

ZAH BMC team: Yezdi Engineer, Aderbad Tamboli, Sheroy Haveliwala, Farzad Sarkari & Shahveer Charna

Slide Summary Report for 2021-2022 - Projects completed and repair work done by BMC at ZAH:

- 2/2021 - Installed new **Entrance Gate Opener** with remote operation.
- 2/2021 - **Fountain repairs**, replace fill valve and overflow pipes.
- 2/2021 - **ZAH freeze damage**, Fire Sprinklers damage, plumbing damage & dance floor fixed.
- 2/2021 - Fixed a **water leak in our sprinkler system** by the entrance gate and fixed a broken sprinkler valve.
- 2/2021 - AK **waterfall** damaged during freeze was repaired.
- 2/2021 - Made 2 **ZAH 2020 Donors plaques** and installed in AK and atrium.
- 2/2021 - Procedure issued for starting **Fire Sprinkler System**.
- 3/2021 - **Computer was donated to our Library** for storing/sharing ZAH photographs, videos and documents.
- 3/2021 - Set up ZAH library email at zah.library.media@gmail.com. Backup & share is stored in Google Drive.
- 5/2021 - Repaired restroom flushes & replaced faucet. Repaired restroom doors that did not lock.
- 6/2021 - Purchased and delivered **Fireproof cabinets** for Library's rare manuscripts & donated books.
- 6/2021 - **Fixed door lock between Rustomji Room and Library**.
- 7/2021 - **Roof leak in** main hall by restroom repaired.
- 8/2021 - **New food warmers** installed in the kitchen and tested.
- 8/2021 - **Table top glass** was custom ordered for AK & installed on the table by the wall.
- 9/2021 - **Installed Farohar** by AK and added bricks around the base. Added flower garden and solar lights.
- 10/2021 - Installed 120 **LED bulbs** to replace old fluorescent lights.
- 10/2021 - Replaced damaged and soiled **ceiling panels** throughout ZAH premises.
- 10/2021 - Replaced **freeze damaged baseboards** and painted all baseboards in main hall.
- 10/2021 - Interfaith video recording of children singing for Thanksgiving. Video available on Google Drive.
- 12/2021 - Replaced **door stop** with a heavy duty one on the AK front door.
- 1/2022 - Replaced secondary door locks with keys in Kids' room and Youth room.
- 1/2022 - Procedure issued for **winterizing ZAH during freezing weather**.
- 2/2022 - The **opening on the roof** where possum got in the building is covered up with a wire fence.
- 2/2022 - Repaired **roof leak in atrium** and by east wall in main hall. Painted both walls.
- 2/2022 - Pressure washed the main building and sidewalks.
- 2/2022 - Cleaned 10 AC vents in the main building.
- 2/2022 - Ordered & delivered **12' ladder** for AK and stored in the storage room, anchored with bungee cords.
- 2/2022 - "**Entrance Only**" sign was replaced at entrance gate, old faded sign removed.

Yezdi Engineer - BMC Chair

ZAH BMC team: Yezdi Engineer, Aderbad Tamboli, Sheroy Haveliwala, Farzad Sarkari & Shahveer Charna

Detailed Report for 2021-2022 - Projects completed and repair work done by BMC at ZAH:

2/2021 - Installed new Entrance Gate Opener with remote operation. The remote gate opener App using MyQ has been very useful. There are two **wireless gate openers** in each building, please use as necessary.

2/2021 - Fountain repaired, replaced fill valve and overflow pipes. Fountain needs a lot of maintenance, over fills or sucks air if water level is low. Overflow pipe was cut to the correct length. Fill valve was replaced by Sheroy.

2/2021 - ZAH freeze damage, fire Sprinkler damage and plumbing damage fixed. Fire sprinkler that was turned off was restarted as written in the **Fire Sprinkler startup** procedure (See attached). Damaged dance floor replaced. Damaged drywall in the sprinkler closet was repaired.

