800.696.5766

CONCESSION BUILDING
MAINTENANCE MANUAL

This manual was prepared for:

Building # _____

Type _____

Location _____

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606 N. Pines Road, Suite 202
Spokane Valley, WA 99206
Email: sales@lbfoster.com

Toll Free: 800.696.5766
Phone: 509.921.8766
www.cxtinc.com

WELCOME

Congratulations on the purchase of your new CXT® concession building. We are proud of our quality products and customer support. Your building is designed to be durable and easy-to-operate. Properly maintained, it will give you decades of superior service.

This easy-to-use manual will introduce you to the many features and minimal maintenance requirements of your building. Should you have any questions about your building after familiarizing yourself with this manual, please call us toll free at 1-800-696-5766.

BUILDING STYLES

CXT offers many styles of concession buildings. This manual covers the following models:

- » Pomona
- » Malibu
- » Fontana
- » Keystone

HELP US, HELP YOU

Before you call with questions or concerns, there are a few things you can do to help us serve you better:

Please read this manual. It contains instructions to help you use and maintain your facility properly.

Save time and money. Review the section titled "Frequently Asked Questions" before calling. This section was designed to solve common problems you might encounter.

WATER SUPPLY SYSTEM

For the building to operate properly, it must be connected to a water supply that is clean, free of debris and provides the proper volume and pressure.

Great care should be taken to keep debris out of the water supply. Any small particle in the water may affect the performance of the fixtures. We recommend that you thoroughly flush the system prior to connecting the supply. If the water supply is prone to debris, you should consider adding an in-line filtration system to avoid problems.

Water pressure should be 45-75 psi. Lower pressures will result in poor flushing action. Higher pressures may damage components and create an unsafe situation.

The supply line size for your building is indicated in the plans for your specific building. The size indicated must be maintained from the source to the building. DO NOT use

reducers, smaller meters or any other component on the supply line that will reduce the internal diameter and restrict flow. Restricted flow always results in fixture performance problems.

START-UP PROCEDURES

After you have accepted your installed building from CXT, it is time to put it into service. If CXT is not connecting the utilities to your building, we strongly recommend that all connection work performed on the building be completed by licensed professionals.

1 Do not turn the power or water on at this time

Power should not be energized until you have completed the steps below. Applying power prematurely to the building may damage components or cause an unsafe condition.

2 Check the keys, locks and doors

If the installer did not hand you the keys to the building, they should be inside the building by, or attached to, the toilet paper holder. Check your keys in every lock to assure that they are all cut properly and the locks function properly. Check the closing speed on the doors and adjust, as necessary, to assure that they perform properly in your conditions and are in compliance with the ADA guidelines for door force.

If the building is equipped with a magnetic locking system, verify that the system timing is set properly and that the "panic button" is operational.

3 Check the fixtures

Our factory technicians and installers are trained to provide you with a complete and functional building. While your building was thoroughly tested before shipment and installation, it is possible that some items may have come loose or need adjustment before you open it to the public. Verify that the wall mounted fixtures, mirrors, toilet seats, etc. are secure, and all fasteners are installed and properly tightened.

4 Flush the plumbing system and turn water on

The plumbing system in the building is comprised of specialized commercial components. Many of these will not function properly if debris is present in the water. We strongly recommend that you thoroughly flush the water supply system and the water system in the building before you put it into service. If CXT installers connected your building to the water supply, this step should already have been completed.

CXT will not warrant fixture performance problems caused by debris in the water system.

5 Purge the air and fill the water heaters

Once you have flushed the system, opened all valves and purge the air from the system. Verify that your water heater tank(s) is/are full (tank systems) or that there is water flowing through it/them (instant systems), as applicable. This is the best time to check for leaks.

6 Check the electrical system and energize the power

Before you energize the electrical system in the building it is important to visually verify that the systems are properly installed and complete. While most, if not all, of the wiring in the building was completed at the factory, there can be certain fixtures, appliances or grounds that must be field installed. Inspect to assure that every junction box, conduit, fixture and appliance has a secured access plate, cover or trim properly installed at the connection or control points. There should never be any exposed wires. Verify that the electrical system has been properly grounded.

We recommend that you switch every breaker in the panel to the "off" position before energizing the panel. When you have done this, move the main breaker to the "on" position. One at a time, move every breaker in the panel to the "on" position, pausing to determine if there are any perceptible problems on that circuit before moving on.

Once you have energized all circuits, follow each manufacturer's instructions to set the timers, start the heaters, and check every appliance, or system, to verify that they operate properly. Press the test button on the GFCI receptacle to assure that it is operating properly.

