

# Coaley Village Hall - Finance Committee

Registered Charity Number - 1062503

~ ~ ~ ~ INFORMATION FOR HALL USERS ~ ~ ~ ~

## EMERGENCY EQUIPMENT

### FIRE FIRST AID - SEVEN APPLIANCES

- |   |                      |
|---|----------------------|
| 1) IN FOYER ADJACENT TO CONTROL ROOM ACCESS LADDER        | 2 kg CO <sub>2</sub> |
| 2) INSIDE HALL ADJACENT TO MAIN ENTRANCE DOOR L.H.S.      | 3 ltr FOAM           |
| 3) INSIDE HALL R.H.S. OF STAGE ADJACENT TO FIRE EXIT DOOR | 3 ltr FOAM           |
| 4) INSIDE HALL ADJACENT TO KITCHEN DOOR PLUS FIRE BLANKET | 2 kg CO <sub>2</sub> |
| 5) ON STAGE L.H.S. ADJACENT TO LIGHTING CONTROLS          | 2 kg CO <sub>2</sub> |
| 6) ON STAGE L.H.S. ADJACENT TO STAGE EXIT DOOR            | 3 ltr FOAM           |
| 7) IN JUBILEE ROOM ADJACENT TO EMERGENCY EXIT DOOR        | 3 ltr FOAM           |

### MEDICAL FIRST AID - ONE BOX

IN KITCHEN INSIDE SIGNED CUPBOARD - RECORD ALL OCCURRENCES

## GENERAL EQUIPMENT

### LIGHTING

EMERGENCY EXIT LIGHTS, THE MAIN HALL LIGHTS, THE FRONT AND REAR CAR PARK FLOOD LIGHTS AND THE SIDE ALLEY LIGHTS ARE CONTROLLED FROM THE FOYER SWITCH BOXES. THE STAGE LIGHTS ARE CONTROLLED FROM THE L.H.S. OF THE STAGE AS VIEWED FROM THE HALL

### HOT WATER

INITIATED BY CONTROL BOX ABOVE THE LIGHTING SWITCHES - TRIPS AFTER 3 HRS

### HEATING

OPERATION OF AIR CONDITIONING CONTROLLED FROM R.H.S. OF STAGE

### CLEANING EQUIPMENT

BROOMS, MOPS AND BUCKETS ARE COLOUR CODED BLUE FOR GENERAL CLEANING AND RED FOR TOILET AND WASH ROOM AREAS - KEPT IN LADIES CLOAKROOM CUPBOARD. CLEANING EQUIPMENT IN THE KITCHEN CUPBOARD IS COLOUR CODED GREEN AND FOR KITCHEN AND FOOD PREPARATION AREA USE ONLY.

### RUBBISH

PLEASE TAKE ALL RUBBISH HOME WITH YOU. WASTE LEFT FOR DISPOSAL BY THE HALL CARETAKER IS CLASSIFIED AS TRADE WASTE AND MUST BE IN ORANGE PLASTIC BAGS OBTAINABLE FROM THE BOOKING CLERK OR CARETAKER BY PRIOR ARRANGMENT AND PAYMENT OF AN ADDITIONAL FEE

### VACATING HALL - SEVEN POINT CHECK LIST

- 1) ENSURE COOKER, OVENS & HOB CONTROLS ARE SET TO 'OFF'
- 2) EXTINGUISH JUBILEE Rm, KITCHEN, BAR AND ANNEX LIGHTS
- 3) TURN OFF STAGE ELECTRICS & LIGHTS. CHECK EMERG EXIT DOORS ARE SECURE
- 4) LOCK INTERNAL ENTRANCE DOOR AND EXTINGUISH ALL CLOAKROOM LIGHTS
- 5) ADJACENT TO MAIN DOOR TURN OFF WATER HEATER, EXTINGUISH HALL LIGHTS, EMERGENCY EXIT LIGHTS, EXTERNAL LIGHTS AND FOYER LIGHTS
- 6) ENSURE MAIN ENTRANCE DOORS ARE BOLTED AND LOCKED WHEN YOU EXIT
- 7) RETURN ALL KEYS TO BOOKING CLERK

### NOTE:

FRONT CAR PARK FLOOD LIGHT REMAINS ILLUMINATED FOR THREE MINUTES AFTER BEING SWITCHED OFF.