

MAYFIELD MEMORIAL HALL HINTS AND TIPS FOR USERS

Entry:

Primary entry is through the kitchen door. Two locks must be opened simultaneously; the *Yale* type key at the top and *lever* lock below. Make sure that both keys are turned fully anti-clockwise before trying to push the door open.

Please note that there is no way of disabling the locks, the door will be locked as soon as it is closed.

Light switches for the kitchen and entrance area just inside the door on the right. Above them is the gas *Panic Button*. This should not be touched otherwise the gas supply to the cookers may be cut off – see later instructions.

Heating:

The system has only three controls, which are available to the user:

1. The **on-off** switch in the kitchen. If heating is required, switch this control **ON**. The heating fan should start and within 30 seconds the **red** lights, one next to the kitchen switch and the other next to the thermostat near the entrance hall should go out. If the **RED** light remains illuminated, insert a £1 coin into the meter into the cupboard by the switch, press the switch to the **OFF** position and then back **ON** again after 30 seconds. If the red light still fails to extinguish, try switching the heating off and on again, leaving 30 seconds gaps until it **does** go out.
2. The **Meter** controls only the gas for the heating. It need not be replenished to provide gas for hot water and the ovens. The *Gas Remaining* indicator is not operational and should be disregarded, although it appears to be exhausted when the dial shows 425. The best indication of when a contribution is needed is when the red lights near the thermostat and switch illuminate. In that case put in more coins, switch off for 30 seconds and then back on again. This inconvenience can be avoided by inserting several coins at the start and taking the risk of subsidising the next hirer's heating.
3. The **Thermostat** near the inner double doors controls the air temperature at that location. It should be set to 15 to 20 degrees. Setting it any higher will not make the Hall warm-up any quicker, but may cause over-heating and discomfort once the main doors are closed if set too high.

The air circulation fan can appear noisy. It may be advisable to switch off the heating once the front doors have been closed and then put it on when it would not be noticeable, during an interval, say.

The circulation fan continues to run, even when the gas has run out, when it will continue to blow unheated air.

Front doors:

These can be opened only from the inside. Push the left hand *panic bar* to withdraw the securing bolts and push both doors open. Make sure that the *panic bar* is pushed right back so that it is held by the latch and the bolts remain withdrawn, otherwise the bolts will come out and the door will not close. The doors are held in the fully open position by the stays, which are released by pulling on the cords.

To close the doors, make sure that the *panic bar* is pushed fully forward, pull the release cords down and pull the doors closed together so that they meet before they close (They are a tight fit!). When the doors are fully closed release the latch to allow the bolts to engage and pull hard on the *panic bar* to force the bolts into their sockets. No further action is necessary; there are no other locks on these doors.

These doors should be used as the main entry point for users rather than the kitchen, which is principally a food preparation area.

Windows:

The window key should be turned whilst pulling on the handle. Hold the key in the open position and open the window normally. The key is not needed to lock the window; simply pull the window firmly shut, when the lock should engage. Close the window lever as normal.

Lighting.

The basic, fluorescent lights are switched on in the cloakroom. These and the other incandescent lights are also controlled from the road-side of the stage near the curtain pull rope and sound box. This area is best approached from the dressing room so that the stage lights can be switched on at the top of the stage access stairs.

Sound system:

This is covered in separate documentation, which is also affixed to the lid of the sound box.

Kitchen:

The electrical power to the kitchen is provided via a **RCD** (safety circuit breaker) situated in the road-side dressing room. Occasionally, this circuit trips and the kettle, fridge, extractor fan, etc will not work. If this has happened, check the circuit labelled ***Kitchen Ring Main*** in the fuse cupboard in the road-side dressing room. If the circuit breaker has tripped to the **OFF** position, press the *Reset button* and then move the switch lever Up to the **ON** position.

The *Water Boiler* should be switched on 45 minutes before it to be used. It will then deliver a large quantity of near-boiling water immediately and thereafter as much as it can heat continuously.

The dish washer should also be switched on 45 minutes before use. Follow the instructions provided. Should the dishwasher not appear to warm-up in the expected manner, put it through a wash cycle and then allow it to warm-up again.

The ovens will not operate unless the extractor system is running. Should the air flow fall below a critical level the gas will be cut off and ovens and hobs will be extinguished. *See separate instructions.*

Note that the gas cannot flow if the *Panic Button* by the kitchen door has been pressed. If it has been pressed, twist it clockwise to reset and release.

See additional instructions on the ovens.

Leaving the building:

Please make sure that:

1. Switch off all lights
2. Close fire exit and patio doors in main Hall.
3. Close main double doors.
4. Switch off all kitchen appliances except for the fridge.
5. Clean out and rinse dish washer, if used.
6. Replace chairs in stacks of six, place folding tables in the rack, etc.
7. Sweep floors and mop kitchen floor, if used.
8. Open the kitchen exit door and ensure that the only red light showing on the door contact warning panel is for that door. If any other red light is illuminated, then that door is open and must be closed and secured before the Hall is vacated.