

USING THE CABIN

INFORMATION

SAFETY

If you are using indoor facilities, **you are required to appoint a fire warden** who will ensure that all users, of any age, are aware of what to do in an emergency, including how to operate exit doors.

All leaders should know how to use the fire extinguisher and fire blanket in the kitchen BUT the priority should always be to get everyone out. Only tackle fires if they are small and you feel it is safe to do so.

There is a **No Smoking** AND **No candles or naked flames** policy in the cabin.

EXTERNAL DOORS:

These have thumb locks so they can be locked to prevent anyone entering from outside, but still be usable as emergency exits.

MOBILE PHONES

Please do not leave mobile phones charging if unattended, or overnight. These can be a fire hazard.

DIGI-LOCKS:

Digi lock for boiler room: C1907X

Digi lock or corridor: C1908X (The snib can be put on this to allow free movement without using the code)

EMERGENCY & OTHER CONTACT DETAILS &

ARRIVAL & DEPARTURE INSTRUCTIONS

These are on the noticeboard in the corridor and on the board next to the wet room.

BOILER ROOM (Code: C1907X)

MAINS WATER Please do not turn mains water off (except in an emergency).

HOT WATER. There are 2 switches, (boiler room right wall).

On your last night, if you are leaving during the morning, please switch the hot water off last thing before going to bed. (Otherwise we have a large tank of hot water after you have left, which is not needed!)

SHOWERS

The master switch for the shower in the wet room is in the boiler room toward the back on the right. Please switch off before you leave. The shower in the toilets is fed from the hot water tank.

CENTRAL HEATING: This is on Nov – March. If you need heat at other times, press the + 1 HR button on the control panel on the left wall of the boiler room. Each press = 1 hour.

The thermostat is in Leaders' Room 2. This will enable you to control the heat. When you leave, please turn the thermostat to 10 deg.

There are also thermostatic controls on each radiator. Please turn them to frost stat when you leave (except the larger toilet area which should be left on setting 2).

KEYS Keys are hanging on the left wall of the boiler room. These are for:

Leaders' rooms

External doors

The shed

Outside taps

Fire alarm control panel, and the alarm activating buttons (These are also on the set of keys you have)

PLEASE RETURN THEM THERE AFTER USE.

KITCHEN

INSTRUCTION MANUALS for appliances are in the 3rd drawer.

WALL HOT WATER BOILER This is for drinks. (As a precaution, please ensure the mains water is on before using). The electric on/off switch is in the kitchen cupboard under the water boiler. Please switch off after use.

COOKER Electric switch is on the wall please switch off before you leave)_To use the bottom oven, you may need to press the 2 outside buttons on the display, simultaneously, to turn it to manual.

FIRE ALARM CONTROL PANEL This is in the toilet corridor, to the hinge side of the outside door. If the alarm goes off and all is safe, the alarm will need resetting with the key on your key ring.

The individual push buttons need resetting with a key on your key ring if any have been set off. Spare keys are in the boiler room.

CROCKERY & CUTLERY FOR OUTDOOR USE There is crockery and cutlery for outdoor use in the bottom cupboard by the door to the corridor.

PAN STANDS There is no need to use pan stands on the granite worktops, but please use the ones provided (under right sink), if you put hot pans on tables.

SHOWERS

The master switch for the shower in the wet room is in the boiler room toward the back on the right. Please switch off before you leave. The shower in the toilets is fed from the hot water tank.

NOTICEBOARDS and OTHER NOTICES YOU WISH TO PUT UP

Please use the drawing pins provided for noticeboards, and the masking tape provided if you wish to hang notices on walls. Drawing pins and masking tape are on the noticeboards.