
Building User Handbook

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Ver 3.0		Added COVID information	
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Introduction

Christ Church's buildings are intended to benefit Church and other groups. 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. This Handbook is intended to help both Church members and other users to fully benefit from the facilities available.

Users are responsible for safe use of the facilities, for keeping fire exits clear, for providing appropriate first aid cover, etc.

Please don't be afraid to ask if you're unsure about operating the doors, lights or other facilities in the buildings, or run into difficulties. There is a list of contacts on page 15.

This Handbook focuses on the facilities in the new building including the Hall. A section towards the end provides specific information regarding the Church building.

COVID *Please ensure that you comply with your own risk assessment regarding Covid measures and do not assume that anything has been left sanitised. We have provided ample hand sanitiser, masks and wipes for your use.*

Opening Up

The front door can always be opened by putting one of the fobs issued by the Church office up to the reader on the right-hand doorpost (looking from outside) or pressing the 'Push to Open' plate inside.

The key on the right-hand doorpost (looking from inside) can be used to set one of three modes of operation:

- 'off' – a fob outside or the 'Push to Open' plate inside will open one door only. The external 'touch to open' pad and automatic sensors do not operate.
- 'auto' – a fob outside, the 'Push to Open' plate inside, the external 'touch to open' pad or the automatic sensors will open both doors
- 'open' – both doors are held open
- there are sensors fitted to both doors to prevent them trapping a person against the handrail or closing on somebody in the doorway

Trying to open a door while it is bolted will wear the mechanism and confuse the controls. **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.

The front door latch can be held open, so that either door can be opened manually. Turn the knob to retract the latch, hold the latch in with one hand, then turn the knob fully towards the latch.

If you have been given access, the office door is unlocked by your fob. It can be held unlocked using a switch just inside the door. Make sure it is left locked before you leave.

Lights

The Corridor, Toilet, Store and outside lights are automatic – you can't turn them off. The exceptions are the outside lights over the old Church entrance; these are switched manually in the Church porch.

The Foyer has low-power spotlights that are automatic, and sufficient to move around safely. The main ceiling lights in the Foyer are switched manually at the end of the Corridor opposite the front door – the first two switches turn on 1/3 and 2/3 of the lights respectively.

The main lights in the Hall ceiling take a minute or so to warm up. They won't come on again for a few minutes after turning off – don't be alarmed. The Hall uplighters and spots are controlled by dimmers; please ensure they are properly switched off when leaving.

Heating

The building has under-floor heating, which is set to keep the building warm during all regular activities. The building takes a long time to heat up, or to cool down. Please don't touch the thermostats – apart from anything else, it won't affect the room temperature for at least an hour.

The heating times are displayed in the cleaning cupboard near the boiler, together with instructions for bringing on the heating at other times. Please note:

- Under-floor heating takes time – heating should come on 2 hours before needed, and go off 1 hour before close
- The hot water system pumps the water round close to the taps; it should come on 30 minutes before needed, and go off after everyone leaves

If the Hall is too warm, even with the windows open, try running the kitchen extract fan.

There is a hot-air curtain over the front door, which may be useful in cold weather when the front doors are in heavy use. The controls are in the Foyer at the end of the Corridor opposite the front door; it is expensive to run, so please don't turn it on or leave it on when it's not needed!

Kitchen: There's a convector heater above the sink in the Kitchen. It is operated by a remote control kept in the drawer to the right of the cooker. It will only give out heat if the under-floor heating is operating. If the Kitchen gets too hot, operate the extract fan.

Fire

There are fire detectors in the ceilings throughout the building, and two in the roof space accessed via the Store Room. The fire alarm control panel is located in the Foyer, to the left of the hall doors. The fire alarm systems for the two buildings are linked, so that any alarm sounds throughout.

If the fire alarm goes off:

- Get everyone out and contact the fire brigade unless you are sure it isn't a fire
- Stay out until you know it's safe to return
- In any case, inform the Church Administrator, Vicar or a Churchwarden

The fire plan overleaf (Figure 1) shows the fire escape routes and assembly points. It also shows the positions of extinguishers and the fire blanket in the kitchen. Do not use the extinguishers unless you are confident that it is safe to do so. 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.

