



## **ELIZABETH HOUSE**

Station Hill, Cookham, Berkshire SL6 9BS

Tel: 01628 527621

email:manager@elizabethhousecookham.org

Registered charity 277473

## **ELIZABETH HOUSE – A USER GUIDE**

Please use this checklist to obtain maximum benefit from your visit.

### **Parking**

Please do not park cars in Elizabeth Close at any time. Cars can be parked in front of Elizabeth House or in the car park next door.

### **Entering the building**

Use the key provided to unlock the outer front door. Please lock the door when your clients/meeting members have arrived to keep Elizabeth House secure.

### **Heating**

The heating is controlled by thermostat set at 22°C that drops to 15°C when it is off. Do not change the controls without speaking to Miriam when booking the room.

### **Alarms**

We do not have a burglar alarm.

The fire alarm is not connected directly to the fire services. In the event of a fire, call 999 for the fire services. Refer to the card on the manager's desk (in the foyer) that lists the vital actions to be taken in the event of a fire.

The fire alarm is triggered by excessive heat in the kitchen or smoke elsewhere in the building. The instructions for re-setting are on a card located next to the control panel.

The disabled toilet on the ground floor has an alarm to call for assistance.

### **First Aid**

The first aid kit is in the cupboard adjacent to the manager's desk.

### **Use of Lift**

The lift is for passengers only (NOT goods) and can only be operated between 9am and 4.30pm when designated members of staff are present.

### **Before leaving the building**

In the kitchen/dining area

- Close and lock all external doors (rear exit door from the kitchen, the double doors at the rear of the dining room and the garage door, if open)

- Turn off the water boiler in the kitchen at the wall switch
- Ensure the fridge doors are closed
- Clean and tidy the kitchen (if used)
- Ensure all rubbish is correctly segregated: general waste and recycling
- The hatch doors are closed
- Turn off all lights, including the lights in the toilets
- Ensure all internal fire doors are closed
- Lock the outer front door (even if people still in the building)
- Test the outer front door
- Post the key provided by Elizabeth House through the letterbox

**Please be aware that other rooms may be in use at the same time as your own booking and ensure your clients/meeting members are considerate. The day room can be entered from the lobby via the fire exit, for instance, keeping disturbance to a minimum.**

### **Day room**

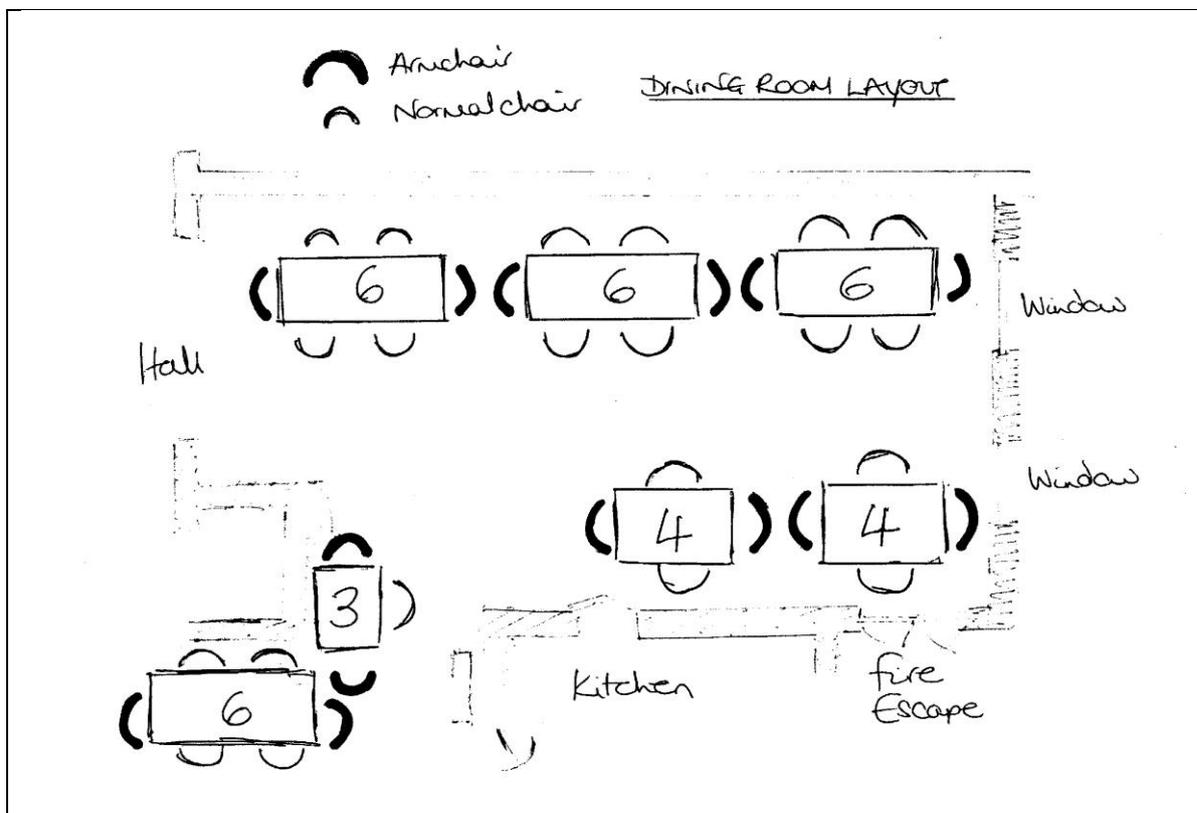
- If you need to move the chairs, do not block the door or fire escape, and return them to their original position (see below) before you leave.



- If you need to move the tables, unlock the wheels before you do so.
- Please speak to Miriam when booking the room for instructions on using
  - The Smart TV that can be used with DVD player and/or iPad or your own laptop/tablet.
  - The remote control that the two heat exchangers/air conditioning units
- Remember to turn off the TV and heating system when you leave

## Dining room

- The furniture can be easily moved: the chairs stack and the tables are collapsible. Please return them to the configuration (below) before you leave.



- The dining room features a ceiling mounted projector, an electronic screen and a heat exchangers/air conditioning unit. Please speak to Miriam when booking the room for instructions on using this equipment.
- Remember to return the screen to its original position and turn off the heating system when you leave.

## Consulting rooms

Meet your clients at the front door and escort them upstairs. With permission you may use the internal fire escape for your clients.

- Ensure all doors upstairs and the fire doors at the top and bottom of the stairwell remain closed.

## Use of kitchen

The kitchen is free of charge to use.

- Do NOT use the dishwasher
- The internal door between the kitchen and the dining room is a fire door and MUST be kept closed at all times.