

## **INSTRUCTIONS FOR OPERATING EQUIPMENT IN THE HALL**

Version 1 1/6/2008

### **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, push the grey plunger down when the door is fully open. 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.

### **GAS HEATERS**

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.

### **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.

### **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 it's 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.

### **ELECTRICAL SOCKETS**

RCDs for the electrical sockets are in the cupboard under the sound limiter, and can be reset if necessary (but see Hall Operating Instructions)

### **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. The switch for the hot water heater for the toilets is behind the bar.

### **SPACE HEATER IN ENTRANCE HALL**

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.

### **PA SYSTEM**

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

### **EQUIPMENT BREAKDOWN**

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