Fire doors must not be wedged open (for example, the Kitchen door). Note that some fire doors (the end of the corridor, and the Store Room), can be latched open, and will release if the fire alarm sounds.

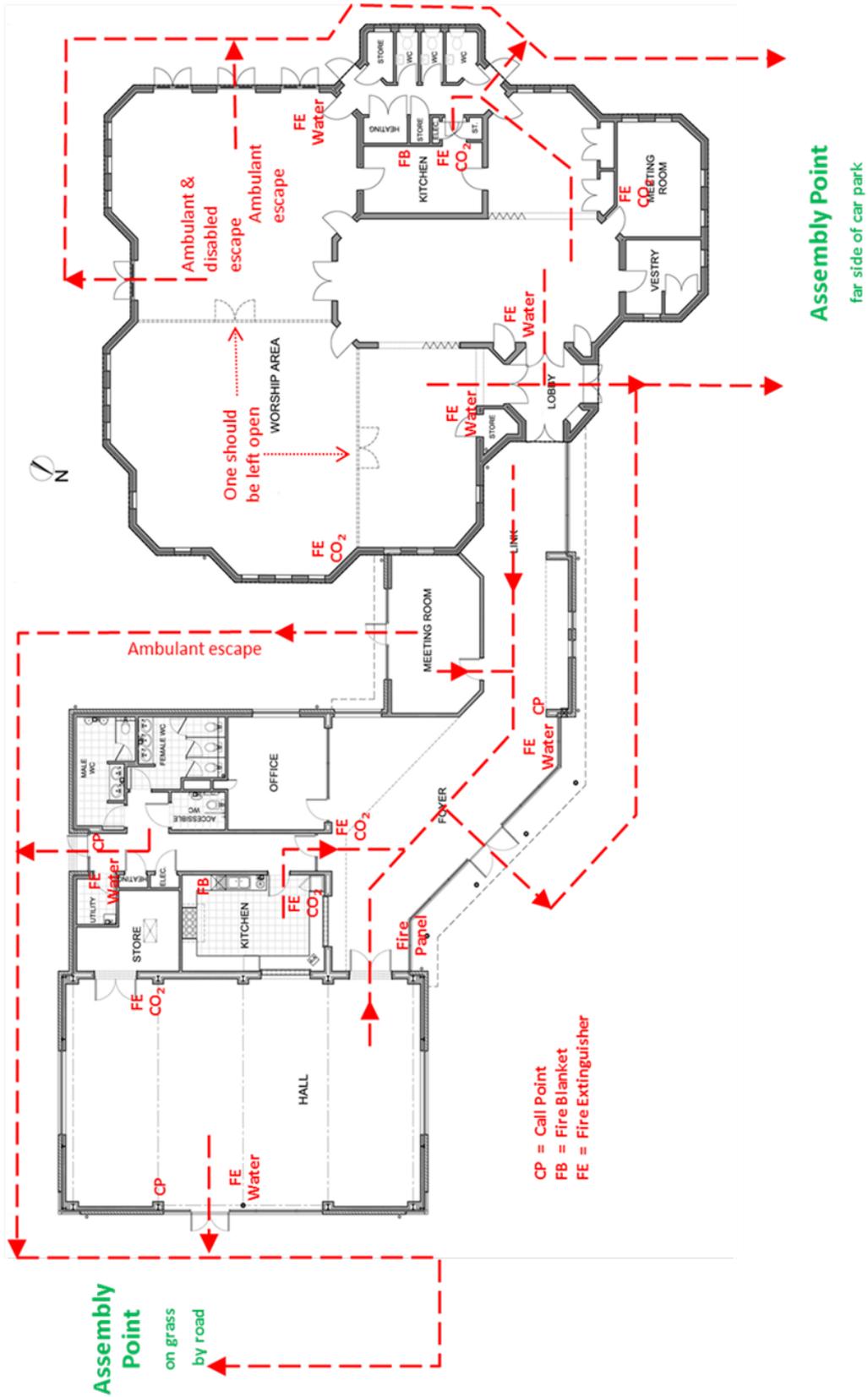


Figure 1 - Fire Plan

First Aid

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. Use the coat hooks and lockers in the corridor for personal items. The locker keys hang on hooks in the Cleaning Cupboard (last door at the end of the corridor), to the right of the door – please make sure they are returned after use!

