



Instructions For using Frome Canoe Club

Opening Procedure:

(There may be other hirers in the building (upstairs). Please make sure you don't lock them in!)

- Collect Key from Key safe (Silver key safe with master written on front. Lockbox is located on wall next to the post box at the front of the building)
- KEY SAFE CODE WILL BE EMAILED TO YOU
- Please then raise flap back up and reset numbers.
- Unlock padlock with key and slide back the grate.
- Relock the padlock or you will be unable to remove the key.
- Unlock front door (front door is the one located at the top of the ramp)
- Unlock door to right of the front door with key - Lights are to the right of the blue door
- Undo shutter on right hand side wall – turn key that is found in the RSL box on wall to the left. This is a fire safety requirement to increase visibility in case of fire. Please leave the key in the RSL box at all times. Then at the end of your session please lower the shutter.

Once Inside:

- The toilet is in front of you as you enter (additional toilets are in the changing rooms)
- Downstairs room- Is on the ground floor to the left of the blue door you just opened (opposite shutters) - lights are on the right hand side of the door as you enter.

Upstairs room is along past the downstairs room and up the stairs. Lights switches are on the walls just as you walk in and the other light switches are at the front of the room by the speakers.

- Kitchen- Mugs are in the cupboard to the left of the sink. You must supply your own tea/milk etc but you can leave tea/coffee/sugar if desired. Please clear fridge at end of session.
- Please use the kettle NOT the urn.
- To use the door stops, push down to lock the door open, press in to the door to release.
- Heaters can be adjusted by turning the dial. There are instructions on how to use them next to the heaters. Please leave them at the end of your session as instructed (green dots aligning)

Closing Procedure:

- Reset heaters back so the green dots on the dial align
- Close windows
- Turn off all lights
- Close all doors
- Lock internal door
- Close down the shutter using the RSL box key.
- Lock external doors
- Close grate and secure with padlock
- Return key to silver key safe and disguise numbers and close flap.