

# COLN VALLEY VILLAGE HALL

USER INFORMATION, GUIDANCE AND INSTRUCTIONS FOR:

- ENTRANCES
- FIRE EXITS
- KEYS
- INTRUDER ALARM
- WC DOORS
- PARKING
- LIGHTING
- HEATING
- HOT WATER
- FURNITURE
- ELECTRICS, KITCHEN APPLIANCES
- CLEANING
- CHECKLIST FOR LEAVING THE HALL

## Hall entrance/exit doors

There are two entrances to the Hall:

- The double door main entrance at the front of the building (this is the preferred entrance and exit, and should be accessed via the steps at the front)
- The single door disabled entrance at the gateway end of the building

The pair of fire escape doors at the far end of the hall are only to be used in an emergency when it is necessary to evacuate the building. They are not to be used as an entrance to the hall and should be kept closed at all times.

The main door at the front and the doors at each end of the building are all locked/unlocked by the same key.

The folding/sliding doors opening onto the verandah each have their own keys, which are in the key cabinet (see below).

In order to lock any of the doors the procedure is to:

1. shut the door firmly
2. lift the handle to nearly vertical to engage all the bolts
3. lock the door with the key
4. return the handle to horizontal

## Fire Exits

Three locations are defined as Fire Exit doors:

1. the main entrance at the front
2. the disabled entrance at the gateway end of the building
3. the double doors at the end of the Hall

All of these doors can, in the event of an emergency, be unlocked from the inside by turning the thumbwheel in an anti-clockwise direction before operating the handle.

## Keys

The key cabinet in the store room contains the various keys for internal doors and cupboards. The code for the cabinet will be supplied to hirers at the time of hire. Please ensure that all doors and windows are closed and locked prior to leaving the Hall.

## Intruder Alarm

The Hall and the area around the solar panels to the rear are protected by an intruder alarm, which will normally be armed at all times when the Hall is not in use.

The alarm is armed and disarmed using the small grey fob found on the set of Hall keys. The control panel is located in the lobby, above the main lighting and heating system switches; it has a pull down panel on the front which conceals some buttons which need to be used when arming the system.

To **DISARM** the alarm, enter via either the main or disabled door, on entering the building you will hear some beeps from the alarm control panel. Within 20 seconds of entering present the fob up to the area to the right of the LCD screen on the alarm panel, the beeping will silence and the system will be disarmed.

To **ARM** the alarm, present the fob to the control panel SET AREAS? [A ] will appear on the screen, press the “Yes” button and again you will hear the panel beeping; exit the building via either door and close the door within 30 seconds.

## **WC Doors**

In the event of an emergency the WC doors can be unlocked from the outside using the flat head screwdriver located in the store room.

## **Parking**

The Management Committee are seeking to discourage parking on the Hall site, save for use of the designated Disabled Parking Bay (which is signposted from the gateway) and for deliveries and emergency access.

Whilst there is grass to the front and rear of the hall, this should only be parked on if conditions allow and if absolutely necessary.

Please respect the Hall’s neighbours when parking on the road near to the Hall. Visitors to the Hall should be encouraged to walk, or to car-share in order to minimise disturbance to residents.

## **Light switches to hallway and toilets**

On entering the Hall through the main entrance the hallway lights will activate automatically via sensors in the ceiling.

There is a bank of light switches on the wall in the lobby, to the right of the double doors leading into the store room. These switches are all labelled as to their use.

Note that you can override the lobby lights so that they stay on whether or not movement is sensed (if you do this then please turn off the override before leaving)

The lights in the small store and both toilets are activated by motion sensors, for which there are no overrides.

## **Light switches to kitchen and store room**

The lights to the kitchen are switched by a light switch just inside the kitchen on the right hand side.

The lights to the store room are switched by a labelled light switch on the main panel referred to above.

## **Light switches to main hall**

On entering from the hallway there is a bank of three switches on the left hand side; these switches are all labelled as to their use

In the interest of economy please only use the amount of lighting that is necessary.

## Light switches for external lighting

The external lights are activated via external motion sensors, with manual overrides to ON found on the main switch panel in the hallway. If you do use the overrides then please turn them off before leaving.

It is suggested that, when you open the building for an event which is likely to run into the hours of darkness, that on opening up you switch the external lights manual override ON.

## Emergency lighting

In the event of a power failure various light fittings outside and inside (including the three illuminated "Exit" signs above the three fire exits) will automatically illuminate. Should a hirer wish to manually illuminate the "Exit" signs there is a manual override for this on the main switch panel, but please turn this override off before leaving.


