

Using the Building – Key Points

Introduction

As there is no caretaker, users are responsible for opening up and setting up for their own activities, and for clearing up, cleaning up and locking up afterwards. Users are responsible for safe use of the facilities, for keeping fire exits clear, for providing appropriate first aid cover, for ensuring they know how to evacuate the building in the event of a fire, etc.

This summary mentions the key points to be aware of in using the new building. For more detail, if you hit a snag, for the Church building or to understand operation of the AV and other facilities, see the Building User Handbook, available on the reception desk or at <https://www.ccstalbens.org.uk/policies>

Opening Up

Ensure that the left-hand leaf of the front door is unbolted before switching the doors to either 'Auto' or 'Open'. Never try to force a door closed against its motor.

Emergency

The fire alarm control panel is located in the Foyer, to the left of the hall doors. The fire alarm systems for the Hall and Church buildings are linked, so that any alarm sounds throughout. There is a Fire Plan under the panel. Emergency fire bags containing a fire plan, whistles & fire warden jackets are located behind the reception desk and in St Andrews lounge (in the church). Additionally a torch is held at each location.

You need to know how you will evacuate the building in the case of an emergency. If any of your group are mobility, sight or hearing impaired you must produce a Personal Emergency Egress Plan (PEEP) in conjunction with them and ensure that you and they are familiar with it. Ask for advice if you wish to run a fire drill for your group.

First Aid kits are kept behind the reception desk, and in the Church lounge. If you use one, please also fill in the Accident Book kept with the kit, and report the use to the Administrator.

Kitchen

Do not put personal items – coats, bags etc – on the work surfaces. The kitchen is not to be used for preparing or cleaning craft materials etc. The sink in the Cleaning Cupboard can be used for such work.

If you use the kitchen, then hygiene is your responsibility. We cannot guarantee that surfaces etc have been left clean.

The gas cooker will only operate if the extract fan is running (rotary switches to the right of the cooker). The gas can also be cut off by pressing the red button to the right of the door – twist the button to reset it.

Washing up is your responsibility.

The dishwasher needs to be started up at least 20 minutes before use. Instructions are in the drawer to the right of the cooker. The dishwasher does not use abrasive powder, as in domestic dishwashers, so it will not scour off stains. Before you leave, run the stop cycle and clean the filters.

For hygiene reasons, tea towels are not provided. If you bring your own, please take them away when you leave.

Put all equipment etc away, and leave the working surfaces clear and clean. (There is anti-bacterial spray in the cupboard under the hand-wash basin.) Leave mugs and cups right-way up so that the rim is not in contact with the tray.

Please separate glass, plastic, metal and paper/cardboard waste into the bins under the counter. Please empty these and the rubbish and food waste bins if they are becoming full into the bins behind the Church (at the end of the car park).

Don't leave anything under the Kitchen shutters – if the fire alarm goes off the shutters come down automatically and you will break either the thing or the shutter.

Before you leave

Clearing up

Put away all furniture and equipment that you got out, unless you have an explicit agreement with the next hirer or with the Administrator.

The folding tables are all kept in the Store. They must be stacked face-to-face and back-to-back; if they are stacked with the folded legs resting on the table-tops, then the tops get marked.

Leave the armchairs and some of the wire-framed chairs along the ends of the Hall – about a dozen at each end. Also leave two stacks of half-a-dozen chairs each, one either side of the front window. The remainder of the Hall chairs should be returned to the Store on the three purpose-built trolleys. Do not stack them more than 30 high on the trolleys, or others won't be able to reach to get them down again! Never stack more than 10 high on the ground, as there is then severe danger of their toppling over.

Cleaning

Leave the premises clean after an activity. There's cleaning equipment in:

- the Store Room off the Hall – sweeper, broom for cleaning the Hall, and brush and dustpan
- the Cleaning Cupboard opposite the Toilets
 - a shelf to the right of the door with cleaning materials
 - red mop and bucket for toilet use only
 - blue mop and bucket for the Kitchen and Hall
 - other cleaning equipment may be used everywhere except in the Kitchen and Toilets

Please ensure there are no dirty nappies left in the disabled toilet bin.

Switching off

Ensure that all electrical devices are switched off before you leave including the kitchen extract fan. The exceptions are the water boiler in the kitchen, and of course the fridge and freezer!

Ensure that all Hall, Kitchen and Garden Room lights are switched off, and all lights in the Foyer apart from the automatic spotlights.

Locking Up

Ensure that the front doors are secure as you leave. Five simple steps are summarised on a small note by the front doors. Please remember to check the other external doors to the building – the pair of fire doors from the Hall, and one each from the Garden Room and from the Corridor by the Toilets.

Revision History			
Ver 1.1		Base version	
Ver 1.2	July 2022	Amended emergency instructions Amended cleaning instructions	JC

