

Church House Usage

Locations – see overleaf

1. Front door key - in box behind service desk marked – Church House
2. Back door key - coat rack by back door
3. Fire extinguishers – marked with a **red triangle** on the plan
4. First Aid box – marked with a **green cross** on the plan

Opening

1. Entering the front door, swipe the fob, switch on the lights, proceed to the side door and unlock
2. With a side door key, unlock, proceed straight through to the front door and swipe the fob. Turn on the lights. Take the spare front door key, (see location above), and unlock the front door. (Safety procedures require both doors to be unlocked)

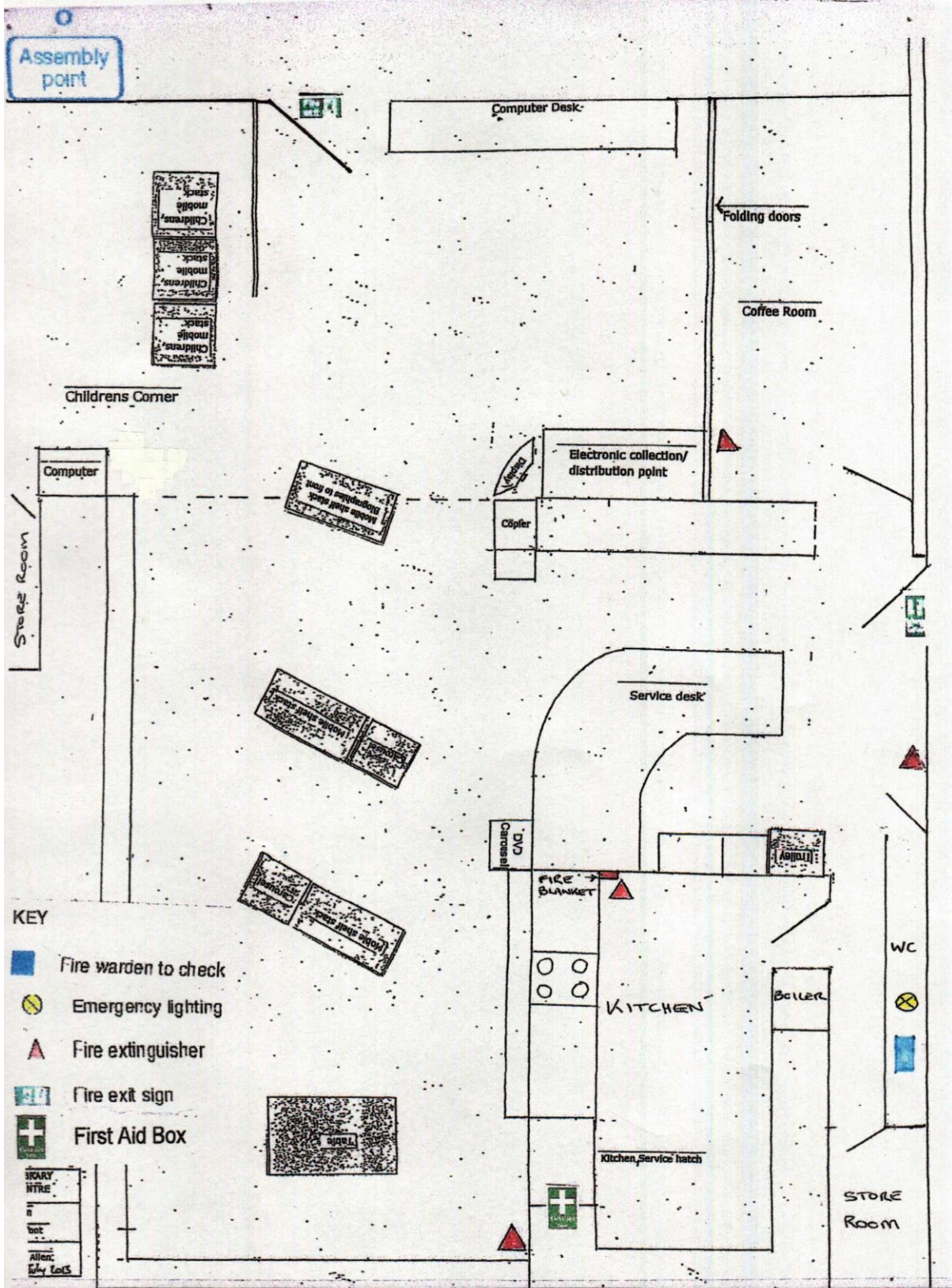
Closing

1. When closing using the front door key, ensure that the side door is securely shut and that the key is hung on the coat rack. Turn off the lights. Swipe the fob, press A on the alarm pad and shut and lock the door
2. With a side door key, close the front door and replace the front door key in the box. Switch off the lights. Swipe the fob, press A on the alarm pad and proceed to the back door. Ensure that the door is securely locked on leaving.

General Points

1. Please position the book trolleys where you found them
2. 2. Ensure all chairs are stacked properly with 10 on a trolley and are put back into the main store
3. Replace tables in the side store outside library opening hours. If this is not possible stack them in the main store to be moved once the library closes. All crockery and cutlery must be returned via the side door and stored in the kitchen.
4. Ensure you know the fire drill and the location of the fire extinguishers – see overleaf
5. Locate the medical box – see overleaf
6. All instructions and information are contained in the Church House Manual and should be consulted to ensure you are conversant with all the requirements and procedures and also the names and numbers of those who should be contacted in an emergency.

Thank you for your co-operation



LIBRARY LAYOUT