

Langham Community Centre care & instructions

If you have any queries, please ring Cheryl Williams (07493 241331)
or Sue Armstrong (01206 271127 / 07741 284132)

Contents

1.	Main Entry to Langham Community Centre.....	2
1.1	Opening the Langham Community Centre.....	2
1.2	Entry to Main hall if the Club room is in use.....	3
2.	Leaving the Langham Community Centre.....	4
3.	Changing rooms.....	4
4.	Cupboard keys.....	4
5.	Dishwasher.....	5
6.	Heating, ceiling fans, windows and blinds.....	6
6.1	Main hall.....	6
6.1.1	Velux windows and blinds.....	7
6.2	Club room.....	8
6.2.1	Velux windows and blinds.....	9
6.3	Committee room.....	11
6.4	Committee room kitchenette.....	11
6.5	Kitchen.....	12
6.6	Toilets.....	13
7.	Emergency Cleaning.....	13
7.1	How to Remove Stains from Scotch Gard Protected Furniture.....	13
7.2	Junkers flooring.....	13
8.	Safety.....	13
8.1	Fire Prevention Measures.....	14
8.2	Telephone.....	15
8.3	Car parking.....	15
8.4	Consideration for others.....	15
8.5	Cleaning and Decorations.....	15
8.6	Faults / damage/ comments.....	15
8.7	Location and use of fire equipment for hirers.....	16
9.	Checklist.....	17

1. Main Entry to Langham Community Centre

1.1 Opening the Langham Community Centre

A code will be given to you to open the key safe.

and after locking up, must be returned there immediately. Please lock the car park barrier if you are the last to leave the Langham Community Centre in the evening.

OR

The Langham Community Centre will be opened for your hiring by Sue Armstrong or Cheryl Williams and will be closed for you at the end of your hire.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Please telephone 07493 241331 Cheryl Williams (Caretaker), or Sue Armstrong (Commercial and Marketing Manager) on 01206 271127 or 07741 284132 in case of difficulty.

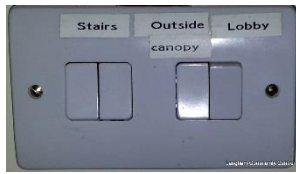
Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve or a late licence has been applied for and granted) only those helping to clear up the Langham Community Centre should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

1. Unlock the door next to the shop. The alarm does not beep until the door is opened.
2. Open the door and turn to the right where the alarm sensor is. Swipe the grey fob over the top left of it.



A	Labelled internal and external light switches. The external Langham Community Centre sign has a light sensor, so the switch is obsolete.
B	Lamp post light by car park entrance.
C	Time lag switch for lamp post for use when it is dark. Use this when exiting the Langham Community Centre. Press the switch in whilst the lamp post is on, then turn off the lamp post switch (B). The light will stay on for 10 minutes allowing you to be able to see to lock the barrier.
D	Lights outside, around to the preschool area. Another switch in the shop also controls this.

3. The light switches in the foyer are all labelled—some by the front door and some at the foot of the stairs.



4. If using the main hall, unlock the toilet/kitchen lobby door onto the field as this is a fire door and does not push open. In case of emergency, there is a key safe to the right of the door.



1.2 Entry to Main hall if the Club room is in use

1. Use the silver key on the key fob in the key safe to open the hall fire door furthest from the stage. Unlock the door, when the handle will then be able to be turned to open the door from the outside.
2. During winter, please remember to shut the doors as quickly as possible to prevent heat loss.
3. On leaving, it is **imperative** to remember to lock the door again, otherwise the hall will not be secure.

2. Leaving the Langham Community Centre

1. ALL TABLES & CHAIRS must be stacked away correctly, KITCHEN equipment washed, dried and put away and the FLOORS SWEPT. Use BLUE bucket and brushes for the KITCHEN only. Other cleaning equipment is in the cupboard rear lobby (yellow key on kitchen set).
2. ALL external and internal LIGHTS must be switched OFF (there are automatic ones in the main hall's Ladies and Gents).
3. ALL FAN HEATERS, WALL HEATERS and HALL CEILING FANS must be switched OFF.
4. LAMP POST by the gate can be left on for 10 minutes by switching the light on (switch B in photo above), then pressing the time lag switch (switch C in photo above), then turning off the light switch (switch B in photo above).
5. CAR PARK SECURITY LIGHTS have movement sensors so they will switch on/off automatically.
6. SET THE ALARM & LOCK DOORS by lifting the handle of the door nearest the alarm box to lock it, then swiping the key fob over the top left corner of the alarm box. Exit the Langham Community Centre, close the door and lift the handle before locking with the key. You may need to lean gently on the door. Wait to hear the confirmation chime of the alarm after approximately 25 seconds.
7. CAR PARK BARRIER must be locked by the last evening hirer.

