

**INSTRUCTIONS FOR OPERATING EQUIPMENT IN THE HALL****Revised 1/11/2009**

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**FIRE ALARM**

To stop the fire alarm, push the small black plastic key (on the chain next to the alarm) into the hole at the base of the call point (marked with an arrow) and push up until the alarm stops.

**AUTOMATIC DOOR CLOSER**

There is an automatic fire door closer on the door between the kitchen and the main entrance. To keep the door open, gently push the plunger (on the top of the closer) down when the door is fully open. If this doesn't work first time—try again, but DON'T PUSH HARDER. To release the door push the plunger towards the door. The plunger will release automatically when the fire alarm sounds and the door will close.

**GAS COOKER**

There are instructions for using the cooker on the wall—please read and adhere to them carefully. Do not force the cooker knobs.

**WATER HEATERS**

There are two water heaters for hot water in the kitchen. If you only need small quantities of hot water, please use the small heater (situated between the sinks). Please leave the hand-washing heater on.

**DISHWASHER**

If you are going to use Village Hall glasses or plates and cutlery we would prefer you to use the dishwasher. Please arrange a time to for a member of the committee to teach you how to use it.

**GAS HEATERS IN HALL**

Before use, check that pilot light is alight, and pull the "ON" chain down.

If the heater does not light within 5 seconds pull the OFF chain fully down and do not attempt to relight the heater.

To turn the heater off, pull the "OFF" chain fully down. The pilot light will stay lit.

**HEATING IN ENTRANCE HALL AND TOILETS**

A gas boiler heats the radiators in the entrance hall and toilets, and is programmed to come on when the hall is in use. If the entrance hall is not warm enough, there is an electric heater in the entrance hall near the kitchen door. This heater is thermostatically controlled and on a timer. When switched on (if cold enough) there will be a delay before the fan starts. The fan will also continue for a short time after the unit is switched off.

**ALARM IN DISABLED TOILET**

Alarm will sound and light will flash if alarm cord is pulled. Pressing either the reset pad below the flashing light or on the control panel on the wall behind the bar will reset alarm.

**LIGHTING**

The lights in the bar area are low wattage and will take a little time to reach full brightness. The lights in the toilets come on automatically when you walk in and will turn off a few minutes after you leave.

**TOILETS**

A ventilation fan will switch on and off at the same time as the lights. The flush for the urinals in the gents is automatic and the cistern will stop filling about 30 minutes after the last person leaves the room. Hot water for the toilets is supplied "on demand" and will take 20-30 seconds to arrive at the tap.

**PA SYSTEM**

Please contact Maintenance Officer to get access to PA system and for training

**LIGHT FAILURE**

When a light bulb fails the associated LCD will trip, causing other lights on the same circuit to go out. When this happens the LCD can be reset by returning the relevant switch to its original position.

LCDs for the lights in the main hall are in the cupboard below the sound limiter (key on chain above the cupboard). LCDs for all other lights are in the passage from the entrance hall to the toilets, above the door to the disabled toilet.

**ELECTRICAL SOCKETS**

RCDs for the electrical sockets in the hall are in the cupboard under the sound limiter, and for all other sockets in the passage to the toilets. They can be reset if necessary (but see Hall Operating Instructions).

**EQUIPMENT BREAKDOWN**

If any equipment stops working, please report to the Maintenance Officer as soon as possible.