



WELCOME TO THE CHURCH ROOM

This award winning building has been designed to have high thermal efficiency. Following these instructions will help maintain the efficiency and minimise running costs.

ON ARRIVAL (whatever the weather!)

- **Always open** one or more of the windows on the front and back of building.
(This provides through ventilation reducing humidity levels).
- **Cooking or Serving Hot Drinks? Open** the kitchen window as well
- **More than 10 people?** – in the kitchen turn the 'Vent-Axia' from I to II or even to III
(dial switch in far right corner looking from doorway)
- **Need more warmth?** – turn the room thermostat to **18 or 20 deg C**
(it takes 15-20 mins to reach desired temperature).
- **PLEASE TAKE TIME TO READ THE INCIDENT PLAN ON BACK OF KITCHEN DOOR**

CHECKLIST BEFORE LEAVING:

- **Tidy up and leave tables and chairs as found** – vacuum cleaner in cupboard between toilets if needed,
- Turn **Thermostat** back down to **12 deg C**.
(This minimum temperature ensures building fabric does not get too cold).
- Turn **Vent Axia** control back to I if it has been used. If not used still check it has been **LEFT ON** and that power switch (below dial) has not been turned off inadvertently.
(This trickle of ventilation restricts build up of condensation).
- **Close all windows** and mop up any condensation that has occurred.
- **Close doors to toilets** *(Toilet lights operated by motion sensors)*
- Leave **Hatch Shutter OPEN** and folded back to wall
- Leave **kitchen door open** to allow air circulation
- **Turn off all the lights**
- **Lock the entrance door by double turning the key**

*Thank you for helping to care for our Church Room
Please remember to return the key*

In an emergency follow the Incident Plan (back of kitchen door).

If you have any other problems with the Room please contact:

Katherine Hylton	(Booking Clerk)	01428 681379
Sue Smith	(Churchwarden)	01428 683144
Alan Martin	(PCC Maintenance)	01428 683854
Sarah Brough	(Rector)	01428 682008