3. Changing rooms

Please collect keys as agreed and put litter bin out (from pavilion) for spectators. Remember to empty this (and take home) before returning it to the pavilion.

1. Unlock Boot Room door (see **Diagram 2**).
2. Showers are turned on by 8 switches in passage cupboard. Please ensure you turn them off when leaving.
3. Footballers in kit to enter and leave via Boot Room only.
4. Unless otherwise agreed, please do not enter any other part of the Community Centre.
5. Boots are to be removed in the Boot Room.
6. Boots are NOT to be rinsed or washed in the sluice sink or the showers.
7. Showers are to be rinsed after use.
8. Changing room and passage floors are to be swept, mopped down and left tidy after use, brushes and mops are in or adjacent to the cupboard.
9. Check all litter has been picked up from building and pitch etc. All lights in changing area are automatic; turn off showers; lock boot room door.
10. Please return keys after use.

4. Cupboard keys

These are on a hook on the wall by the kitchen hatch. Please remember to return them there. Keys are colour-coded to dots on the cupboards (see **Diagram 1**). The large silver key opens the front foyer electric cupboard.

5. Dishwasher

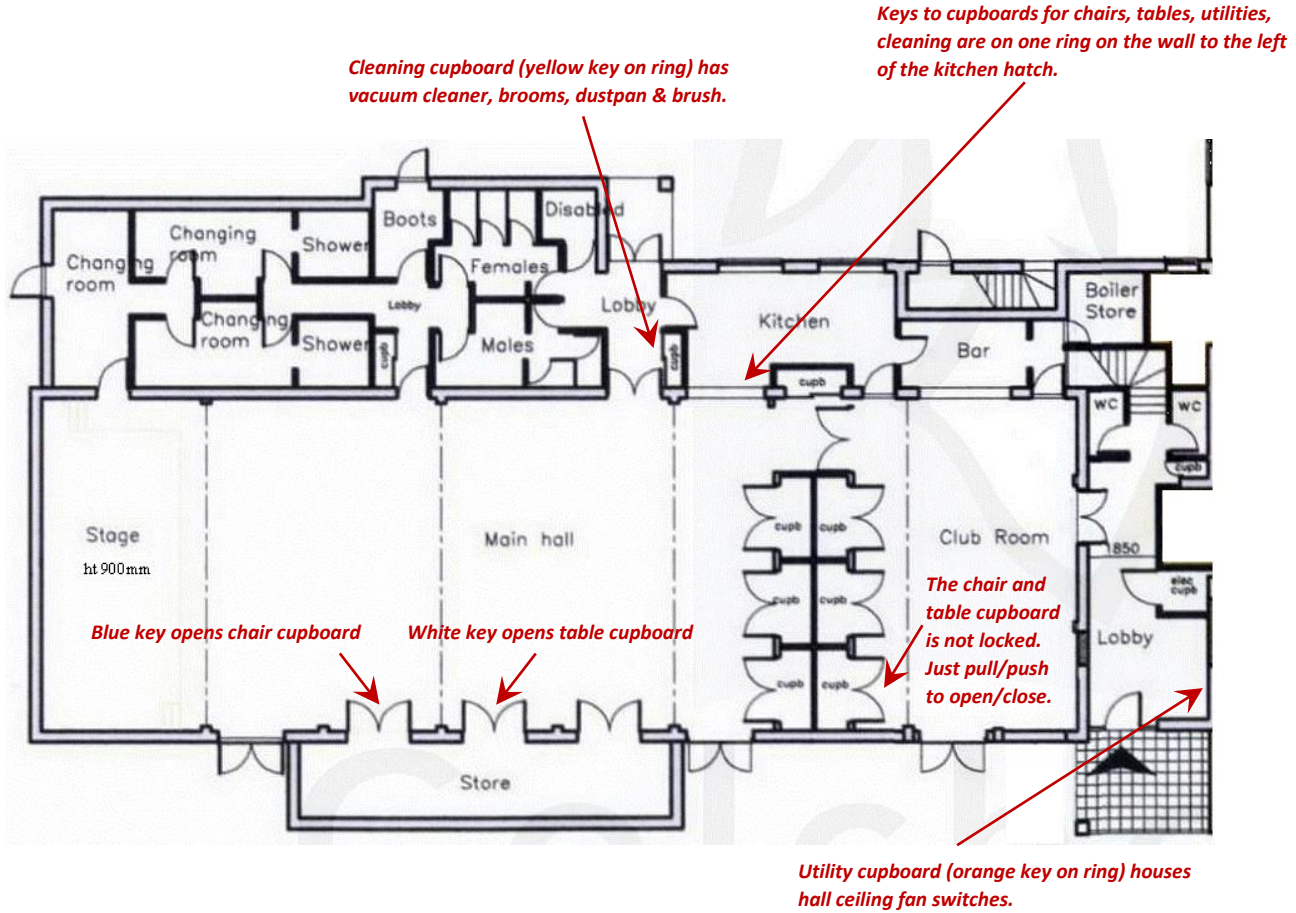
The dishwasher is available for hirers of any room to use, but must be unloaded at the end of your hire.

