a return date for the clean laundry before they leave.

Step 3: Large Event Laundry — Hiring Suds R Us

For large events with a high volume of laundry, contact Christine at Suds R Us. (Note: Contact Christine until Drew returns.)

- Send an email to Christine at ctina579@gmail.com letting her know laundry is ready.
- In the email, work out a pickup time and a drop-off time.
- Bag the dirty laundry in garbage bags.
- Place the bags in the admin lobby for pickup.
- Christine will notify you when the laundry is clean and ready to return.
- Pay Christine when she brings the laundry back — typically by credit card, or petty cash if needed.