



INSTRUCTIONS FOR USE OF INSTITUTE

Opening

You will have a key code for the key safe by the front door. This key will open the building and store cupboard. It is very important that the Institute is locked up (if you are the last person using it) and the key is returned securely to the key cupboard.

Regular users will receive a monthly email with the new number.

When you have locked the door, you need to place the key back in the key safe & turn to lock it.

Defibrillator

There is a defibrillator on the outside wall at the front of the building near the slope.

What 3 words

For the emergency services our What 3 words are: DRILL.DAWN.GIRAFFES

Internet Access & Wi-Fi

Wi-Fi details are posted on the notice board.

Heating

The heating controls are in the kitchen for the Hall and in the Blue Room. Instructions are with each control panel.

Kitchen

The instructions for the water heater are on the wall beside it.

There is also a kettle.

Teapots, crockery and cutlery are in the cupboards.

The First Aid Box is located on the side by the window in the kitchen, along with the accident reporting forms.

There is a microwave, oven with hob and fridge – instructions are on top of the microwave.

Please remember to bring your own T-towels and rubbish bags.

Please ensure taps are turned off.

Tables & Chairs

To avoid injury use the trolley provided for moving chairs.

Tables should be stored in the store area set aside for this purpose.

Please use the photograph in the store cupboard as a guide to how tables should be stored.

Chairs should not be stacked in more than **sixes**.

Toilets

The toilets are straight ahead as you enter the Institute. Lighting in these is automatic.

There is a disabled toilet with a nappy changing facility.

Please ensure all toilets are left clean at the end of the function/group.

Blue Room

There is a little kitchenette with a sink, kettle, crockery, etc.

Parking

There is plenty of parking in front of the Institute and the Lower Car Park. There is a disabled space at the end of the building entrance ramp. Please leave this for those that need it.

End of Hire

Clean the areas that you have used. Vacuum cleaner, brushes, etc. are in the main cupboard.

Ensure that no food or drink is left.

Table tops are wiped clean.

Put everything back where it belongs.

Check the water boiler is **off**.

Take all rubbish away – bins are not provided.

Check the heating is **off**.

Close all windows and doors.

Check all taps are turned off.

Turn all lights **off**.

Ensure the hall is locked (if you are the last group to leave) and return key to the key safe cupboard.

Any Problems

Contact Cathy Turner on 01840 230365 or 07943 646291

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