2/2021 - Fixed a water leak in our sprinkler system by the entrance gate and fixed a broken sprinkler valve. Fixed a major **water leak in our sprinkler system** by the entrance gate and fixed broken sprinkler valve (\$270) by Jamshed Elavia's contractor.

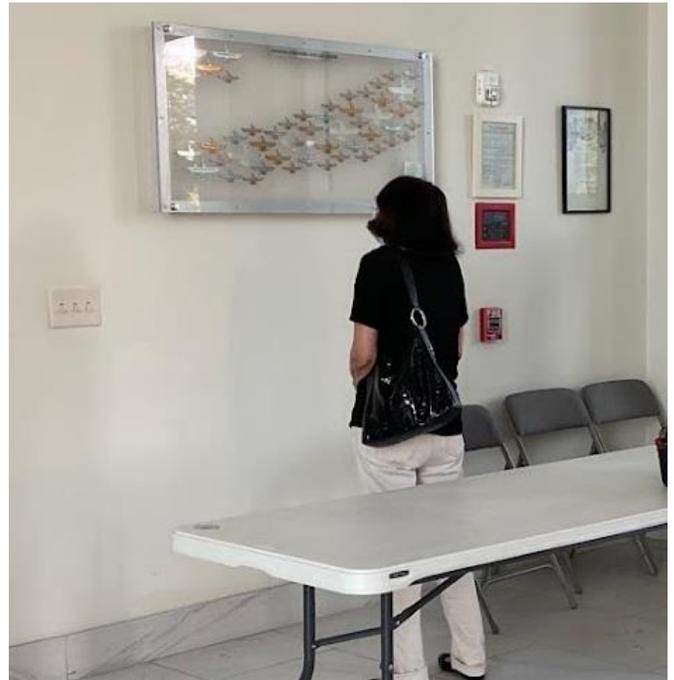
2/2021 - AK waterfall damaged during freeze was repaired. All broken pipes were replaced and the waterfall repaired by Aderbad Tamboli.

2/2021 - Made 2 ZAH 2020 Donors plaques and installed in the AK and atrium. Aderbad had the signs made, assembled and installed in the AK and ZAH atrium. (See pictures).

2/2021 - Procedure issued for starting Fire Sprinkler System. (See Below)

3/2021 - Computer was donated to our Library by Farah Khumbatta for storing/sharing ZAH photographs, videos and documents.

3/2021 - Set up ZAH library email at zah.library.media@gmail.com. Subscription started with Google Drive @ \$32/yr. to share photos and videos with members. Backup is stored in Google Drive.



5/2021 - Repaired restroom flushes & replaced faucet. Repaired restroom doors that did not lock. The battery pack of the 2nd urinal in the men's room was defective, it cost \$158. After opening, I noticed that the battery contacts were partially broken, after bending the remaining terminal it showed life. I installed it and after a few tries, it is working. We will keep observing it and if it fails, we will replace it.

Replaced batteries on the 1st toilet in the ladies room; it was intermittent, after a few tries the toilet started working again. Both flushes are working now but please keep an eye on them. While I was working on flushes in the Ladies room, I noticed that the stall **door locks** were not locking. Door locks were repaired on two stalls. Constant maintenance work!

6/2021 - Purchased and delivered **Fireproof cabinets** for ZAH Library rare manuscripts & donated books. These library file Cabinets are very heavy, please do not plan to move them, 900 lbs. each. They are stored in the Rustomji Room closet. They came with only one key each, contacted FireKing Cabinets and purchased spare keys. (See pictures).



6/2021 - Fixed door lock between Rustomji Room and Library.

7/2021 - Roof leak in main hall by restroom repaired.

8/2021 - New Food warmers installed in the kitchen and tested.

8/2021 - Table top glass was custom ordered for AK & installed on table by the wall. Both black ebony carved tables are donated by Zarina & Jamshed Elavia; wall table glass donated by Rohintan & Mahrukh Deputy.