1. Load the dishwasher, being sure not to put waste food in. Please be careful when loading the dishwasher, particularly when there are several people in the kitchen, that the door is not left open as a trip hazard.
2. Use dishwasher powder and fill the soap dispenser to the first line 15cm³. If the dishes are heavily soiled, fill to 25cm³. Do **NOT** use washing up liquid as this will damage the machine. If in doubt, please contact either Cheryl or Sue. Close the lid of the dispenser by gently pressing it closed until you hear a click. Powder is in the cupboard to the right of the dishwasher.
3. Check the rinse-aid indicator and fill with rinse-aid by (pressing the button to open) if necessary. Fill to the maximum level, then press the lid closed until you hear a click. Clean any rinse-aid residue with a tissue and run the machine immediately. Rinse-aid is in the cupboard to the right of the dishwasher.
4. Switch the dishwasher on at the wall with dry hands. Close the door.
5. Set the program by turning the dial to the appropriate wash, depending on how soiled the crockery is. A short, ½ hour wash is usually sufficient and will allow you time to unpack and store the washed contents before the end of your hire. Press the centre of the dial to start the wash.
6. Be careful of steam when opening the door if the program has just finished, and please unload your wash before leaving at the end of your hire.

6. Heating, ceiling fans, windows and blinds

6.1 Main hall

Diagram 1



The air conditioning for the Main hall is set on a timer by the Manager, who programs the heating use for the Langham Community Centre for each day. The main hall controller is in the kitchen. Should you need to change the temperature, use the left/right arrow keys to move the highlighted area to *Set Temp.*, then the up/down arrows to change the temperature. Should you need to change the mode to *Cool* or *Auto*, use the left/right arrow keys to move the highlighted area to *Mode* or *Fan*, then the up/down arrows to change these.



There are 3 ceiling fans which are controlled by switches in the utility cupboard by the main entrance. Use these for cooling in the summer, or to push hot air down (on a gentle setting) in the winter.

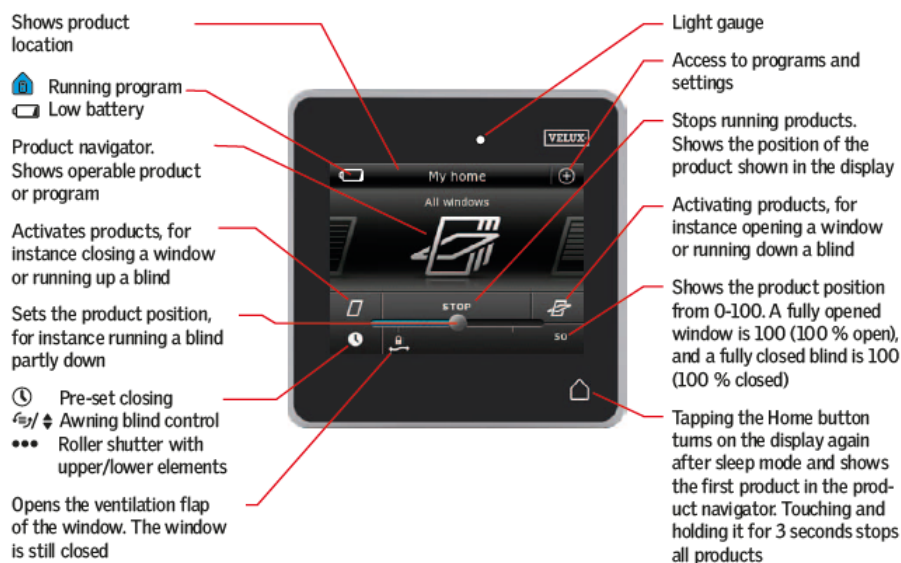


The switch can be set on a timer, but we recommend that it is used in the On position.