7 Connect the propane or natural gas supply (optional)

We strongly recommend that a professional trained in gas service installation make the connection to the propane or natural gas supply. All gas appliances should be started, and their performance verified, by trained personnel, according to the manufacturer's instructions.

8 Fill the dispensers (as applicable)

Now is the time to fill your dispensers (soap, towels, etc.) and verify that they are operating properly.

Your CXT building is shipped with the toilet paper holders full. Make sure that the paper dispenses from the roll smoothly and does not jam. Place your pad lock on the holder to secure the paper rolls. Remember that the frustration caused by lack of, or difficulty dispensing toilet paper is a leading cause of vandalism in public restrooms.

ELECTRICAL SYSTEM

Exterior lights
The exterior lights are normally on the same circuit, breaker number, as the lights in the chase area. Their operation is controlled by a photo-control unit mounted on the outside of the building under the eve. They will automatically turn on at dusk and off at dawn.

Interior lights and fans
The restroom building either has lights in each room, or they are lit from the chase area through windows. In either case, the lights and ventilation fans are controlled by a time clock or occupancy sensors.

Time clock controlled systems
Time clock controlled systems allow you to set the hours of operation for the lights and fans. The operator's manual is located inside the front cover of the time clock enclosure. *Note: The lights and fans must be programmed separately.*

Sensor controlled systems
Occupancy sensors activate the lights and fans when someone enters the room and keeps them on as long as they remain inside. The sensors that are used are adaptive, or self-adjusting. When they are first energized after the building power is connected, the lights and fans will come on, and remain on, for up to three (3) hours. This is normal and may occur every time power is interrupted to the building.

After this initial start-up period, the sensors will start adjusting the activation of the lights and fans in the room to the usage. As the room usage changes, the operation of the lights and fans will change as well. For example, during periods of heavy use, people may be entering and exiting the building many times per hour. The sensor will monitor this and will keep the lights on in anticipation of the next person entering.

During lighter usage periods, the sensor will turn the lights and fans off more quickly after a person exits. You may also notice that the lights and fans in the women's restroom are operating differently from the men's as they independently adjust to the usage levels of each room.

Due to the interior layout of some buildings, there may be an additional sensor in each room. This keeps the lights and fans on when someone is in the back part of the room and cannot be sensed by the front sensor. This second tandem sensor works independently of the front sensor and may react differently.

![CXT logo]

DOORS AND LOCKS

The standard doors on CXT buildings are steel. Fiberglass doors are offered as an option. While these materials are resilient, they are temperature sensitive. Steel doors will expand and fiberglass will distort when exposed to hot weather conditions. This can make the door hard to open and cause poor alignment of locks. This condition will correct itself as the doors cool.

Privacy locks

The privacy lock is designed to work only when someone is inside the restroom. When the door is closed, pushing the button will lock the door for privacy. The lock is released when the inside handle is turned to open the door. If the lock button is inadvertently pushed while the door is open, it will automatically release when the door is closed.

Door sweeps

The door sweeps mounted on the doors are adjusted at the factory and are checked during installation. Over time they may need to be adjusted to account for wear, weather or abuse. To adjust the door sweep, loosen all screws and position it where it barely touches the ground and then tighten the screws.

Door spring hinges

Most CXT buildings are equipped with spring loaded hinges that will automatically close the doors. These hinges are factory adjusted to meet ADA requirements for access. Over time, they may need to be adjusted so they apply the appropriate amount of force.

To adjust the hinges, you must first determine which brand of hinge was installed. Stanley hinges have a smooth barrel while World Class hinges have pins in the barrel.

For **Stanley** hinges, remove the Phillips head screw on the top of the hinge. Determine the appropriately sized Allen wrench to fit in the top of the hinge. To add closing force to the hinge, tighten the Allen screw in the direction of the arrow on the hinge. To reduce the closing force, insert the wrench into the Allen screw and gently tap down on the wrench. This will release tension from the spring. If you tap down too much, you may release all the tension on the spring and you will have to add closing force as described above. DO NOT turn the Allen screw opposite the arrow on the hinge as this will damage the hinge.

