

Community Hub Open and Close Procedure

Opening the Community Hub:

1. Go to the lock box on the right-hand side of the outside door and put in code provided
2. Take the key out and unlock the outside door by turning it clockwise.
3. Put the keys back in the lock box – and scramble the numbers
4. Go to the keypad on the left-hand side of the outside door
5. Press ★ then your pin: (this will disarm the alarm)
6. Enter the pin provided (this will release the door).
7. When you enter the first set of doors on the left hand side flick the switch to “OFF” – this is required to keep the front door unlocked during your hire.

At the end of your hire:

1. Ensure all doors and windows are closed and the lights are switched off.
2. Close all the blinds.
3. Ensure that all electrical appliances are switched off, except the fridge/ fridge freezer.
4. Remember to take your waste home with you.
5. In the first draw as you enter the kitchen complete the ‘Vacating Form’ provided and return the completed form into the plastic wallet labelled ‘Completed Forms’ (If you are a regular hirer you are still required to do this on each occasion).

Locking the Community Hub:

1. Ensure everyone is out of the building except yourself before completing steps below
2. As you leave the reception area ensure inside door is closed - lift up the handle to ensure it is closed properly
3. Flick the switch (now on your right-hand side) to “ON”
4. If you have used the automatic door function remember to press ★ on the keypad to disable it.
5. Wave your hand over the door release button (on your right). This will release the door – push the outside door and exit the premise.

6. Now you are outside looking at the building go to the lock box on the right-hand side of the outside door and put in code provided.
7. Take the key out and lock the outside door by turning it anticlockwise.
8. Put the keys back in the lock box – and scramble the numbers
9. Go to the keypad on the left-hand side of the outside door
10. Press ★ then your pin: (this will activate the alarm – you should hear a faint alarm coming from inside the building that will last for approximately 10 seconds).
11. The building should now be secure – no further actions required.

(Optional) Automatic Front Door Procedure:

1. There is a keypad located in the lobby area to the left of the outer door. On the keypad, press ⇄ to enable the automatic door.
2. press the ★ key on the keypad to disable it.

Fire Alarm - If there is no visible fire:

1. Take the alarm key from the locked key safe between the outer and inner door on the right. See Appendix A for the Code
2. Look at the Control panel in the hallway to identify which call point zone has been activated. Insert the key into the bottom of the activated call point, turn it, and remove it.
3. Then go back to the control panel, enter **1234**, then press **Enter**.
4. Press **Silence**, then **Reset**.

If there is a fire, immediately arrange evacuation then call 999. Our fire alarm system is centrally monitored.

All incidents should be reported to the Parish Office on 01908 227201 by the next available working day.

Our heating is set to come on in the colder months however if it is too hot or cold you can adjust the Heating on the Hive Device:

1. Locate the Hive device on the pillar facing the kitchen.
2. Make a note of the current set temperature
3. Use the + or – buttons on the device to raise or lower the temperature.
4. The display will show the current temperature setting. Adjust to the desired level.
5. If the device does not respond, check the batteries and replace if needed.
6. At the end of the event ensure the temperature setting is returned to the one originally noted.

If the hive device does not function – it may be that the batteries require changing please add this to your form that you complete at the end of your booking.

Any issues please contact the emergency contact provided.

Additional Information you may require during your booking:

- First Aid kit can be found In kitchen on wall next to fridge
- First Aid book is located in the first draw as you enter the kitchen
- Mop buckets and brooms in the boiler room through the kitchen
- An emergency contact should have been provided to you.