Turn the dial to adjust the speed of the fan rotation.

6.1.1 Velux windows and blinds

These are programmed to automatically open and close and do not automatically open if it is raining. This can be overridden, but please do not open the windows far (just use the trickle vent) or the floor will become dangerously wet and will also be damaged. The windows also close automatically if it rains. The controller is on the shelf in the kitchen and is touch controlled.



1. Touch the home button (🏠) at the bottom right corner of the controller.
2. Make sure the heading location says *Main hall*. If it doesn't, swipe right or left until it does.

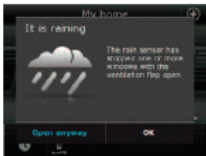


3. Swipe right or left until *All windows* appears.

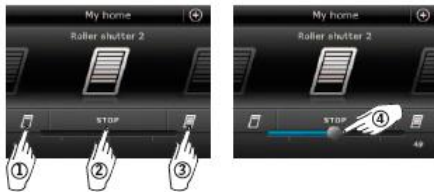
- Touch or drag the slider at the bottom of the controller to open or close all the windows. The first horizontal mark indicates the trickle vent setting.



- Open.
 - Stop.
 - Close.
 - Open ventilation trickle vent flap only.
 - Drag the slider or tap the bar to open the window to the desired position. The position from 0–100 is shown in the bottom right corner.
- If you are opening a window while it is raining, only the ventilation flap will be opened. This prevents the rain from coming in. Tap *OK* if this is alright. Tap *Open anyway* if you want to open the window even if it is raining. The window is now opened to the desired position, however no more than 50%. After 15 minutes, at the longest, the window will close unless it has stopped raining.



- The windows close automatically at the end of the day.
- To control the blinds, make sure the heading says *Main hall*.



- Open.
- Stop.
- Close.
- Drag the slider or tap the bar to open the window to the desired position. The position from 0–100 is shown in the bottom right corner.

6.2 Club room

The air conditioning for the Club room is set on a timer by the Manager, who programs the heating use for the Langham Community Centre for each day. There is no additional heating available here. The main hall controller is in the bar area. Should you need to change the temperature, use the left/right arrow keys to move the highlighted area to *Set Temp.*, then the up/down arrows to change the temperature. Should you need to change the mode to *Cool* or *Auto*, use the left/right arrow keys to move the highlighted area to *Mode* or *Fan*, then the up/down arrows to change these.



There is a hot water heater in the sink in the bar area.

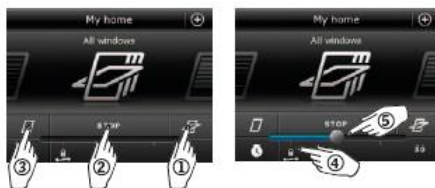
6.2.1 Velux windows and blinds

These are programmed to automatically open and close and do not automatically open if it is raining. This can be overridden, but please do not open the windows far (just use the trickle vent) or the floor will become dangerously wet. The windows close automatically if it rains. The controller is behind the bar area and is touch controlled.

1. Touch the home button (🏠) at the bottom right corner of the controller.
 2. Make sure the heading says *Club room*. If it doesn't, swipe right or left until it does.
 3. Swipe right or left until *All skylights* appears.
 4. Touch or drag the slider at the bottom of the controller to open or close the window. The first horizontal mark indicates the trickle vent setting.
 5. To stop the window movement touch *Stop* at the bottom of the controller.
 6. The windows close automatically at the end of the day or if it is raining.
1. Touch the home button (🏠) at the bottom right corner of the controller.
 2. Make sure the heading location says *Club room*. If it doesn't, swipe right or left until it does.

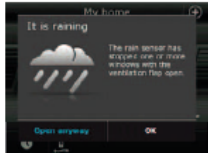


3. Swipe right or left until *All skylights* appears.
4. Touch or drag the slider at the bottom of the controller to open or close all the windows. The first horizontal mark indicates the trickle vent setting.