For **World Class** hinges, with the door closed, place a 5/32" hex wrench in the hole on the pin and turn it slightly clockwise to release the pressure on the roll pin. While the pressure is released, remove the roll pin and turn the hex wrench 90º where the hole on the hinge barrel will line up with the hole in the tension adjustment pin. Insert the roll pin completely into the hole and then release the hex wrench to lock the set tension into the

spring. **DO NOT TURN THE ARROW ON THE TENSION ADJUSTMENT PIN PAST THE ARROW ON THE HINGE BARREL AS THIS WILL VOID THE HINGE WARRANTY.** All the spring hinges on a door should be loaded equally using the above procedures. If, after testing the closing force on the door it is determined that it is more than required, reduce the force one hinge at a time until the desired closing force is achieved.

BUILDING WINTERIZATION PROCEDURES

If the building is installed in an area that experiences freezing weather conditions and you did not order the optional insulation and heating, you will need to provide a heat source for each room or, you must close the building and winterize it to protect your plumbing system from damage.

The winterization process removes as much water from your plumbing system as possible. CXT has developed the following procedures as a guideline for winterization and, while it can be an effective method, it is difficult, if not impossible to design a process that fits every situation. Consult plumbing professionals in your area to determine whether our winterization process is the right one for your conditions.

We recommend that you review the manufacturer's operation manuals for the appliances and fixtures in the building prior to executing these procedures. In every case, the manufacturer's winterization recommendations will supersede CXT's procedure where they may differ.

CXT ASSUMES NO LIABILITY FOR DAMAGE THAT IS THE RESULT OF IMPROPER OR INADEQUATE WINTERIZATION.

1 **Clean the building**

A thorough cleaning before winter will minimize the potential for stains developing on fixtures and components through the winter. It will also make start-up easier in the spring.

2 **Repair as necessary**

When you are winterizing the building, it is a good time to inspect for cracks, chips, paint, or caulk issues. Correcting these before the cold and wet season will protect the building's structure from the harmful effects of moisture infiltration.

3 **Turn off the water supply**

In areas of slight freezing, it may be adequate to turn off the supply valve in the chase. If your area experiences deep or prolonged freezing, you may want to turn the water off at the source.

4 **Turn off the power to the water heater**

Water heater power must be turned off so that the heater is not damaged when emptied. If you have natural gas or propane water heaters, consult with your supplier to determine if the gas supply should be turned off or disconnected in winter.

5 **Open the hose bib in/on the building**

This will allow much of water in the building system to drain. If desired, you may want to place a bucket under the bib first to catch the draining water.

6 **Drain all water tanks**

If the building is equipped with a tank style water heater(s), accumulator tank(s), water treatment tank(s) or other storage/holding tanks, drain them now. Tankless water heaters will be purged when you blow out the water system and should not need draining. Check the instructions for your specific water heater to see if drainage is necessary to eliminate all water from the unit.

7 **Flush the toilets and open all valves**

Turn on all faucets, drinking fountains and or showers. To assure that the maximum water is removed from the system, you may want to open the toilet valves.

8 **Blow out the water lines**

Connect a clean air supply to the hose bib that is set to U45 psi maximum pressure and blow the water from the lines. Continue until there is no visible moisture in the exhausting air. **CAUTION: Connecting an air supply at a higher pressure than 45 psi may damage fixtures and will create an unsafe condition.**

9 **Empty the toilet bowls**

Using a plunger, push the bowl water down the drain.

11 **Add anti-freeze to the traps and floor drains**

Add an appropriate quantity of environmentally friendly potable water anti-freeze (available at any RV or marine supply store) to every fixture and drain trap to assure they are protected from freezing. This includes, but is not limited to, floor drains, toilets, urinals, and sinks.

11 **Lubricate all locks, latches and hinges**

Lubrication before cold and wet weather will give locksets and doors the maximum level of protection against corrosion and will make next season's start-up easier.

12 **Remove all paper products**

Removing the toilet paper, paper towels, and other paper goods from the dispensers and storage areas will eliminate the possibility of mold and mildew growth and minimize insect/animal nesting.

FACILITY MAINTENANCE

1 Surface care and cleaning

Your CXT building should be cleaned regularly to minimize soil buildup on surfaces, discourage insect infestation, and to maintain proper sanitary conditions. The frequency of cleaning should be adjusted to accomodate the level of traffic using the facility.

Moisture has the ability to weaken and eventually erode concrete. The building exterior is coated with high quality Durashell stain and sealer. The interior walls are coated with high quality interior enamel while the floors are coated with Armorseal, a high durability epoxy floor coating. These finishes make the building moisture and soil resistant. They can be cleaned by rinsing with a garden hose after the toilet paper is removed. Care should be taken to assure that water does not enter any electrical components in the building.

If there are more stubborn soiled areas, a mild soap/disinfectant solution and a cloth or brush may be used. While a pressure washer can be used to clean the building, great care should be taken as these, if not operated properly, can damage or peel the coatings.

