**Information for Users**

***On Arrival***

**Key safe**

The key safe is on the right hand wall in front of the door. The code for the key box is . Then pull the black latch down and the key can be accessed.

The front door opens towards you, outwards.

Return the key in the position indicated and scramble the code keys when you leave.

**Parking**

There will be 6 parking permits for your use, pinned on the noticeboard at the back of the hall. They must be used in spaces 5-10 only (10 is the hatched area).

IT IS VERY IMPORTANT THAT ANYONE USING THE PARKING DISPLAYS A PERMIT.

The car park is managed by Armtrac, on our behalf, and will give a penalty notice to anyone without a permit. The responsibility to use the permit is with the car owner.

**Heating**

The heating is managed by a switchboard in the cupboard facing you, when you go into the store room next to the front door. There is information by the switches explaining what to do. Each switch relates to one of the wall heaters in the main hall. It works by putting the switches down then pressing the button that is to the right of the switched in the cupboard. The timer button selects 30 – 60 – 120 minutes on successive pushes. Press it again if necessary when the heaters go off. Please err on the lean side – the hall is well insulated.

**Kitchen**

The kitchen is well equipped with crockery and cutlery, which you can use. We have a wall water heater to the left of the hatch which you must switch on for very hot water on tap.

***On leaving, please, check that:***

The ***external lower door*** (at the foot of the right stairway) is properly closed.

All the ***windows*** are latched closed.

The kitchen ***hot water heater*** is turned off

You remove and take away any ***rubbish*** that you generate.

All the ***lights*** *are turned off*.

***You return the key*** to the key safe and **scramble the code**.

Any problems contact:  
(but please remember we are volunteers)

Annie Jones: 01 326 375 786   
Jenny Gluyas: 01 326

or

Richard Hopper: 01 326 376 554