

# **Sane Living Center, Ojai**

## **LIGHTING/CLIMATE/SKYLIGHTS/DOORS**



Please consult the applicable sections of this visual guide to properly operate equipment and fixtures. All equipment and fixtures are of high quality and require your proper care and use to avoid costly damage. If you are not confident in your ability to operate something, it is your responsibility to familiarize yourself in advance or staff your event with a competent assistant.

Questions can be directed to [ops@saneliving.com](mailto:ops@saneliving.com). If you have urgent questions outside of business hours or think you are experiencing a malfunction, you may try calling 310-954-9600, and if we are available, we will attempt to support you remotely.

Thank you, and have a great event!

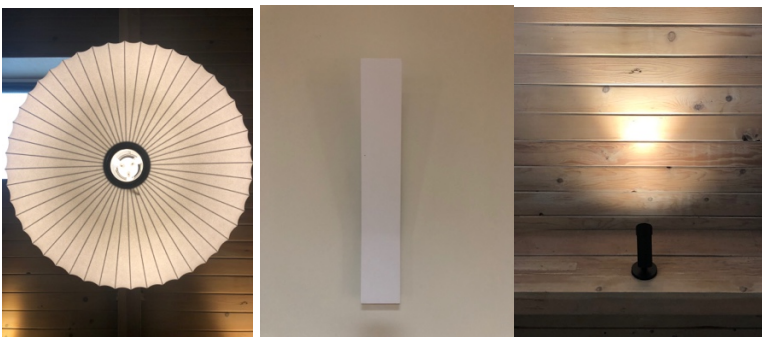
## LIGHTS

Lighting in the Lobby and the Auditorium are controlled by the keypads pictured here. Use the top four buttons to select WHICH lights you want to control, and use the bottom four buttons to select HOW you want to control those lights (Power **ON/OFF**, Dim **UP/DOWN**). In this way you can choose to control the lights one at a time or in groups.

For convenience, the eight monopoint lights in the stage area can also be controlled from a separate switch near the stage exit. The lights controlled by this switch are exactly the same as those controlled by **#4 STAGE** on the 4-button switch.



Displayed below, left to right, are: Pendant, Sconce, Ceiling. If you don't understand which lights are which based on the labels, simply select one number at a time, and turn it ON and OFF, and it will become clear.



**ALWAYS TURN OFF ALL LIGHTS WHEN YOU CLOSE UP FOR THE DAY.**

## CEILING AND EXHAUST FANS

The four black **CEILING FANS** are controlled by the switches pictured here. Both switches do exactly the same thing (which is to say one of them is not necessary).

The **LEFT** side of each switch controls the **ON/OFF** and **+/-** speed of the **FANS**. As you use the **+/-** buttons, you can visually observe blue LEDs on the fans. There are seven levels to choose from.

The **RIGHT** side of each switch controls the **ON/OFF** and **+/-** speed of the **LIGHTS** located in the center of each fan.



The space is equipped with two powerful **EXHAUST FANS**, which can be used to exchange the inside air for outside air. The switches are counterintuitive; the further you turn them clockwise, the lower the speed of the fan. The off position is counter-clockwise, and has a positive click.



**CAREFUL NOT TO USE THE EXHAUST FANS WHEN THE OUTSIDE AIR TEMP IS INHOSPITABLE. IT SHOULD ONLY BE USED WHEN THE OUTSIDE TEMP IS AS DEIREABLE OR MORE DESIRABLE THAN THE INSIDE TEMP, OR YOU WILL NEED TO RE-HEAT/RE-COOL THE SPACE.**

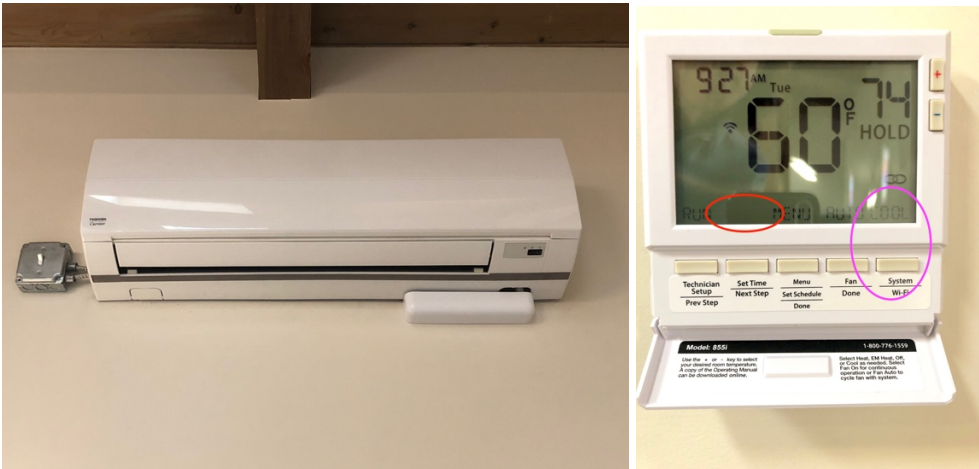
**ALWAYS TURN OFF ALL FANS WHEN YOU CLOSE UP FOR THE DAY.**

