

# Blewbury Village Hall Heating and Lighting instructions

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## Main Entrance

### LIGHTING

The light switch for the main entrance is located immediately to the right as you enter the hallway from outside.



The fire escape lights are always on.

## Main Hall

### LIGHTING

The two sets of switches are located at the doors leading to the main entrance and at the connecting doors to the Vale Room.



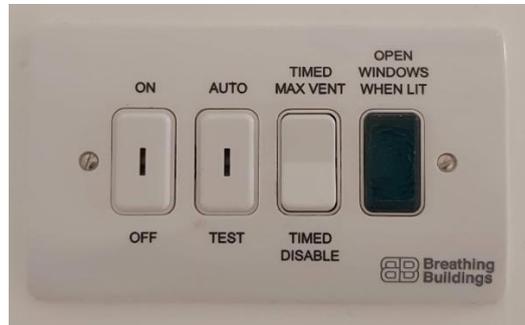
Switches numbered 2 and 3 on the above illustration are for the ceiling lights on the car park side of the hall. Switches 5 and 6 are for the ceiling lights on the opposite side.

Switches 1 and 4 are for the dimmable lights on the pillars. To switch on the dimmable lights, press and hold until desired light level is reached. A quick press switches them off again.

The fire escape lights are always on.

### VENTILATION

Above the light switches at the main set of doors are another set of switches. When the hall is in use, please take note if the green button lights up. This indicates that the air quality needs to improve and that windows need to be open.

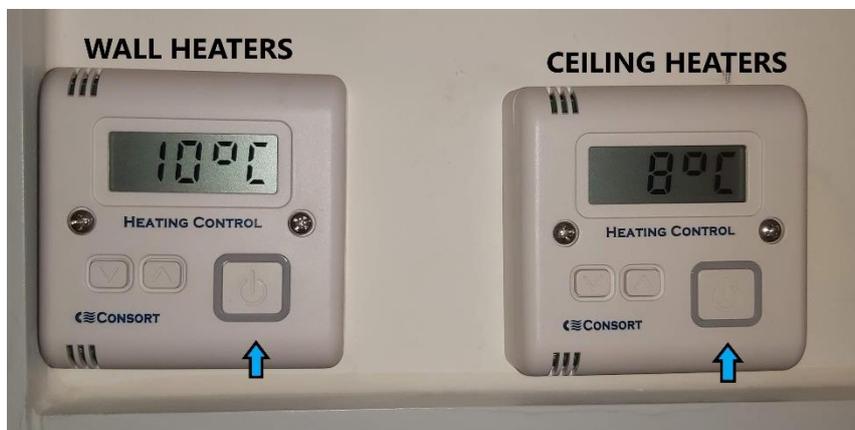


### HEATING

To locate the heating controls, walk straight from the main entrance into the hall towards the opposite end. The heating controls are on your right hand side, next to the small storage area's door. There is no longer a coin meter.



There are two controls for the heating.



The left-hand side control is for the wall heaters and is the main heating source for the hall. To switch on, touch the on button  twice, which will switch on the heating for 30 minutes. Press the on button again if heating is required for longer, i.e. press once to activate the display, twice for 30 minutes, three times for one hour etc. The increments are set for 30 minutes each time. The maximum is 2 hours. If the button is pressed the 6<sup>th</sup> time, the heating will be switched off. DO NOT ADJUST THE THERMOSTAT. The temperature shown on the display is the current temperature in the room. Please leave individual heaters ON all the time.

The right-hand side control is for the ceiling heaters which are only used in very cold weather when an additional boost is needed. PLEASE DO NOT USE WHEN THE PARACHUTE IS IN USE. To switch on, touch the on button  twice, which will switch on the heating for 30 minutes. Press the on button again if heating is required for longer, i.e. press once to activate the display, twice for 30 minutes, three times for one hour etc. The increments are set for 30 minutes each time. The maximum is 2 hours. If the button is pressed the 6<sup>th</sup> time, the heating will be switched off. DO NOT ADJUST THE THERMOSTAT. The temperature shown on the display is the current temperature in the room.

If the display is blank, please contact the hall administrator to replace the batteries.

## BLINDS

Please draw the blinds before leaving the hall.

## Vale Room Entrance

### LIGHTING

The lights of the Vale Room entrance are located immediately to the right as you enter the hallway from outside.



The fire escape lights are always on.

## Vale Room

### LIGHTING

The lights are located immediately to the right as you enter the Vale Room. There is a choice of dimmable LED ceiling lights and non-dimmable LED spotlights. To switch on the dimmable ceiling lights (numbered 5 on the picture below), press and hold until desired light level is reached. If the light is too bright or too dim, press and hold again. To switch off, do a quick press. The spotlights are on separate button, numbered 1-4 below – each button controls a set of 3 spotlights.



