

Rules for Building and its Equipment

(Also referred to as Pack Centre)



Equipment – please do not operate any equipment unless you have been instructed in its use. Please when you use any equipment, return it to the correct storage area / cupboard.

Cleaning – if you spill anything, please mop it up immediately. If you need to use the vacuum cleaner in wet mode, please **remove the air filter from inside the cleaner first**.

Kitchen – All young persons under the age of 10 not allowed in the kitchen unless accompanied by an adult.

All the cupboards are labelled, please return all items to the correct place.

Knife Block - The knives **must** always be returned to the block stood on the shelf after use and **never** put into the drawer with the other cutlery. Also take care when cleaning them.

Fridge / Freezer – do not pack food too tightly inside; there should be an air gap around all the items.

Water Boilers – take care when using these, the outside will be **hot**. Please only heat what you need. Use the kettle for small amounts.

Cookers & Microwave – if you use these please clean them afterwards. Wipe up any spills as they occur. Take extra care with the glass doors in the oven unit / grill and with the Microwave.

There is a First Aid box in the kitchen.

Toilets & Showers – please keep the toilets, showers and washbasins clean and replace toilet rolls.

Main Hall. Please leave the main hall as you find it, clean & tidy. Remove electrical plugs from equipment used in the hall.

AT THE END OF YOUR HIRE PERIOD, AS WELL AS THE ABOVE, PLEASE ALSO CARRY OUT THE FOLLOWING

Cleaning - Make sure that the hall, kitchen and toilets/showers are left clean.

Water boilers - are cleaned and drained.

Cookers and microwave - are clean inside and outside, both the shelves and the bottom. **The walls of the oven/grill unit are self-cleaning, but the bottom and the glass door(s) will need cleaning.**

Fridge / freezer - if used, clean and leave the doors open.

Vacuum cleaner - and dry out if it has been used in wet mode.

Windows & doors – please ensure they are closed and locked.

Waste – empty the bins, place all rubbish in the designated recycling bin outside the main hall. General waste to be taken home.

**ANY PROBLEMS – WITH THE BUILDING OR ITS SERVICES
PLEASE CONTACT THE SITE TEAM VOLUNTEERS.**

Thank you in advance for your co-operation