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 Kitchen is out of bounds to children under 12, unless taking part in a supervised activity with an adult present in the Kitchen at all times.

The floor becomes slippery when wet. It is therefore essential that any water spilt on the floor is mopped up immediately and the floor then wiped with a dry cloth.

Please note that we are a Fairtrade Church, and would appreciate our users following the same principles.

Tea, coffee, sugar etc are available for all users.

All the tap-water is drinkable.

The water boiler should be left switched on. It will switch itself off overnight (10pm to 6.30am) but hot water can still be drawn from it. It should normally be in 'Eco' mode (tank only filled half-way), but may be switched to non-Eco mode for the largest events.

Mugs and cups are kept on trays under the counter – leave them right-way up so that the rim is not in contact with the tray.

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. The cooker rings are lit by match or lighter – in the drawer to the right of the cooker. The oven is lit by pressing the button at the bottom, accessed by opening the oven door. Remember to turn the fan off before you leave!

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.

Two types of kitchen roll are provided:

- over the dishwasher, for drying cutlery and crockery
- over the hand basin, for drying hands

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.)

Any food left in the Kitchen (including the fridge or freezer) must be labelled with the date and person responsible. Any food may be discarded by the Kitchen Supervisors at their discretion. Sorry – non-Church groups may not leave food in the freezer.

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):

- Non-recyclable rubbish to brown bin
- Compost (but no plastic bags) to the green bin, or to the compost bins on the Church boundary
- Food waste to the small green bin
- Tins, plastic bottles, glass bottles to the black bin – *no plastic wrappers or bags*
- Paper and cardboard to the green bin marked 'paper and card'

Spare bin-liners are kept under the rack of dishwasher trays. Spare food-waste bags are in the drawer next to the cooker.

Note – 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.

Hall Facilities

The hall windows and the window blinds are operated electrically, by labelled switches adjacent to each window. The blackout blind and the projection screen at the far end are also operated electrically. In some cases there are on-off switches (with red lights) as well as the toggle switches that control the open-close or up-down functions.

Please leave a few inches between the tables and the walls – otherwise they mark the walls, and sometimes chip the paint.

Sellotape must not be used on the paintwork. Blu-tak may be used to attach items temporarily to the walls. Tensioned wires are provided along the long walls of the Hall which may be used to hang lightweight displays, decorations etc, but must be cleared after your event.

Do not insert plastic covers into any mains sockets. The sockets are safer without them, and the covers can damage the sockets. (See for example <http://www.fatallyflawed.org.uk/>.) If we find any socket covers we will remove and discard them.

AV and Internet Facilities

Hall

The AV system housed in a rack in the storeroom in the hall will play CDs, show DVDs, project from a laptop, and play music from a laptop, MP3 player or electric keyboard. It also has one wired and two radio microphones. Full instructions for these uses are on laminated sheets in the rack.

There are other more advanced facilities such as an input from an external mixer; please ask if you want something not covered in the instruction sheet.

The system is turned on and off using just the switch marked 'AV System' located on the wall outside the store room. If you want to use the projector then its switch is adjacent marked 'Projector'.

The speakers in the foyer are controlled from a volume switch behind the door to the corridor.

Please don't adjust any of the controls not mentioned in the instructions.

Power off the projector using the remote control before switching off at the wall.

When you've finished, power off both the projector and AV system at the wall switches. Please ensure that all cables, microphones and the remote controls are returned to the rack drawer unit after use.

Garden Room Video Screen

Do not tamper with any connections to this screen. It is already set up for DVDs, Wii, laptop computers, and internet video.

There is an instruction sheet on the wall behind the screen.

Mains switches – please switch off after use:

- Screen – on wall below screen
- DVD and Wii – outside cupboard

Internet Access

Wi-Fi access to the Internet is available throughout the building. The current password for 'CC guest' is written on a piece of paper adjacent to the office door.

