

Civic Center Commercial Range and Hood Operation

Gas shut-off valve is located on the South side of the building towards the East where the main gas shut-off valve is located. It will be locked with a red plastic device over a white handle. This will need to be unlocked and the device removed then the valve turned on.

In the kitchen, the top drawer to the right as you walk in from the foyer area contains a butane torch. Make sure that all of the cooktop and oven knobs are in the closed position. Use the torch to light the 10 pilots located directly behind each burner. Note: It may take several minutes for the gas to reach the pilot, you could turn on one of the burners for 10-15 seconds to allow the gas to reach the pilot's sooner. Once the 10 pilots have been lit the cooktop will be operational after the hood has been turned on.

If the ovens are going to be used the pilot lights will have to be ignited. There are small panels directly beneath each oven door. These panels open from the top, you will notice a pilot light button on the left that is approximately 1" in diameter, press and hold this button in and then press the smaller igniter button on the right side continuously until you see the pilot flame (blue flames), continue to hold in the pilot light button for approximately 30 seconds, release the pilot light button and the pilot flame should remain lit. Use the same process for the second oven. If the flame goes out repeat the process again.

The Range should be ready to use.

Prior to turning on the burners and/or the ovens, the fan hood needs to be turned on. The fan control box containing the switch to operate the fan hood is located to the left of the range (behind the door if the door is opened). There is a push button on the right side of the lighted display screen that reads FANS, push this button, it will turn on the hood lights immediately, the fan will take approximately 30 seconds to come on after the button has been pushed. Note: on the wall where the exterior emergency exit door is located, there is a louvered grill to the left of the door, behind this louvered grill there is a fan unit that will come on shortly after the hood fan has come on. This unit is the pre heated make-up for the system. It is automated and turns on and off with the system.

To the right side of the exterior emergency exit door is a Type K extinguisher (Chrome in color) specifically for extinguishing small fires that may occur on the cooktop or in the oven.

This hood has a fusible link that may take a small amount of time to release the fire extinguishing agent. There is a pull station directly above the type K extinguisher that will release the extinguishing agent when pulled, Note: When pulling the handle there will be a cable attached, there will be 6-8 inches of loose cable, keep pulling on the cable until the extinguishing agent is released.

When finished using the range/over and it has cooled off, press the same button on the fan control box to turn off the fan and lights. Then go to the gas valve outside and turn off the gas.