

THE Moorside ROOM

9 Church Street, Kirkbymoorside, YO62 6AZ

INFORMATION

WI-FI

Network name: MoorsideRoom

Wireless key: 7628-8739 (include the - symbol)

The wifi router is located in the right hand shelf-cupboard below the recessed window to the left of the disabled toilet. To open, push and release.

PROJECTOR

Switch the projector on using the EPSOM remote

Switch the amp deck on in the black box cabinet

Connect the laptop to the amp deck using a suitable cable from port to port

STORAGE CUPBOARD – CODE C2478Z

ENTRY DOORS

To lock the entry doors pull the door handle up to 12 o'clock and then release in order to align the lock, then use the key to lock.

Please ensure that both doors are locked.

RADIATORS

The radiators are programmed to a frost setting of 12° when not in use and 21° degrees when in use.

If you adjust the temperature manually please restore to the frost setting at the end of your session.

DO NOT SWITCH OFF.

The destratification fan, installed centrally on the ceiling, ensures optimal retention of heat. Switch on the fan via the central light switch (labelled) on the main lighting panel.

HOT WATER

The hot water boost switch is located under the sink.

For instant hot water switch the heater on and press the Boost button once.



The boost mode will automatically switch off after one hour.

WINDOWS

When you leave the Moorside Room please ensure that all windows are shut.

To open and close the windows grip the cord in each hand and pull both hands down slightly to create tension in the cord. Maintain the tension and gently pull down with one hand and feed the cord upwards with other hand. Left to right, or right to left, depending on whether you are opening or closing. If there is no tension in the cord it will simply slide over the tensioner rod.

When adjusting the height of the blinds please feed the cables gently to avoid them coming off the runner.

FRIDGE

The fridge power socket (labelled) is located in the cupboard under the sink, to the left, on the main wall behind the removable panel.

Please ensure that you leave the fridge empty and switched off at the mains.

ACCES TO THE FUSE BOX

The fuse box and all electrical meters are located in the electrical cupboard, above the door, inside the disabled toilet. Use the star key in the key folder.



HOUSE KEEPING

Please use the facilities responsibly and respectfully.

Cleaning equipment, including a stock of toilet rolls, hand towels and tea towels are available in the cupboards under the sink.

Please inform the Town Clerk of any supplies that need replenishing.

Additional equipment including a vacuum, broom, mop and bucket are stored in the cupboard off the entrance hall, access code C2478Z.

Before you leave the Moorside Room please ensure that:

- a) the floor has been swept, and mopped as necessary;
- b) toilets flushed;
- c) all rubbish removed;
- d) chairs are stacked and tables nested, unless otherwise advised at the time of booking;
- e) all washing up is dried and put away leaving all surfaces clear;
- f) switch off all lights.

TO REFILL THE TOILET ROLL OR HAND TOWEL DISPENSERS:

Spare toilet rolls and hand towels are located in left hand undercounter cupboard.

The keys for the toilet roll and hand towel dispensers are stored in the top drawer.

Insert the key into the cavities on top of the units and press down. The front of the dispenser will fall open. When the supply is replenished simply click the front cover gently back into place.



FIRE ALARM

No code is needed for the fire alarm panel. Please use the red key provided to access the panel, located on top of the fire alarm panel and a duplicate in the key folder.

TO TEST AND RESET THE ALARM

- 1 Insert the red key into the fire alarm panel and turn one quarter rotation counter clockwise
- 2 Insert the black twin pronged key into the underside of the red alarm unit and pull down
- 3 The window will open and the alarm will activate
- 4 Slide the window back into place and silence the alarm using the red key

IN THE EVENT THAT THE FIRE ALARM IS ACTIVATED AND THERE IS NO FIRE:

SILENCING THE FIRE ALARM

- 1 **Insert the red key (located above the fire alarm control box) and turn counter clockwise**
- 2 **Press the Silence/Resound Sounders button**

The alarm sounders and the panel's internal sounder will stop sounding and the light(s) for the zone(s) in alarm and the General Fire light will be lit steady. The remote output will turn off, but the auxiliary output will stay on.

RESETTING THE PANEL

After the cause of the alarm has been investigated and cleared and the alarm sounders have been silenced, the panel can be reset

- 1 **Press the Control Panel Reset button**

The panel will give a double beep to indicate the reset process has started and, after a few seconds, the Fire Zone and General Fire lights will go out to indicate the process is complete. If there are still alarm triggers on any zone the panel will go back into alarm as before.

IN THE EVENT THAT YOU CANNOT RESET THE ALARM PLEASE LEAVE IT IN SILENCED MODE AND NOTIFY THE TOWN CLERK IN ORDER THAT AN ENGINEER CAN BE CALLED.