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

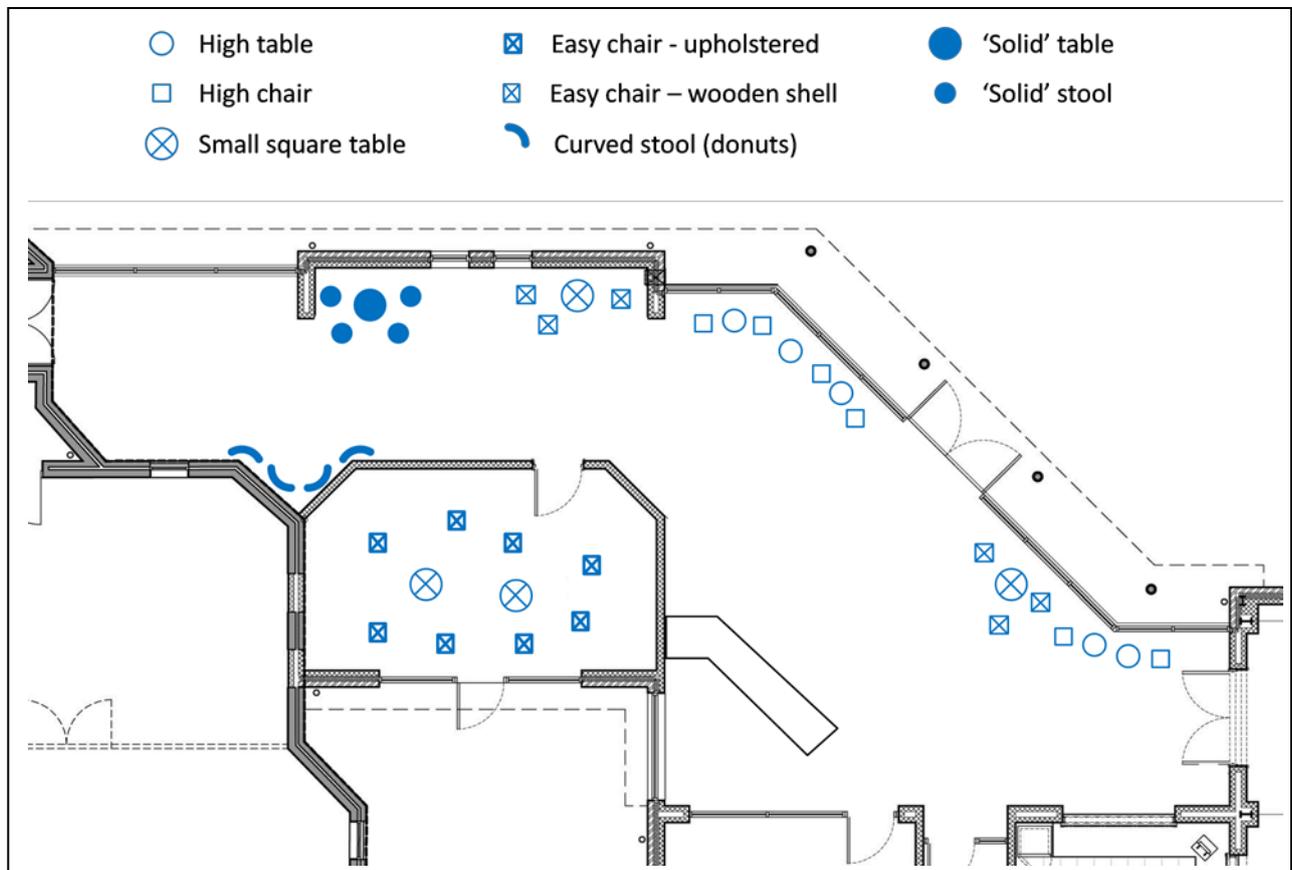


Figure 2 - Foyer Furniture Layout
May differ under Covid conditions

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. 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.

The furniture in the Foyer and Garden Room should be left as shown in Figure 2. (There's a copy of this diagram on the reception desk.)

