

Pickwell and Leesthorpe Hall Quick User Guide

First Aid Kit

In the kitchen

The Emergency Exits

Use the nearest exit point -the front door or through the kitchen. All exits have illuminated signs.

Hall Key

The key box is outside the front door.

Lighting

Lobby and Outside – In the cloakroom 2 switches left of the main door.

Do not touch the timer switch for the outside lights.

Hall – 2 switches right of the inner door.

Kitchen – left of the kitchen door.

Toilet – inside toilet door on the left.

Heaters

Two of the fan heaters are turned on by the switches on the left of the main hall door. The other two heaters have switches next to them.

Hot Water

Please follow these steps:

Step 1 Turn on the water at the stopcock at the bottom right-hand side of the toilet.

Step 2 In the kitchen, turn on the Water Heater Switch to the left of the taps.

Hot water is available within a few minutes.

The Kitchen Equipment includes:

The Urn, Cooker, Kettle, Coffee Maker, microwave, fridge.

The fridge's plug is in the cupboard next to the fridge.

Cups and saucers, cutlery, etc. are available in the drawers and cupboards.

Cleaning materials and spare toilet rolls are available under the sink.

Before leaving the building

Please wipe all the tables you have used and return to stack. Chairs should be stacked stacked in piles of 6. Then moved to the side of the room.

Please ensure the following items have been turned off

Four heaters in the main hall

The kitchen heater

During winter months - TURN OFF WATER

Hot water heater

Hand dryer in the toilet

All lighting

Fridge - leave propped open

Ensure the emergency exit door accessed through the kitchen has been closed

Cleaning

Take away all rubbish as we don't have a bin collection.

Wipe down surfaces and return cutlery and chinaware.

Sweep the Hall and kitchen floor. Mop it if it's dirty.

The Key

Return to the key safe and scramble the numbers, for security