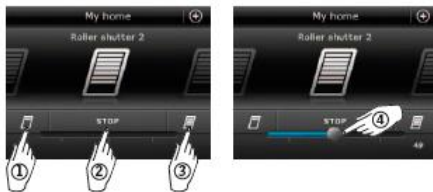


1. Open.
2. Stop.
3. Close.

4. Open ventilation trickle vent flap only.
5. Drag the slider or tap the bar to open the window to the desired position. The position from 0–100 is shown in the bottom right corner.
5. If you are opening a window while it is raining, only the ventilation flap will be opened. This prevents the rain from coming in. Tap *OK* if this is alright. Tap *Open anyway* if you want to open the window even if it is raining. The window is now opened to the desired position, however no more than 50%. After 15 minutes, at the longest, the window will close unless it has stopped raining.



6. The windows close automatically at the end of the day.
7. To control the blinds, make sure the heading says *Main hall*.



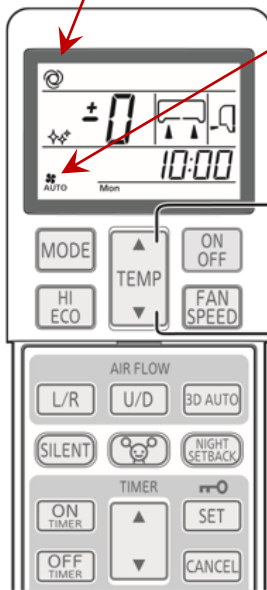
1. Open.
2. Stop.
3. Close.
4. Drag the slider or tap the bar to open the window to the desired position. The position from 0–100 is shown in the bottom right corner.

6.3 Committee room

The Committee room has air conditioning for heating and cooling. Please point the controller at the unit before pressing any buttons and press *On/Off* to switch the air conditioning on (and off at the end of your hire). The temperature can be changed by pressing the *Temp* up or down arrow but is set at -4 (20°C). Please refer to the table below if you wish to increase or decrease the temperature in the room.

Ensure this symbol is selected. If it isn't, press Mode until it is.

Check that the fan is on Auto. If it isn't, press Fan Speed until it is.



When a change in temperature is required.

1 Press the “▲ or ▼ (TEMP)” button.

When it is a little cold

Press the ▲ button.

- Each time the ▲ button is pressed, the switch over occurs in the following order -6 → -5 → -1 → ±0 → +1 +6. When +6 is indicated, even if the ▲ button is pressed, the indicator does not change.

When it is a little hot

Press the ▼ button.

- Each time the ▼ button is pressed, the switch over occurs in the following order +6 → +5 → +1 → ±0 → -1 -6. When -6 is indicated, even if the ▼ button is pressed, the indicator does not change.

	Remote Control display												
Setting	-6	-5	-4	-3	-2	-1	±0	+1	+2	+3	+4	+5	+6
temp.(°C)	18	19	20	21	22	23	24	25	26	27	28	29	30

There is ventilation in the Committee room. Please switch on the fresh air intake and the extractor fan on either slow or fast, depending on numbers in the room, remembering to turn this off when you leave.



6.4 Committee room kitchenette

There is a fridge/freezer and microwave available, and a catering kettle (takes 10 minutes to boil).



Turn on hot water in the kitchenette by using the switch to the left of the entrance. Remember to switch off at the end of your hire.

6.5 Kitchen



Use the fan heaters to heat the kitchen area. There is one at either end of the kitchen. Please remember to turn them off at the end of your hire



Switch the cooker on here. Remember to switch off again at the end of your hire.



This switch is in the kitchen by the hatch. Press *On* to heat the hot water in the kitchen and main hall toilets. This will stay on for 2 hours unless you press *Off*.



Turn and hold the key to the right to open the shutter and to the left to close. The fire shutter will close automatically if a fire is detected. Please make sure nothing is below the shutter preventing closure, in case of a fire.

6.6 Toilets



Use the fan heaters to heat the toilet areas. Please remember to turn them off at the end of your hire.

7. Emergency Cleaning

7.1 How to Remove Stains from Scotch Gard Protected Furniture

The chairs have been Scotch Garded. This is a chemical coating which can be applied to upholstery to successfully repel water and stains. Under normal circumstances, you can simply wipe up a spill if the item it lands on has been protected with Scotch Gard; however, some substances require a little more than just a wipe to prevent staining.

