

WAVENDON COMMUNITY CENTRE - INSTRUCTIONS FOR OPERATING EQUIPMENT IN THE HALL

FIRE ALARM

The instructions for resetting the Fire Alarm are located in the Entrance Hall to the Community Centre.

CHAIRS / TABLES

Chairs are stored in the Power Room on three racks and CARE should be taken when handling these items. Tables are stored in the cupboard under the stage and again CARE should be taken when handling these items.

ELECTRIC COOKER

There are instructions for using the cooker in the kitchen - please read and adhere to them carefully. Do clean the cooker with scourers or abrasive cleaners.

WATER HEATERS

There is a kettle in the kitchen for providing hot water.

There is a 20 litre Swan Water Urn in the kitchen for providing hot water for a large gathering.

GAS HEATERS IN HALL

The controls for the heater in the main hall are on the wall to the left of the entrance door.

HEATING IN BAR / FUNCTION ROOM

There are two Wall Heaters that are easy to operate via the on / off switches.

TOILETS

The flush for the urinals and the cistern in the gents is automatic. Hot water for the sinks in all the toilets is provided by the heaters in the cupboards below them.

Heaters in both the Ladies and Gents are set on setting 2 with a fuse box on the wall above.

PA SYSTEM

Please contact Hall Manager to get access to PA system and to arrange for training. This equipment is very heavy and CARE should be taken when handling this system.

LIGHTING AND EQUIPMENT BREAKDOWN

If any equipment stops working, please report to the Hall Manager as soon as possible.

WATER SUPPLY

There is one tap under the sink in the kitchen and two in the power room should the Water Supply need to be turned off.

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