

10 GOLDEN RULES FOR USING THE BUILDING

1. **UNLOCK, ALARM OFF & LIGHTS:** AFTER ENTERING THE BUILDING AND TURNING OFF ALARM, UNLOCK THE FRONT ROOM GARDEN (FIRE EXIT) DOOR (SAME KEY). SWITCH ON ANY LIGHTS NEEDED – when dark put front outside lights on (labelled “O/S WALL LTS” & “PIR O/RIDE”) & car park lights (O/S rear switch by side door).

After each activity, as applicable, please:

2. **CLEAN TABLES, COUNTERS, WHITE BOARD(S), etc, THAT ARE USED & CLEAN CARPET, LINO** (in kitchen areas) & **CHAIRS, AS NEEDED**
Always clean up spillages as they occur. Brush / Hoover carpet and remove crumbs (brush loose first or use end of short Hoover to dislodge muck), stains etc; Mop lino (the mop for the kitchens is stored in the tall cupboard in the ladies toilets –DO NOT use the mop labelled “toilets”).
3. **EMPTY BINS:** IF NAPPIES IN DISABLED OR LADIES TOILETS OR ANY BIN GETTING FULL
NB if nappies are left the building becomes smelly!
4. **CHECK TOILETS CLEAN & CLEAN AS NEEDED**
NB use the mop labelled “toilets” from the tall cupboard in the ladies toilets.
5. **RETURN ANY ITEMS BACK TO THEIR STORAGE AREAS**
Tables to cupboards indicated by the label under each table. NB: do not put tables sideways (toward door) on the left hand side of the foyer cupboard; Leave access routes in platform cupboards; NB stack the red chairs with their legs in line with each other.
6. **WASH UP & PUT AWAY CUPS, ETC WHERE NOT DISHWASHER SAFE, OR USE DISHWASHER ON NORMAL SETTING**
NB: Where there are only a small number of items to wash, rinse and put in the dishwasher to be included in the next full load by another group.
7. **BLINDS:** PUT ALL BLINDS UP OR OPEN
8. **LIGHTS & URN:** SWITCH ALL LIGHTS OFF (& THE URN(S) = “standby”)
Don’t forget the lights in the 3 toilets, the platform cupboard, the hall platform lights (on dimmer switch) and the front outside lights (labelled “O/S WALL LTS” & “PIR O/RIDE” = off is same switch position as O/S WALL LTS though this changes the door lights to movement sensor so does not go off at first). Switch off O/S rear car park lights if switched on (by side door).
9. **CLOSE ALL INTERNAL DOORS** including lock all the bi-fold door flush bolts (top & bottom), **CLOSE ALL CUPBOARD DOORS AND CLOSE ANY WINDOWS USED**
(Closing all internal doors helps the heating of the building and reduces the fire risk.)
10. **LOCK & ALARM:** FRONT, SIDE, BACK (FIRE EXIT) & FRONT ROOM GARDEN (FIRE EXIT) DOORS.
Ensure ALARM is turned ON (after checking building is vacant – remember to wait until the beeping has stopped before leaving the site and checking the exit door is locked).

NB: The Divider Doors are to only be put out and away by the ‘authorised people’ on the list inside the divider cupboard.