2 Graffiti removal

The sealer that is used on the building surfaces will help keep graffiti from adhering to the building, but ultimately, most must be removed using chemicals or over-painting. We recommend that you try our graffiti remover first as it is formulated to work well with our coatings. Other commercially available graffiti removal products should be tried first in an inconspicuous area to determine their effect on CXT's coatings.

If any one of the many commercially available anti-graffiti coatings has been applied to the building, please refer to the removal procedures recommended by the manufacturer of that product.

If you cannot remove the graffiti and need to repaint, CXT offers a full line of factory original paint, stain, sealers, and caulk to help you restore the appearance of the building. Please contact your CXT sales representative for details and pricing.

3   Concrete cracking

Concrete cracks. These cracks can be caused by the curing process, handling during shipment, or settling of the building after installation. While they may be unsightly, they are rarely, if ever, structural in nature. Typically, minor cracking can be repaired using a high quality adhesive latex caulk which is painted and sealed to match the surface.

4   Concrete chip repair

The building is constructed of color-through concrete. Though this will minimize the visual impact of chipped or damaged walls, roofs, or floors, it will not completely hide this damage. It should be repaired in a timely manner to reseal the concrete panel against moisture. We recommend a latex grout mix for these repairs. This grout can be finished to match the texture of the surrounding area and, once dry, can be recoated and sealed to match the building surface.

CXT stocks all the materials you may need for these repairs. Please contact your sales representative for details and pricing.

If you are interested in learning more about concrete building cracks and chips, their causes and repair, the US Forest Service has prepared a document that covers this topic in detail. You can request a copy of Tech Tip 0471–2334-MTDC from the US Forest Service or directly from your CXT sales representative.

5   Major concrete damage repair

CXT buildings are built tough. The building can be restored, even after sustaining severe damage from falling trees, vehicles, rocks, or other causes. If the building experiences damage beyond chips and cracks and you are unsure about the proper repair approach or the structural soundness, contact CXT so that we may evaluate the damage and recommend a repair method.

6   Painting

The coatings used on the building are of the highest quality and are applied by trained professionals. They are designed to provide a moisture resistant seal to protect the concrete wall, floor and ceiling panels. Properly cleaned and maintained, they will perform well for many years in normal conditions. Even the best material coating will deteriorate over time and their ability to provide the appropriate moisture seal will diminish. Regular repainting and resealing will add years to the life of your building.

If you have peeling paint, it should be addressed as soon as possible to reseal the affected area. After you remove the peeling paint with a stiff brush, the surface must

be prepared by sanding with a medium abrasive. This will provide a surface to which the finish coating will tightly bond. The finish coat of stain or paint should be followed by a coat of sealer.

The manufacturer's directions and procedures should be followed when applying any product to the surface of the building and will always supersede CXT procedures if there is a conflict. This includes surface preparation, drying time, application method, etc.

CXT can provide all the factory original materials you will need to repaint, recoat or reseal your building. Please contact your sales representative for details and pricing.

7 Stainless steel fixtures

Stainless steel, an alloy of iron and chromium, is corrosion resistant, not corrosion proof. While its care is relatively simple if done regularly, it can be harmed if improper chemicals or procedures are used.

A cleaning schedule should be implemented to assure that deposits do not remain on the stainless for extended periods of time. New, fresh deposits of all kinds are relatively easy to remove, while older ones are much more difficult.

A mild detergent/disinfectant solution, applied with a sponge, brush or cloth should provide the necessary cleaning action for most soiled areas. Baking soda, borax or any non-abrasive cleansing agents can be used for more stubborn deposits. Always rinse the surface thoroughly and wipe it dry after washing.

Never use any abrasive compound or tool such as steel wool, scouring pads, scrapers, or wire brushes, to clean the stainless steel. These will scratch the surface or leave small particles of iron imbedded in the stainless. These residual iron particles will eventually rust and stain the surface. This will give the appearance that the stainless itself is rusting. Products that contain hydrochloric acid, muriatic acid or potassium hypochlorite may also leave a "rusted" appearance and will ruin the surface.

8 Vitreous china fixtures

Any mild detergent/disinfectant solution should be effective in removing the surface deposits. Always rinse thoroughly and use a soft cloth to wipe the product dry after each cleaning.

Soft abrasive cleaners may be used when necessary to clean vitreous china products. Strong abrasive cleaners will scratch and dull the surface.