1. Dab the stain immediately with a clean, dry cloth. If the spill has just occurred, act fast. Begin blotting immediately. If you are lucky, the Scotch Gard will have inhibited penetration of the stain, which will just disappear.
2. Blot the stain with a damp cloth if it has been allowed to set in. If you were unaware of a spill and are finding it hours later, blotting with the damp cloth should help to remove it. Keep blotting until the stain is gone.
3. Clean greasy stains off furniture treated with Scotch Gard by first blotting the stain with a wet cloth, then let Roger know so he can arrange to follow this up with a spot cleaning agent.

To take full advantage of Scotch Gard treatment, you need to act quickly when spills occur, preventing them from becoming permanent. While Scotch Gard treatment won't block the stain entirely, it does give you the time you need to attack the stain directly, removing it as completely as possible to maintain the appearance of the upholstered surface.

7.2 Junkers flooring

1. Vacuum with the hard floor brush setting and/or sweep the floor to remove surface dust and grit.
2. Mop up spills immediately with a cloth. Please let Cheryl Williams (Caretaker) know as soon as possible if spillages are likely to stain the floor.

8. Safety

The Langham Community Centre has a No Smoking Policy. A small first aid box is located on the wall in the kitchen. If items are used, please let us know so it can be restocked.

Please use any trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables in the storeroom in the manner shown on the notice. **Soft furnishing chairs must be stacked no higher than 7 high in the main hall. Plastic chairs may be stacked 10 high.**

The Langham Community Centre's health and safety file is kept in the left, middle kitchen drawer, under the hatch.

8.1 Fire Prevention Measures

Integrated Smoke detectors are installed:

- Main Hall x 2
- Club Room
- Kitchen (Heat Detector)
- Main Entrance
- Committee Room
- Passage to changing rooms

Extinguishers, fire shutter and blanket:

- Fire Blanket: - kitchen
- Foam Fire Extinguisher: - kitchen
- Fire shutter in hatch between
- 4 x CO₂ Fire Extinguishers: - main entrance, rear entrance, committee room and stage
- 6 x H₂O Fire Extinguishers: - main entrance, club room, main hall, rear entrance, ref's/green room, committee room.

Fire Extinguishers are serviced annually on a maintenance contract with Baron Fire. The Fire Shutter is serviced every 6 months by Essex Industrial Doors and all smoke detectors, fire extinguishers, shutter, blanket and emergency lights are checked monthly.

Representatives of all **Clubs, Societies and other Groups** who regularly use the Community Centre are required to:

- Ensure that their members are aware and fully understand the contents of the Fire Risk Assessment document and the attachments showing the means of escape and location of the fire extinguishers.

- Conduct annual fire drills in accordance with instructions.

- Clean out their cupboards annually and ensure that no flammable (fuels, combustible cleaning materials etc.) are to be stored in cupboards.

- Report any damage or defects to the Caretaker or Commercial Manager ASAP.

- In the event of the fire alarms being activated ensure that the occupants follow the instructions on the Fire Notices displayed in the building.

All **incidental, special and one-off users/hirers** of any part of the Centre will be required to:

- Ensure that all attendees of their functions understand the requirements of fire prevention in the building and hirers will have signed the booking form to confirm receipt of these procedures.

- Report any damage or defects to the Caretaker or Commercial Manager ASAP.

- In the event of the fire alarms being activated, ensure that the occupants follow the instructions on the Fire Notices displayed in the building.

In the event of a fire, the Langham Community Centre should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999 or 112.

The exact location of the nearest telephone, fire exits and fire extinguishers must be noted before the Langham Community Centre is occupied and the manner of opening Fire Doors should be made known to your guests. (A sketch plan showing these is shown in **Diagram 2 and Diagram 3**).

8.2 Telephone

The Langham Community Centre has no telephone, so you are advised to bring a fully charged mobile telephone for use in case of emergency.

8.3 Car parking

The road leading to the village hall is a public road and this must not be obstructed. The Langham Community Centre car park will accommodate a good number of cars if they are parked sensibly. There are 48 parking bays. Additional parking on the grass may be booked with the Parish Council for an additional £30. Please let the Commercial and Marketing Manager know if you would like this available.

8.4 Consideration for others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

8.5 Cleaning and Decorations

Please leave the Langham Community Centre clean and tidy and take your waste home, unless you purchase green refuse sacks (£1.80/bag) which can be left in the outside utility cupboard. In particular we ask you to ensure table tops are wiped clean before being stacked in the cupboard.

