

**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 **I**I 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 – key to cupboard in bottom kitchen drawer.
* 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)***
* **Turn off water boiler in kitchen** if it has been used for hot drinks.
* 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 |
| Beverley Draper | (Churchwarden) | 01428 684686 |
| Rachel Green | (Rector) | 01428 682008 |

Written on behalf of the Parochial Church Council, St Mary’s Church, Chiddingfold, Surrey, GU8 4SH

June, 2019