Cleaning

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

- the Store Room off the Hall – sweeper, broom and misting mop 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 and misting mop for use in the kitchen
 - 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 no-one is left in the building – particularly in the toilets.

Please note the five steps illustrated in Figure 3 to ensure that the front doors are secure as you leave. These are also 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.

If you've entered the office, make sure that door is locked; check that the switch behind the door is in the 'lock' position, and that the lock above the door clicks after the door is closed.

Someone may have used the green emergency door release by the front doors to get out of the building, through either unfamiliarity or mischief.

- The symptom is that the front doors won't close.
- The test is whether a yellow band is showing at the top of the window in the green emergency release (Figure 4).
- The cure is to reset the release using the black plastic key that lives on top of the right-hand door motor (Figure 4). Insert the key and turn firmly a short way clockwise until it clicks.

- Ensure power operation switch is 'Off'



- Ensure left-hand leaf is bolted top and bottom



- Ensure the latchbolt projects from the door
 - release by turning the knob if necessary



- Test that the door cannot be pulled open

- Test that the 'touch to open' pad does not open the door



Figure 3 – Securing the Hall Front Doors



Figure 4 – Emergency Door Release

Church Building

Introduction

This Section provides information on the Church building, highlighting features that are different from the Hall building.

Opening Up

If you've been given access to the Church, then the front door can be unlocked from outside by putting the fob up to the reader on the right-hand side of the door (looking from outside). From inside it can be opened by turning the knob.

The front door can be held unlocked by turning the knurled wheel on the edge of the door (see Figure 6).

The interconnecting doors to the new building are unlocked from either side by a fob, if it has access to both the Church and Hall buildings. The doors can be held unlocked by switching the lock-unlock switches to 'unlock' on both sides of the door.

If you have been given access, the PA cupboard door is unlocked by your fob. It can be held unlocked using a switch just inside the door. Make sure it is left locked before you leave.

Lights

The internal lights are all manually operated, but some in the kitchen and rear corridor have two-way switching.

Heating

The building has ducted warm-air heating, which is set to keep the building warm during all regular activities. The building takes less than an hour to heat up, and cools down quickly. Please don't touch the thermostats.

The controls for bringing the heating on at other times are in the rear corridor, next to the boiler room, with instructions.

Kitchen

The Kitchen is out of bounds to children under 12, unless taking part in a supervised activity with an adult present in the Kitchen at all times.

The kitchen is equipped with a sink, fridge, water-boiler and gas cooker, though most crockery, utensils etc have been moved to the new kitchen.

If you need to use the water boiler, then it will heat up in 20 – 30 minutes, and should be switched off after use.

Hot water is available if the switch above the sink is turned on, and the switch on the cylinder under the counter is switched either up (for half a tank of hot water), or down (for a full tank).

The gas cooker isolation tap is directly behind the cooker, on the right-hand side, and must be switched off after use. The cooker rings are lit by match or lighter – in the drawer to the right of the cooker. The ovens are lit by pressing the button at the bottom, accessed by opening the oven door.

There is an extract fan, controlled by a switch behind the water boiler. Please ensure it is switched off when you finish.

PA/AV Facilities

Operation of the church PA/AV systems are beyond the scope of this document. If you need to use the sound or projection systems then this should be arranged in advance of your event.

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 standard seating arrangement in the Church is shown in Figure 5. Surplus metal-framed chairs may be stacked, up to 8 high, against the side windows of Area B.

Cleaning

Leave the premises clean after an activity. There's cleaning equipment in the cupboard by the pigeonholes, and in the kitchen.

