

Coaley Village Hall - Finance Committee

Registered Charity Number - 1062503

~ ~ ~ INFORMATION FOR HALL USERS ~ ~ ~

EMERGENCY EQUIPMENT

FIRE FIRST AID - SEVEN APPLIANCES

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| 1) IN FOYER ADJACENT TO SOUND STUDIO ACCESS LADDER | 2 kg CO ₂ |
| 2) INSIDE HALL ADJACENT TO MAIN ENTRANCE DOOR L.H.S. | 6 ltr FOAM |
| 3) INSIDE HALL R.H.S. OF STAGE ADJACENT TO FIRE EXIT DOOR | 6 ltr FOAM |
| 4) INSIDE HALL ADJACENT TO KITCHEN DOOR PLUS FIRE BLANKET | 2 kg CO ₂ |
| 5) ON STAGE L.H.S. ADJACENT TO STAGE EXIT DOOR | 2 kg CO ₂ |
| 6) ON STAGE L.H.S. ADJACENT TO STAGE EXIT DOOR | 6 ltr FOAM |
| 7) IN JUBILEE ROOM ADJACENT TO EMERGENCY EXIT DOOR | 6 ltr WATER |

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

A PERMANENT HOT WATER SYSTEM IS INSTALLED

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.

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 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 & REPORT ANY DAMAGE

NOTE:

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