PLEASE ENSURE THAT ALL LIGHTS ARE SWITCHED OFF WHEN LEAVING THE HALL. NOTE THAT SOME LIGHTS WILL STAY ON AS YOU LEAVE IN ORDER TO LIGHT YOUR EXIT, AS LONG AS THE MANUAL OVERRIDES HAVE BEEN TURNED OFF THESE LIGHTS WILL SELF-EXTINGUISH WITHIN A FEW MINUTES

## Heating

Electric heating is provided throughout the Hall. The controls are found by the main switch panel in the hallway.

The heating for the whole building is turned on and off by rotating the dial on the control unit to the appropriate setting.

You should find on entering the building that the dial is set to either **AUTO** or  depending on the time of year (see below).

To turn the heating on rotate the dial to the  point, and all the heaters in the building will be activated and will operate under the control of the sliders which are found on each individual radiator to regulate the temperature in that room; we ask that these are left alone.

## Hot Water

Hot water to the kitchen and to the WCs is supplied by a single water heater. This is switched on and off using a labelled switch above the leftmost worktop in the kitchen.

If hot water is going to be required during the event (e.g. for hand washing in the WCs) then it is suggested that you turn on the water heater on opening up the building.

PLEASE ENSURE WHEN LEAVING THE HALL THAT THE HEATING IS SWITCHED TO EITHER AUTO (DURING GMT) OR  (DURING BST), AND THAT THE HOT WATER HEATER IS TURNED OFF

## Furniture

Furniture from within the Hall must not be taken outside.

## **Instructions for Kitchen and other Appliances**

PLEASE NOTE THAT THE HOB IN THE KITCHEN IS AN INDUCTION MODEL; IF YOU ARE BRINGING YOUR OWN PANS TO USE ON THE HOB PLEASE ENSURE THAT THEY ARE COMPATIBLE WITH AN INDUCTION HOB.

You will find copies of ALL the relevant manuals in the “Electrics Information and Manuals” binder on the shelf in the store room.

There are abridged duplicates for the kitchen appliance manuals in a clear wallet in the cupboard beneath the sink in the kitchen.

## **Hand Driers**

The hand driers are automatic, and will normally be switched on at the marked switches in each WC.

## **Fire and disabled alarms**

The control panels are located in the small store, adjacent to the Unisex WC.

PLEASE ENSURE THAT ALL APPLIANCES (EXCEPT THE FRIDGE/FREEZER) ARE SWITCHED OFF WHEN LEAVING THE HALL. PLEASE DO NOT REMOVE ANY MANUALS FROM THE HALL.

## **Cleaning**

Cleaning materials for the sinks and surfaces in the kitchen are in the cupboard under the sink

Do not use a scratchy on the stainless steel surfaces but use the soft cloth/non-abrasive pad, and for best results the stainless steel cleaner supplied.

Cleaning materials and brooms etc. will be found in the small store adjacent to the Unisex WC. There is a special floor cleaner for the wooden floor in the Hall, the handle will be found hanging from a hook with the detachable head in a labelled box.

The four entrance mats are machine washable, washing instructions can be found on the reverse of the mat. If you take the mats away to wash them, please ensure that they are returned (dry) to the Hall prior to the next Hall booking.

The red chairs are wipeable with a damp cloth.

PLEASE ENSURE THAT YOU LEAVE THE BUILDING CLEAN AND TIDY

## Checklist for leaving the Hall

1. Clean hall, kitchen, toilets etc and leave furniture in accordance with the poster on the reverse side of the door to the store room
2. Turn OFF water heater
3. Leave fridge/freezer ON
4. Turn off heating at the main controls only, as per the notice above the controller. DO NOT turn off individual heaters.
5. Put clear wallet containing manual for kitchen appliances under the sink
6. Put User Guide in its sleeve in the ring binder in the store
7. Ensure that all external doors are locked and internal doors are left closed; please leave the hatch between the kitchen and the Hall open.
8. Ensure that all windows are closed
9. Lock small store room and return its key to key cabinet in large store room, then lock key cabinet
10. Take away all rubbish (including that in toilets) and make sure none is left in the outdoor area
11. Switch off lights but note that the lights in the lobby and the outside lights may remain on for a while on sensors, after the building is vacated.
12. Set alarm and leave by main door onto veranda and then lock it
13. Return key to Duty Management Committee Member or put in key safe as arranged
14. Close the gates
15. Report any damage, breakages or any problems or suggestions to the Duty Management Committee Member