

# Risborough Community Centre

## Cherry Baker Room

### User Information

#### **Heating**

The heating override switch situated inside the Main doors on the right must be pressed to provide one hour of heat. It must be pressed again each hour to maintain heat.

#### **Tables**

These are stored in the corner of the Cherry Baker Room.

#### **Lighting**

The switches are located on the inside next to the Cherry Baker Room entrance door.

#### **Cleaning up/ Rubbish**

Please leave the Club room clean and tidy for the next hirer. Please ensure all tables are wiped clean after use. Please wash and dry all kitchen equipment used. A vacuum cleaner is available in the Cherry Baker Room for your use. Large amounts of rubbish should be placed directly in the large blue wheeled bin outside the Community Centre, adjacent to the disabled parking area and play area. If locked the key can be found hanging in the main hall kitchen lobby

#### **Recycling Waste**

Recycling facilities for glass, plastics, cans and paper, can be found in the Mount Car park, in Stratton Road. Please use these facilities when possible.

#### **Toilets**

Toilets are situated off the Main Hall corridor.

#### **First Aid**

A first aid kit can be found in the Cherry Baker Room kitchen area. All accidents need to be recorded in the accident book kept inside the first aid kit with details of the accident, the person involved and any actions taken.

#### **Emergency Phone**

The Emergency phone is in the Main Hall lobby, opposite the office.

#### **Fire Alarm**

If the fire alarm rings, and no fire is discovered, the following people may be called for assistance.

Charlotte Bradshaw (Administrator) 01844 343287

Colin Griggs (Maintenance) 07860 725991

Donald Rintoul (Trustee) 01844 344134

#### **On Vacation of the building**

Please ensure that all electrical appliances are turned off and unplugged and lights. Please lock the Cherry Baker room door and then check the building is empty and no-one is in the toilets before turning off all lights, both the toilets and toilet lobbies and fully securing and bolting the front doors on exit. Please do not lock the front doors if the main hall is in use.