9 Signs

The signage on the building is designed to be vandal-resistant and meet all ADA standards. If you need, or want to replace these signs, you must first remove the vandal-resistant fasteners used to attach them. We recommend that you use a chisel to cut the heads off of the fasteners and remove the sign. It may be possible to pull out the remains of the fasteners from the concrete. If not, drill them out. Drill new holes for anchors for the replacement sign and install.

CXT offers a full line of replacement parts to assist you, see page 18 for details.

COMPONENT MANUFACTURER'S INSTRUCTIONS & INFORMATION

The toilets, sinks, valves, hand dryers, dispensers, timers, heaters, and other components installed in the building are accompanied by specific instruction manuals that detail their adjustment and maintenance procedures. These manuals are included in this manual for your reference. Please refer to these documents for component specific details on operation, maintenance and repair. It is important that you familiarize yourself with these documents as well as this CXT prepared document. In every case where the documents may not agree, the manufacturer's document will take precedence.

FREQUENTLY ASKED QUESTIONS

How does my lock work?
The lock is designed to work only when someone is outside the building. Pushing the button locks the door. The lock is released when the key is turned. The door cannot be inadvertently locked shut.

How do I remove interior and exterior graffiti?
First, graffiti may be easily removed with Xylene solvent. Simply pour some Xylene on a cloth and wipe off the graffiti. If this does not work, use the same paint that was initially used on the interior to cover it up. CXT offers a paint "Touch-up Kit" that includes all the products you will need to touch-up interior and exterior graffiti.

How do I patch chips in the exterior of the building?
Chips may be filled using a latex grout mix. We recommend Burke-Krete with Latex mix. Once mixed to compatible consistency, apply with a margin trowel then use the edge of the trowel to cut in groves of barnwood or straightedge. Finish by re-staining with appropriate color and sealing with graffiti sealer. The CXT "Touch-up Kit" is ideal for this purpose and includes paint and sealer.

How do I remove interior and/or exterior graffiti?

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How do I adjust the spring tension in the doors?

First determine which type of hinges came with your building. Stanley hinges have smooth barrels. World Class hinges have pins in the barrel.

To adjust the spring tension on **Stanley** hinges, remove the Phillips screw. Then, using an Allen wrench tighten the spring by turning towards the arrow on the hinge. To loosen the hinge, place the wrench in the slot and gently tap with a hammer until tension is released. DO NOT turn the Allen wrench in the opposite direction of the arrow. When you tap down on the Allen wrench it will release itself.

To adjust spring tension on **World Class** hinges, with the door closed, place a 5/32 hex wrench in the hole on the hinge, turn hex wrench clockwise slightly to loosen roll pin. Remove roll pin using a pair of needle nose pliers or a small punch. Turn hex wrench 90º more and line up hole on hinge barrel with hole in tension adjustment pin. Insert the roll pin all the way into the hole to lock tension adjustment pin in place. **DO NOT TURN ARROW ON TENSION ADJUSTMENT PIN PAST ARROW ON HINGE BARREL OR WARRANTY WILL BECOME VOID.** Load all spring hinges equally. After tension adjustment pin is locked in place for all spring hinges at maximum tension, test door closing force. If force is more than required, unwind the tension adjustment pin 90º, one spring hinge at a time until desired force is reached.

Can the building be moved in the future to a different location?

Yes, if you want the facility moved to a new site simply use a crane to load the building on a truck and move it to a new location.

CXT buildings are designed to be transported so you can move it to new locations as your needs change. The movement of the building must be undertaken by professionals using the proper tools and rigging. CXT can provide you with the lifting plates, procedures and

rigging diagram necessary to move the building. If you desire, we have trained installers that can move the building for you. Please contact CXT for details and pricing.

HANDICAP ACCESSIBILITY

The Americans with Disabilities Act (ADA)

All CXT buildings are designed to be accessible to people with disabilities and to be in compliance with the ADA standards in effect at the time they are manufactured. While the toilet riser may seem a bit high or the door closes too slowly, these features, among others, were built into your building so that it would be in compliance with these standards. Please keep this in mind when modifying, replacing, or repairing any part of your CXT building.

If you have any questions about ADA compliance issues related to your building, please contact us.

REPLACEMENT PART ORDERING

<div align="center">

1-800-663-5789, option 1
www.cxtincparts.com

CXT customer service representatives
are available from
7:30AM to 4:30PM MT Monday thru Friday

6701 E. Flamingo Avenue, Building 300
Nampa, ID 83687

Email: sales@lbfoster.com
www.cxtinc.com

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Prices subject to change without notice. Pricing does not include tax or shipping costs.