A rail approx. 8ft above the hall floor has been fixed to allow decorations to be attached with drawing pins. Please do not use drawing pins or sellotape on the walls or any other surfaces, and use blu-tack if you need to put up notices or decorations on the wooden cupboard doors. Do not fix decorations near light fittings or heaters.

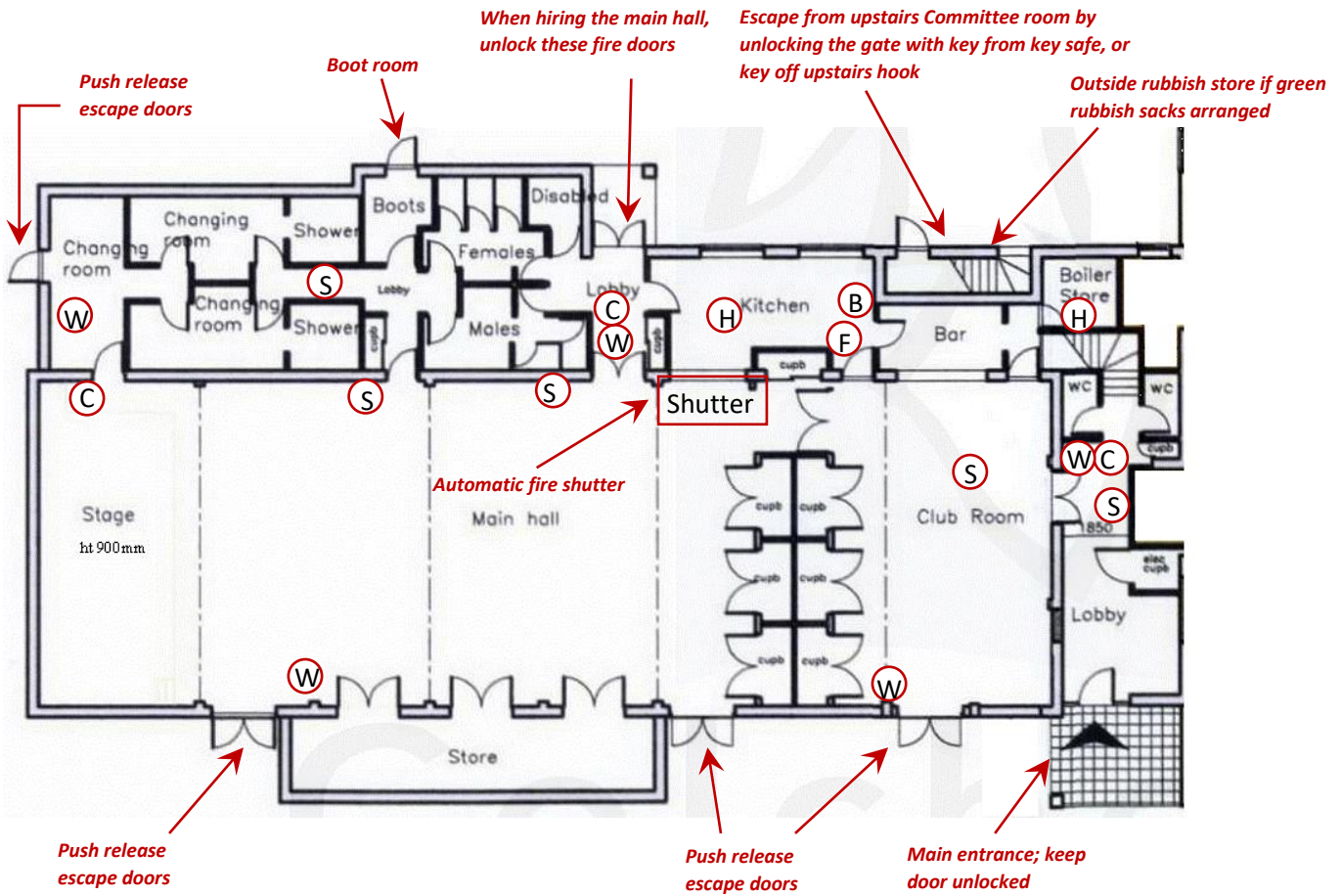
Blue mops, dustpans and brushes are exclusively for kitchen use; changing room cleaning items are in the corridor cupboard by the changing and boot room; all other brooms etc. can be used in any Langham Community Centre room and are in the rear lobby cupboard, (yellow key on key ring).

