

# ARROWHEAD PARK FACILITY HANDBOOK

2021



BROKEN ARROW GIRLS SOFTBALL  
300 E WASHINGTON ST 918-251-0868

# Arrowhead Park - Facility Handbook

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- **Field Lights – Fields 1 through 8**

**How to turn on / off.**



Locate the fenced electrical enclosure underneath the gazebo behind the backstops of each quad plex.

Open the gate.



Insert key into slot.

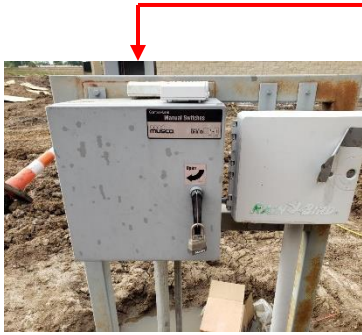
Rotate to the **Right** to turn on the field lights.

Rotate to the **Left** to turn off the field lights.

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- **Field Lights – Fields 9 through 12**

**How to turn on / off.**



Locate the switch panel behind the main concession building.

Open the panel using the same key to unlock the front gate.



Turn the switch to the “ON” position.

**NOTE: When you turn the field lights off, please turn to the “AUTO” position.**

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- Ice Machine / Hot Water Tank

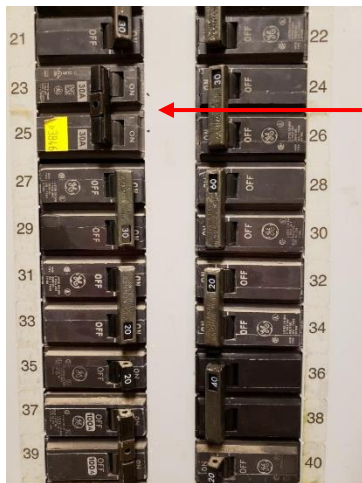
**Electric breaker location.**



The electrical panel is located in the closet behind the men's room of the main concession building. Northeast corner of the building.

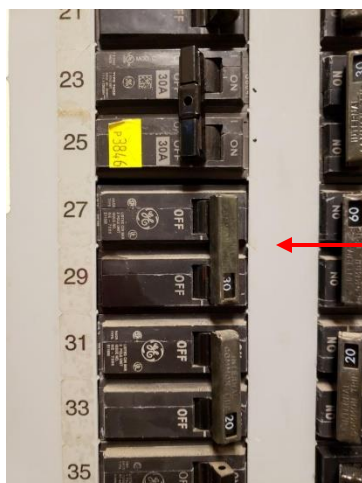
Find the large electric breaker panel.

Open the panel door.



For the **NORTH ice machine** (the one next to the wall), look for breakers **#23 & 25**. Move the dual breaker to the left then back to the right to reset.

For the **SOUTH ice machine** (the one next to the closet), look for breakers **#36 & 38**. Move the dual breaker to the right then back to the left to reset.



For the **HOT WATER tank**, look for breakers **#27 & 29**. Move the dual breaker to the left then back to the right to reset.

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- Concession Marquee / Restroom Fans

Where to turn on / off.



The switches for the concession marquee and restroom fans are located in the pop closet of the main concession building. Where the soda syrup is stored.

They are positioned under the closet electrical panel.

Restroom Fans

Marque

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- Scoreboards – Fields 1 through 8

How to activate / deactivate.



**NOTE: This process must be completed in this order or damage to the equipment might occur.**

Turn on breaker at the scoreboard in the outfield by pushing up on the handle to the right of the box.



Install the scoreboard controller at the backstop.



Locate the small electrical panel inside the enclosure under the gazebo. Open the panel door. Flip the corresponding breakers to the “ON” position.

**NOTE: To this process must be reversed to disconnect the scoreboards.**

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- Scoreboards – Fields 9 through 12

How to activate / deactivate.



**NOTE: This process must be completed in this order or damage to the equipment might occur.**

**Turn on breaker at the scoreboard in the outfield by pushing up on the switch inside the box.**



**Install the scoreboard controller at the backstop.**



**Go to the electrical enclosure by the office building.**



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- Scoreboards – Fields 9 through 12

How to activate / deactivate. (Continued)

Locate the small electrical panel inside the enclosure.



Open the panel door. Flip the corresponding breakers to the "ON" position.