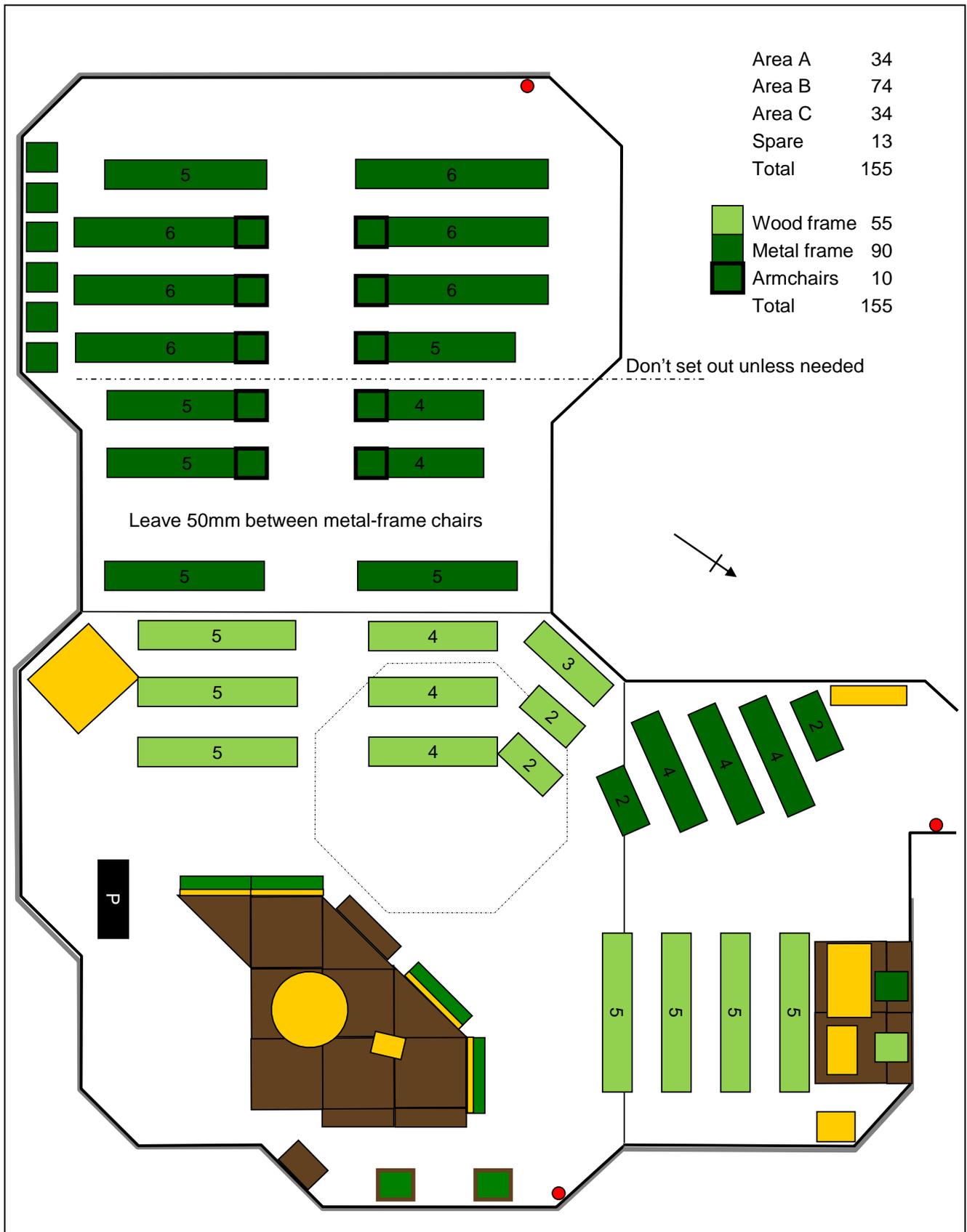


Figure 5 – Church Seating Plan

THIS PLAN HAS BEEN REVISED FOR COVID PLEASE ENSURE YOU LEAVE FURNITURE AS YOU FOUND IT

Locking Up

Please note the three steps illustrated in Figure 6 to ensure that the front doors are secure as you leave. These are also summarised on a small note on the front doors.

Please remember to check the other external doors to the building – the two pairs of fire doors from Area B, and the two doors from the rear corridor.

Someone may have used the green emergency door release in the porch to get out of the building, through either unfamiliarity or mischief.

- The symptom is that the front door won't lock.
- The cure is to reset the release using the black plastic key that lives on top of the right-hand door motor above the Foyer front doors (Figure 4). Insert the key and turn firmly a short way clockwise until it clicks.