## HEATING AND COOLING

Heating and cooling are separately controlled for the Lobby, Auditorium, and the small Studio/Workshop adjacent to the lobby.

The Auditorium control is pictured here. To adjust and set a temperature:

- 1) Flip open the bottom panel.
- 2) Using the **SYSTEM** button, cycle through to **HEAT** or **COOL** (shown in the pink circle).
- 3) Use the + (red) and – (blue) buttons on the side of the control to set your target temp.
- 4) The screen will display a **HOLD** option (shown in the red circle). Press the **SET TIME** button below the text to keep that temp setting.



**THE FAN SHOULD BE LEFT ON AUTO.**

The Lobby and Studio/Workshop control is pictured here. To adjust and set a temperature:

- 1) Make sure the power is on.
- 2) Use the **F1** button to select **HEAT** or **COOL**. (AUTO is not advised.)
- 3) Use the **UP/DOWN ARROWS** to set your target temperature.



**ALWAYS LEAVE THE THERMOSTATS SET TO ROOM TEMP WHEN YOU CLOSE UP, UNLESS INSTRUCTED TO DO OTHERWISE.**

## SKYLIGHTS

The four skylights in the Auditorium are operable. They can be opened or closed to permit or restrict fresh air (and ambient sound street sounds). They are equipped with screens to prevent bugs and birds flying in. They are equipped with blinds to blackout the room or otherwise shape the light coming through.



To **OPEN/CLOSE** the **SKYLIGHTS**:

- 1) Press the **HOME ICON** to activate the screen.
- 2) Swipe your finger until you see **ALL SKYLIGHTS**.
- 3) Tap anywhere in the **SLIDER** range or slide your finger to the desired location.
- 4) if needed, each of the 4 skylights can also be controlled separately.

To **OPEN/CLOSE** the **BLINDS**:

- 1) Press the **HOME ICON** to activate the screen.
- 2) Swipe your finger until you see **ALL BLINDS**.
- 3) Tap anywhere in the **SLIDER** range or slide your finger to the desired location.
- 4) If needed, each of the 4 blinds can also be controlled separately. There are also options for controlling the 2 **EAST** and 2 **WEST** skylights to reduce morning and afternoon sun that may stream in.

**THE SKYLIGHTS OPEN AND CLOSE VERY SLOWLY.**

**THE SKYLIGHTS HAVE RAIN SENSORS THAT WILL CLOSE THEM AUTOMATICALLY.**



**ALWAYS LEAVE THE SKYLIGHTS CLOSED WHEN YOU LEAVE FOR THE DAY.**



## GLASS DOORS

The Auditorium and the Lobby can be joined or separated (or otherwise partitioned) by adjusting the glass doors.



To open one or more of the 3 glass panels:

- 1) Open the main door fully.
- 2) Push the next glass panel toward the main door, being firm at the end of your push. You will feel the bottom of the panel lift very slightly as the top of the panel seats in its pivot.
- 3) Push down the latch on side of the panel and swing open until it stacks with the others.
- 4) Repeat for each glass panel you would like to open.
- 5) Reverse the process to close the panels.

**NEVER FORCE ANY DOOR PANEL TO SWING OPEN OR CLOSED. IF IT DOES NOT SWING WITH RELATIVE EASE, THEN IT FIRST NEEDS TO BE ALIGNED BETTER WITH ITS PIVOT POINT. RE-SEAT THE DOOR BENEATH ITS PIVOT POINT AND TRY AGAIN. (THERE MAY BE SOME RESISTANCE, BUT NOT ENOUGH TO RATTLE THE DOOR OR CAUSE ANY FLEXION.)**

