



Outlets Co-operative Neighbourhood House Ltd - Newport Community Education Centre
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Room 11 – Multi Purpose Room Procedure

Please ensure you abide by the following instructions, if *NOT* access to the room will be denied
*Please take note that Outlets is a NON SMOKING AREA.

Key:

- One Key opens Front, Sliding and junior (exterior) doors. NO access to door to office.
- Windows are not to be opened.

Light Switches:

- Entrance: to left of Door 3 switches **DO NOT turn off Switch 3** (this is outside sensor lights)
- Toilet Light: behind Modesty wall – this turns on Adult toilet interior.

Hot Water Urn: Power Switch to Urn on left hand side.

Heating and Cooling Split System – remote in Top draw

- Turn **ON** by remote – Press OFF/**ON** button **and return to Top draw**
- Use arrows to set temperature (is set for warmth in Winter)
- Turn **OFF** by remote – Press **OFF/ON** button **and return to Top draw**

***Please ensure this is kept safe DO NOT LOSE**

Fire Extinguishers: below sink (*Child proof mechanism*)

Cupboards:

- Locks have designated keys. Key 1, Key 2, 3, 4 and Key 4, 5, 6 these are for class use only.
- Cupboards under sink are fitted with **Child proof mechanism** –
Operation: open door slightly,
with index finger push down gently on 'white' plastic tie,
door is able to be opened now.
Closing: just close door 😊

Furniture:

- Tables and Chairs to be packed up and placed where found.

Cleaning:

- Please ensure that ALL cups and plates are washed, dried and put away, sink to be 'left' clean
- **Out of Hour use:** *Please ensure you take all of your items, no storage is available*
- Floor only requires sweeping (and wet mop if needed) NO Detergents
- Pan and brush set: in cupboard under sink (*Child proof mechanism*)
- Broom and Mop behind modesty wall (Adult toilet)
- Remove **ALL rubbish** (can be placed in Bin on front verandah)

Evening Hire:

- Junior Toilets are NOT to be accessed.
- NO Smoking in Childrens play area (rear of Multi Purpose room)

Departure:

- Ensure that ALL doors are LOCKED (sliding)
- Urn is switched OFF
- Lights are switched OFF (ensure that Switch 3 at front door is NOT turned off)
- **Exiting FRONT door PUSH in BUTTON** from internal side and close door, ensure door is locked.

Please note: * replacement costs for any damage or loss will be incurred by signatory of Agreement.