

Chair store

Please don't stack chairs more than 12 high and use the chair trolleys to move them to save your back and the floor. Replace items in the store according to the plan displayed in the store.

Cleaning

The hall is cleaned regularly but users should ensure they leave the premises as found. Cleaning materials can be found in the cleaner's store near the toilets.

Please sweep floors and ensure any spills are quickly mopped up, particularly on the wooden floor in the main hall. Only a minimum of water should be used when cleaning the hall floor, e.g. using a wrung out cloth.

Departure checklist

- Sweep floors, clean kitchen and leave the Centre as you found it
- Take away any excessive rubbish
- Check all windows and doors are closed
- Turn off heaters
- Turn off lights
- Lock all doors
- Return keys

Kirkhill Community Centre

User Guide



December 2016

Kirkhill Community Centre
Scottish Charitable Incorporated Organisation
Registration number SC012797

Introduction

Welcome to Kirkhill Community Centre and thank you for booking the Centre for your function or activity. You should have received a copy of the hire agreement you signed on booking the Centre.

We want you to have a good experience in the Centre so have outlined some helpful information below.

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Contacts

Bookings	Brenda Dunthorne: 01463 782208
Chair	Erik Lundberg: 01463 831742
Maintenance	Cris Ford: 01463 831432
MUGA	Ken MacDonald: 01463 831479
Treasurer	Brenda Dunthorne: 01463 782208
Secretary	Yvonne Brown: 01463 831835

Accidents and incidents

Accidents should be reported in the accident book located in the kitchen drawer.

First Aid boxes are provided in the marked cupboards in the kitchen and Williamson Room.

Defects and breakages

Please log any breakages or items not working in the maintenance log book in the kitchen drawer.

Portable electrical equipment

All portable electrical equipment in the hall is regularly examined. Please ensure that any equipment you bring into the hall is safe.

Utilities

Gas is used for heating and the boiler is located in the cupboard on the stage. If gas is smelt then evacuate the building and call Calor Emergency Service on **08457 444999** and a member of the hall management team.

Electricity – the supply can be switched off in the cleaner's store at the distribution board.

Water – can be turned off below the kitchen sink at the back of the lower shelf.

Kitchen

The kitchen is well equipped for most catering needs.

If you need to use the dishwasher, please read the instructions provided in the drawer beside the oven.

Please note that the dishwasher needs sixty minutes to heat up before use.

A fridge is available for your use. Please make sure that you remove all food items after your session.

A hand washing station is provided.

Recycling

Please recycle all paper, card, plastic, and tins in the bins located in the kitchen. Small amounts of glass can be deposited in the kitchen bin. For large events and parties please deposit glass in the bins at the bottom of the car park.

Changing rooms

These are well equipped and include showers. Hot water for the showers is always available. There is a boost timer switch in the cleaner's store which can be used if extra hot water is needed.

Fire safety

The centre is fitted with fire detection systems and the alarm should sound automatically. In addition there are a number of manual call points.

The alarm is not connected to the Fire Service - in the event of a fire call 999.

There are a number of fire extinguishers located throughout the premises. Please familiarise yourself with their location and use.

The fire action plan is located at each call point. The assembly point is in the lower car park, beside the MUGA.

Exits must be kept clear at all times. Users are responsible for the safe evacuation of everybody present and should also consider carrying out regular fire evacuation exercises.

Instructions for resetting the alarm are displayed beside the control panel in reception.

Tealight candles may be used in the hall in suitable enclosed containers.

Access

Regular users will be issued a key to the main door on deposit of £20. Please keep this safe. Other keys will be issued as required. Make sure all doors and emergency exits are closed at the end of your session.

If you have been given a key on a temporary basis please make sure that it is returned to the booking secretary as soon as possible.

Lighting

The lights in reception, corridors, toilets and chair store are on movement sensors and will come on as you enter and switch off after you leave.

Uplighters are available for parties and social events.

Kirkhill Community Centre aims to be as energy efficient as possible so please only switch on lights when necessary and check that the Main Hall, Stage area, Williamson Room and Kitchen lights are switched off when you leave.

Free WiFi is available for internet connection.

Audio visual equipment - digital projector and screens, Blu-ray/DVD player, sound reinforcement - is available for use. Please let us know if you need help with this.

Heating

The **main hall** is heated by radiant heaters which can be switched on/off in the cleaner's store near the toilets. The key to the store is on a hook on the door frame. Please replace it as you leave.

The **reception area, kitchen, and Williamson Room** are heated from a timed boiler. On Tuesday and Friday mornings the heating will come on automatically. At all other times the boiler needs to be switched on **manually**, which can be done in the stage cupboard using the instructions there.

Adjustments to room heating can be made using the **radiator thermostats** or the on/off switch in the case of the kitchen, but please put back to original settings before leaving. The Williamson Room also has an extractor fan and a heat recovery unit with controls in the room.

Kirkhill Community Centre aims to be as energy efficient as possible so please only switch on heaters when necessary and make sure they're all switched off at the end of your session.

Notice Boards

A small user's notice board is located in the reception and a larger one in the main hall. Please remove any out of date notices.

Do not stick notices or decorations to the walls.