9/2021 - Installed Farohar by AK and added bricks around the base. Added flower garden and solar lights.

The 3' X 5' Farohar stone was donated by Rustom & Nasreen Khosravian. (See picture).. Jamshed Elavia and I made the drawings and frame for the Farohar. The installation was provided by Jamshed's supplier. The cement footing was poured and cement blocks added. The installer arranged for 6 tough men to pick up the stone with frame, move it and install it on the cement block pedestal. The installation was completed just like the drawings. Bricks with rosettes from AK were added, a floral patch has been created around the Farohar by Jamshed Elavia. With solar LED lights it looks gorgeous at night. Kudos to Jamshed for his zeal & dedication to this project from beginning to completion.



10/2021 - Installed 120 LED bulbs to replace fluorescent lights. Of the 120 bulbs, the first 20 LED light bulbs in the ZAH Children's Room were replaced by Aderbad, Farhad and myself. A contractor did the rest in the Children's Room, Youth Room & Library.

10/2021 - Replaced damaged and soiled ceiling panels throughout Center. Done by an outside contractor.

10/2021 - Replaced **freeze damaged baseboards** and painted all baseboards in main hall. Done by an outside contractor.

10/2021 - Interfaith video recording of ZAH group singing for Thanksgiving. Recording available on [Google Drive](#). Video recording was made for the Interfaith Thanksgiving Group Event spearheaded by Kayomارش Dotiwala & planned/coordinated by Vehishta Kaikobad. Video available on ZAH Library Google Drive. (See picture).



12/2021 - Replaced **door stop** on AK front door.

The old door stop had only one bolt. Since it broke from the door swinging due to wind, I installed a heavy duty 3 bolt door stop.

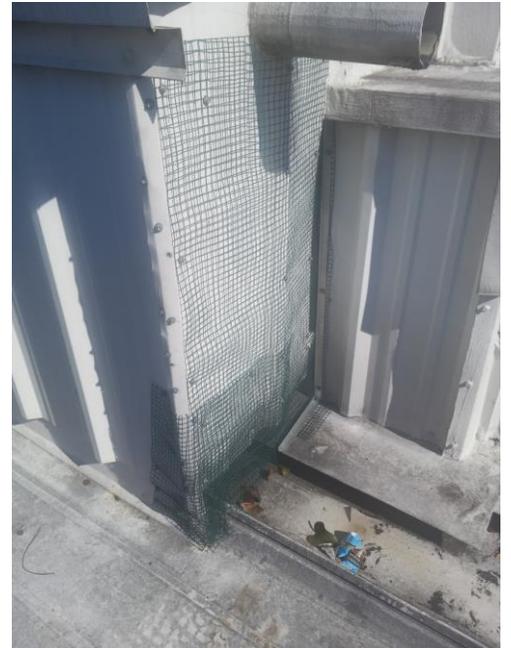
1/2022 - Replaced **secondary door locks with keys** in the Kids room and Youth room.

Due to battery failure Vehishta was locked out of her room. I replaced the battery in combination lock and replaced the locks on the back door of both the Children's Room and Youth Room with keyed alike locks. The key is in the key cabinet. I remade all key holders and labeled keys in the key cabinet.

1/2022 - Procedure issued for **winterizing ZAH on freeze days**. (See attached document.)

2/2022 - The **opening on the roof** where possum got in the building is covered up with a **wire fence**. (See pictures).

(\$100). A possum was found in the building twice. First time the possum got in was in October when a panicked cleaning lady called Arna Sethna who called me. An urgent trip to ZAH helped get the possum pushed out with our broom. A repeat possum episode this January was handled by our cleaning crew. Tree branches have



been trimmed. The opening in the roof (See picture) has been covered with Wire Fence.

2/2022 - Repaired **roof leak** in atrium (\$600) and by east wall in main hall (\$650). Painted both walls. (\$250 + \$100). Ceiling tiles that were missing in the atrium have been replaced by the same outside contractor.