8.6 Faults / damage/ comments

Please report any faults or damage to the Caretaker as soon as possible so that they can be rectified quickly. The management committee welcome comments or observations that you may have about your hire of the Langham Community Centre. Please email langhamcc@gmail.co.uk or contact Cheryl Williams (Caretaker) on 07493 241331 or langhampremises@gmail.com.

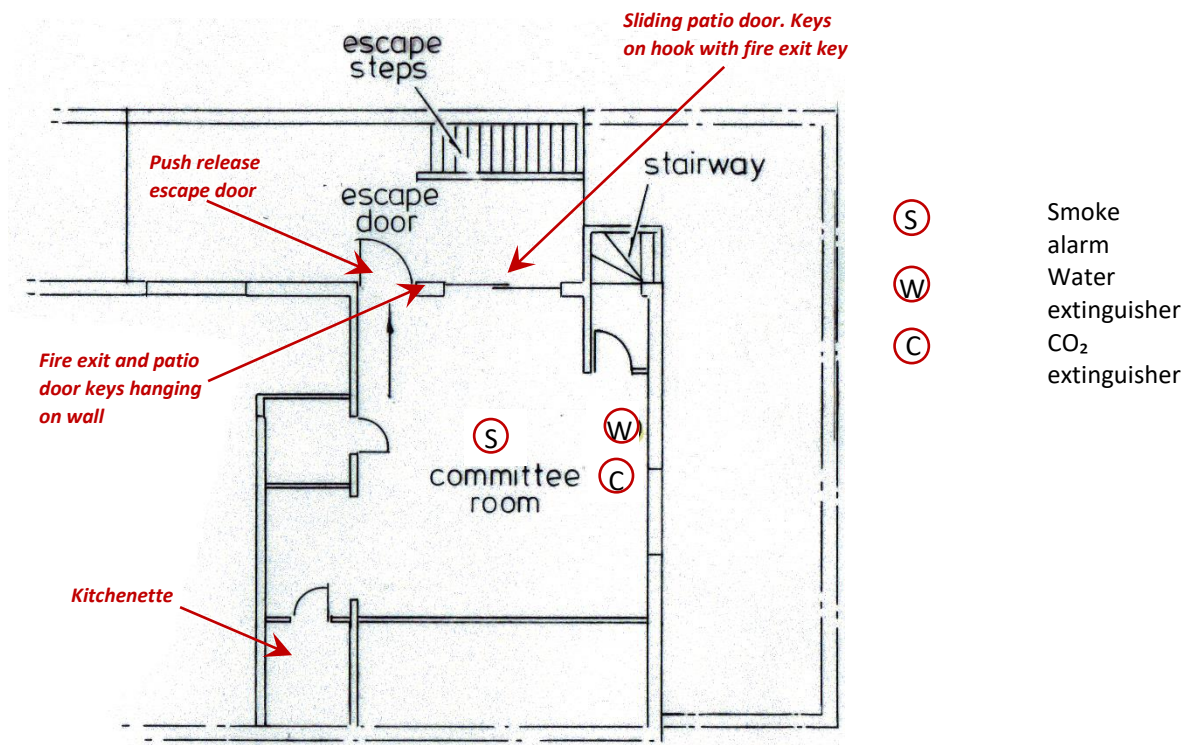
8.7 Location and use of fire equipment for hirers

Diagram 2



- (S) Smoke alarm
- (H) Heat alarm
- (F) Foam extinguisher
- (W) Water extinguisher
- (C) CO₂ extinguisher
- (B) Blanket

Diagram 3



9. Checklist

- | | |
|--------------------------|---|
| <input type="checkbox"/> | ALL TABLES & CHAIRS correctly stacked, KITCHEN equipment washed, dried and put away, FLOORS SWEEPED. |
| <input type="checkbox"/> | RUBBISH SACKS taken away (please bring your own) or placed in boot room if refuse purchased. |
| <input type="checkbox"/> | ALL external and internal LIGHTS switched OFF (check toilets at foot of stairs). |
| <input type="checkbox"/> | ALL FAN HEATERS and WALL HEATERS switched OFF. |
| <input type="checkbox"/> | HALL CEILING FANS switched OFF. |
| <input type="checkbox"/> | CLOSE WINDOWS. Not Velux windows as these close automatically when raining and at the end of the day. |
| <input type="checkbox"/> | LOCK FIRE DOORS, SET ALARM & LOCK DOOR(S). |
| <input type="checkbox"/> | CAR PARK BARRIER LOCKED if appropriate. |