- Ensure right-hand leaf is bolted top and bottom
 -  
 -  
- Ensure the latchbolt projects from the door
 - release the knurled snib if necessary
 -  
- Test that the door cannot be pulled open

Figure 6 – Securing the Church Front Doors

Contacts

		Phones	e-mail
Church Administrator	Debbie Dorman	O: 01727 859806	enquiries@ccstalbans.org.uk
Vicar	Jeremy Follett	O: 01727 857592	jeremy@ccstalbans.org.uk
Churchwardens	Jonathan Carter		wardenjonathan@ccstalbans.org.uk
	Chris & Sarah Patrick		chrisandsarah@ccstalbans.org.uk

Appendix – Conditions of Use

Use of the Church Buildings by Church Members

The Centre is available for use for Christ Church activities organised by Church members. These activities are covered by Christ Church's insurance.

The Centre should be booked through the Administrator. Members can turn up without booking **but must give priority to bookings**. Note that not all bookings are shown in the weekly news-sheet.

If equipment is needed, other than tables, chairs and that needed to make light refreshments, the use should be agreed in advance with the Churchwardens or member responsible for it. In particular, musical and electronic equipment must not be used or interfered with unless agreed.

In order to ensure that the Centre is maintained in good order and for the comfort of all users, please observe the rules overleaf.

Any damage or problems with equipment should be reported promptly to the Administrator or Warden.

Hire of the Church Buildings

The rooms available to you, and the period of hire, have been agreed and must be kept to. You also have access to the toilets, cleaning equipment and the kitchen for light refreshments.

If equipment is needed, other than tables, chairs and that needed to make light refreshments, the use must be agreed in advance. In particular, musical and electronic equipment must not be used or interfered with unless agreed.

In order to ensure that the Centre is maintained in good order and for the comfort of all users, please observe the rules overleaf.

Your Group must be covered by your own insurance. We will ask for written confirmation.

Any damage or problems with equipment should be reported promptly.

If you have any queries, please contact the Administrator, Debbie Dorman.

Access Token Agreement (signed by all holders)

1. I have read and will follow the *Building User Handbook*.
2. I will only use the token for myself, or to allow others to enter the Church buildings for an approved Church or hire activity.
3. I will report any loss of the token immediately to the Church Administrator.
4. I recognise that each use of the token will be recorded on a Church computer.
5. I recognise that the Church may cancel operation of the token at its discretion.
6. I will return the token when I leave the Church, or no longer require it, or I will return the token when I cease to be a keyholder for

Christ Church Centre, St Albans

Use of the Church Buildings

1. There must be a responsible adult (18+) present on the premises at all times.
2. For security, the outside doors should be locked when there are just 1-2 people in the building and the doors cannot be supervised.
When any formal group is meeting, the turn-bolt on the outside door (right-hand door, looking out) must be latched open in case of emergency.
When more than 60 people are in the building, the second leaf of the front door must be unbolted.
Strangers should be greeted and asked their business.
3. By law, there must be no smoking in the Church buildings.
4. Alcohol should not be served without prior permission of the churchwardens.
5. Lift all tables and chairs rather than drag them across the floors.
6. Be aware of our neighbours. If activities are noisy keep windows shut. Please leave quietly.
7. Music must finish by 10.00pm and all guests must leave the premises quietly by 10.30pm. Clearing up must be finished and the building vacated by 11.30pm.
8. Ball games are not allowed inside the buildings, except with foam balls.
9. Users and hirers are liable for the cost of damage to the building or equipment, or the loss of equipment.
10. All recyclable materials (plastic and glass bottles, metal cans, paper, cardboard etc) should be put in the appropriate bins outside. If you fill more than one bag of general waste, please take them away with you.
11. Leave the Centre in the condition in which you would like to find it. When you've finished, ensure that the building is clean and tidy:
 - all furniture and equipment is returned to its original location
 - the floors are clean and tidy
 - the toilets are clean and tidy
12. On leaving, ensure that the building is secure:
 - all electrical and gas appliances are turned off
 - all lights are turned off
 - all outside doors and windows are securely locked.

Thank you for your co-operation.