2/2022 - Pressure washed main building and sidewalks. By contractor (\$450).

2/2022 - Cleaned 10 AC vents in the main building. By contractor (\$100).

2/2022 - Ordered & delivered 12' ladder for AK and stored in the storage room, anchored with bungee cords. Supplier bought a 12' ladder - (\$269, plus \$50 delivery) and latched one ceiling fixture that was hanging loose in AK hall for over 6 months.

2/2022 - "Entrance Only" sign was replaced at entrance gate, old faded sign removed. (See pictures below) This is to guide folks to refrain from exiting through the entrance gate which has often been noticed; and if a vehicle is turning in to enter at the same time, we could have an unnecessary collision making it their fault for 'driving on the wrong side of the road'!



The two documents, "**Starting Fire Sprinkler System**" & "**Preparation of ZAH during freezing weather**", attached below should be preserved as a permanent record of ZAH procedures.

This past year I have volunteered over 100 work trips to ZAH and many hours on various projects. Before I burn out, I would like to request someone to take over as BMC Chair. I'm not getting any younger and being called often at short notice isn't easy; it is also physically exhausting.... We have two large buildings now with the Atash Kadeh. Our Center is aging and needs a lot of maintenance. I recommend we get an outside maintenance company on a contractual basis just like we have our cleaning crew and lawn service. Our team would oversee their activity.

Thanks to all our previous maintenance volunteers: Pervez Rustomji, Hoshang Sethna, Affraz Boomla, Fred Bhaider & Aderbad Tamboli, who have kept our ZAH premises in working condition over the years.

Respectfully submitted,

Yezdi Engineer - BMC Chair

Fire Sprinkler startup at ZAH

1. Call Fire Alarm Monitor Company. Summit Alarm Systems, Inc. 713-844-3909
Ask to put System on test for 4 hours. PS WestAirport Resrt 1111
Registered members: Rustom Challa and Yezdi(Andy) Engineer
2. Crack open valve partial (Outside prayer room) hear water flow.



3. Open inspector test valve by electrical panel in electrical room (to release air).
4. Close that valve when you have a good flow of water.



5. Watch gauge for 50 psi (By prayer room closet) With no water flowing.



6. Open outside valve all the way Till it reads OPEN.

7. In Fire Alarm Panel(in kitchen) set reset button, (Top left button) Alarm is on and monitored. (Test is complete).



Sprinkler installer: Robert (Texas Fire Craft) Cell 832-256-3497
Yezdi Engineer 281-217-2298

Procedure for preparation of ZAH during freezing in the Houston area

Before freeze the committee will assign following tasks to volunteers:

1. Shut off **main water supply** to the building. The supply valve is on the back side of the building just outside the electrical room. Drain faucets. Keep faucets dripping.
2. Shut off **water supply valve to Atash Kadeh**, the valve is outside under the car portico wall.
3. Shut off **Main Sprinkler Valve** near the exit gate. Cover it with insulation and a plastic bag.
4. Cover all **outside hose bibs** with insulation, hose bibs are in the electrical room. Cover outside pipes with insulation.
5. The **Fire Sprinkler system** should not be shut off, but if it leaks, shut off with the big wheel valve outside the old Prayer Room. Inform Fire Alarm security provider.
6. Drain water from pipes in AK water well.
7. Shut off the water inlet in the fountain and turn off electricity to the fountain.

Optional:

8. Remove and drain out garden hoses. Drain hoses to store inside.
9. Cover important plants.

After freeze:

1. **Check around the perimeter** and inside the building for water leaks. Check again after turning water on.
2. Turn on main water supply valve in main building
3. Turn on main water supply valve in AK building
4. Turn on the sprinkler valve after winter.
5. Check the fire sprinkler system; if it was shut off, turn it on.
6. Remove hose bib covers and store them for next winter.

Yezdi Engineer - BMC