**NOTE:** To this process must be reversed to disconnect the scoreboards.

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- **Main Water Valve**

**Water shutoff to the entire park.**



**You will need the red water key located in the closet behind the men's room of the main concession building.**



**Look for the fire hydrant on the southwest corner of the office building near the front gate.**



**There is a water meter approximately 10 feet to the west.**

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- Main Water Valve

Water shutoff to the entire park. (Continued)



Remove the cover. Look for the valve. Insert the water key and turn 90 degrees.

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- Sprinkler System – Fields 1 through 8

**Electric shut off option.**



Find the large electric breaker panel located in the closet behind the men's room of the main concession building.



Open panel door. Look for breaker #40 (Sprinkler Control) near the bottom on the right-hand side.



Flip the breaker to the right (or "off" position).  
IF the water does not shut off, then move to the **"Water Valve Shutoff Option"** below.

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- **Sprinkler System – Fields 1 through 8**

**Water valve shut off option.**



The water shutoff valve is located in the closet behind the men's room of the main concession building. Northeast corner of the building.



Look for the valve assembly between the electrical panels and the hot water heater.



Turn the blue valves 90 degrees to shut off the water.

← Fields 5-8

← Fields 1-4



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- **Sprinkler System – Fields 9 through 12**

**Electric shutoff option.**

Look for the fenced in area just to the north of the office building. Enter through the gate.



Locate the small electrical panel on the west wall of the enclosure. Open the panel door.



Look for the “Sprinkler Control” breaker and flip it to the right (or “off” position).

IF the water does not shut off, then move to the **“Water Valve Shutoff Option”** below.

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- **Sprinkler System – Fields 9 through 12**

**Water valve shut off option.**

AREA UNDER  
CONSTRUCTION

---

PHOTO NOT  
AVAILABLE

The shut off valve is located behind the main concession building.

AREA UNDER  
CONSTRUCTION

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PHOTO NOT  
AVAILABLE

Look for the valve cover enclosure. Open the enclosure.

AREA UNDER  
CONSTRUCTION

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PHOTO NOT  
AVAILABLE

Turn the blue valve 90 degrees to shut off the water.

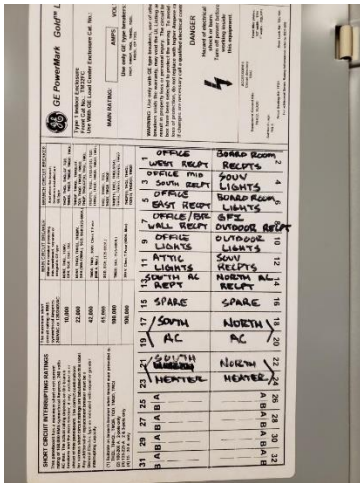
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- Office Building / Electric

## Electric panel location.



The electrical panel is located in the souvenir room of the office building.



All circuits are labeled on the inside of the panel door.



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- Office Building / Internet Modem - Router

**How to reset.**



The **internet modem** is located in the office behind the desk. Next to the wall.



The **router** is located behind the computer on the desk.

**NOTE: The router must be disconnected from power prior to re-setting the internet modem.**

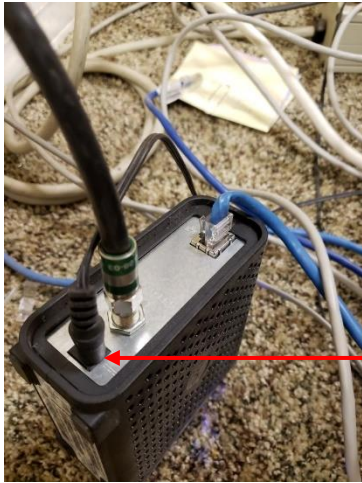


← Locate the power plug on the back of the router and unplug.

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- Office Building / Internet Modem - Router

## How to reset. (Continued)



Located the power plug on the back of the internet modem and unplug.

Wait 10 seconds.

Plug the internet modem back in and wait for all the lights to return. The modem sync will take a few minutes.



Once the lights return,

plug in the router.



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- Office Building / Phone Modem

**How to reset.**



The **phone modem** is located in the attic of the office building. Pull down the ladder located in the board room. At the top of the stairs, turn left. Then left again.



Locate and unplug the power cord.

Wait 10 seconds.

Plug in the power cord.



Wait for all the lights to return.

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