The fire escape lights are always on.

### HEATING

The heating control is located to your left as you enter the Vale Room, next to the doors to the new storage behind the toilets. The Vale Room has low-level convector heaters which can be set for half hour periods up to 2 hours from the “wall heaters” controller on the wall just along from the entrance/exit. The heaters will switch off when the normal room temperature is reached, or the selected time period expires. There is no longer a coin meter for heating.



To switch on, touch the on button  twice, which will switch on the heating for 30 minutes. Press the on button again if heating is required for longer, i.e. press once to activate the display, twice for 30 minutes, three times for one hour etc. The increments are set for 30 minutes each time. The maximum is 2 hours. If the button is pressed the 6<sup>th</sup> time, the heating will be switched off. **DO NOT ADJUST THE THERMOSTAT.** The temperature shown on the display is the current temperature in the room. Please leave individual heaters ON all the time. If the display is blank, please contact the hall administrator to replace the batteries.

## Kitchen

### LIGHTING

The switch for the light is next to the door going towards the Vale Room lobby. If the hatch towards the Village Hall is open, it will be slightly hidden. Please turn it off when leaving. The fire escape lights are always on.



### HEATING

There is a floor level space heater. The switch for the heater is next to the hatch for the Main Hall. If the hatch towards the Village Hall is open, it will be slightly hidden. Please turn it off when leaving.

To switch on, touch the on button  once. Press the same button to switch off. DO NOT ADJUST THE THERMOSTAT. The temperature shown on the display is the current temperature in the room.



If the display is blank, please contact the hall administrator to replace the batteries.

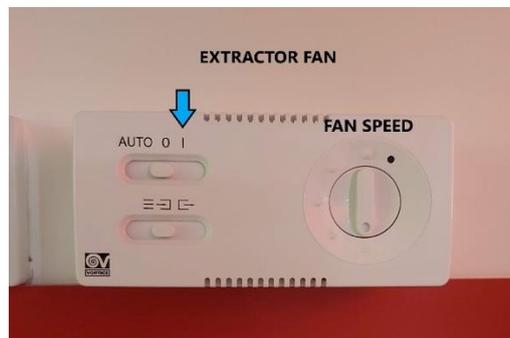
### APPLIANCES

**Hot water** - the switch for the hot water is located in the cupboard underneath the sink, but should always be left ON.

**Refrigerator** – the switch is next to the window and is clearly marked.

**Oven and microwave** – The switches are on the wall next to the cooker. Instructions are kept in the plastic sleeve in the bottom drawer next to the oven. PLEASE DO NOT REMOVE.

Please make use of the **extractor fan** to minimise odour and condensation. The switch is on the wall next to the cooker. Detailed instructions are kept in the plastic sleeve in the bottom drawer next to the oven. PLEASE DO NOT REMOVE.



### FIRE SHUTTERS

There are steel fire shutters between the kitchen and the Main Hall and between the kitchen and the Committee Room. The shutters will automatically come down if the fire alarm is activated. Do not place anything in a position that would impede the lowering of the shutters. Instructions to reset the shutters are kept in the plastic sleeve in the bottom drawer next to the oven. PLEASE DO NOT REMOVE.

Anyone in the kitchen when the shutters come down should leave the kitchen area through the door into the Vale Room entrance.

The shutter between the kitchen and the Committee Room can only be operated manually from inside the kitchen. The shutter between the Main Hall and the kitchen can be operated either from the kitchen or the Main Hall.



To manually lower or open the shutters, turn the key toward the up or down arrow as needed and hold in that position until the shutter has reached the desired position.

## Committee/Waiting Room

### LIGHTING

The light switch is located to the right-hand side of the door as you enter the Committee Room from the main entrance. The fire escape lights are always on.



To switch on the dimmable lights, press and hold until desired light level is reached. To switch off, do a quick press.

### HEATING

The heating control is underneath the light switch. To switch on, touch the on button  twice, which will switch on the heating for 30 minutes. Press the on button again if heating is required for longer, i.e. press once to activate the display, twice for 30 minutes, three times for one hour etc. The increments are set for 30 minutes each time. The maximum is 2 hours. If the button is pressed the 6<sup>th</sup> time, the heating will be switched off. DO NOT ADJUST THE THERMOSTAT. The temperature shown on the display is the current temperature in the room. Please keep individual heaters switched on.



If the display is blank, please contact the hall administrator to replace the batteries.

Version control		
V1 Set up document	EdR	08/04/2021
V1.1 and V1.2 Editing & formatting	BG	15/04/2021