



Operational Manual for Yerrinbool Hall

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Working with you

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Useful Contact Details

Booking Officer: Tony Pincham
0412 895 309

355 Committee Coordinator: Lynne Morrison
02 4868 0704
mail@wsc.nsw.gov.au

Maintenance: Wingecarribee Shire Council
02 4868 0888 (24 hours Customer Service)
mail@wsc.nsw.gov.au

Emergency Services: 000
112 (from mobile)
106 (SMS -for people with hearing or speech impairment]

SES: 132 500

RFS: 02 4868 5500
1800 679 737 (Bush Fire Information Line)

Fire & Rescue: 02 9265 2999
1800 679 737 (Bush Fire Information Line)

Local Police Station: Southern Highlands Police Station
02 4869 7899 (24 hours)


Gas: 131 909

Endeavor Energy: 131 003

Poisons Information: 131 126

If the facility is found damaged, vandalised or left unsecure please notify the Police Assistance Line (PAL) on 131 444 and Council on 4868 0888 immediately.

**IN CASE OF EMERGENCY OR IF YOU HAVE CONCERNS FOR YOUR SAFETY
Contact Emergency Services on 000 immediately!**



Council has developed this Operational Manual to enhance your hiring experience. This guide provides you with a quick reference on how to access the facility and how to locate and operate the equipment. Contact details are listed should you require assistance.

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What is at the facility?

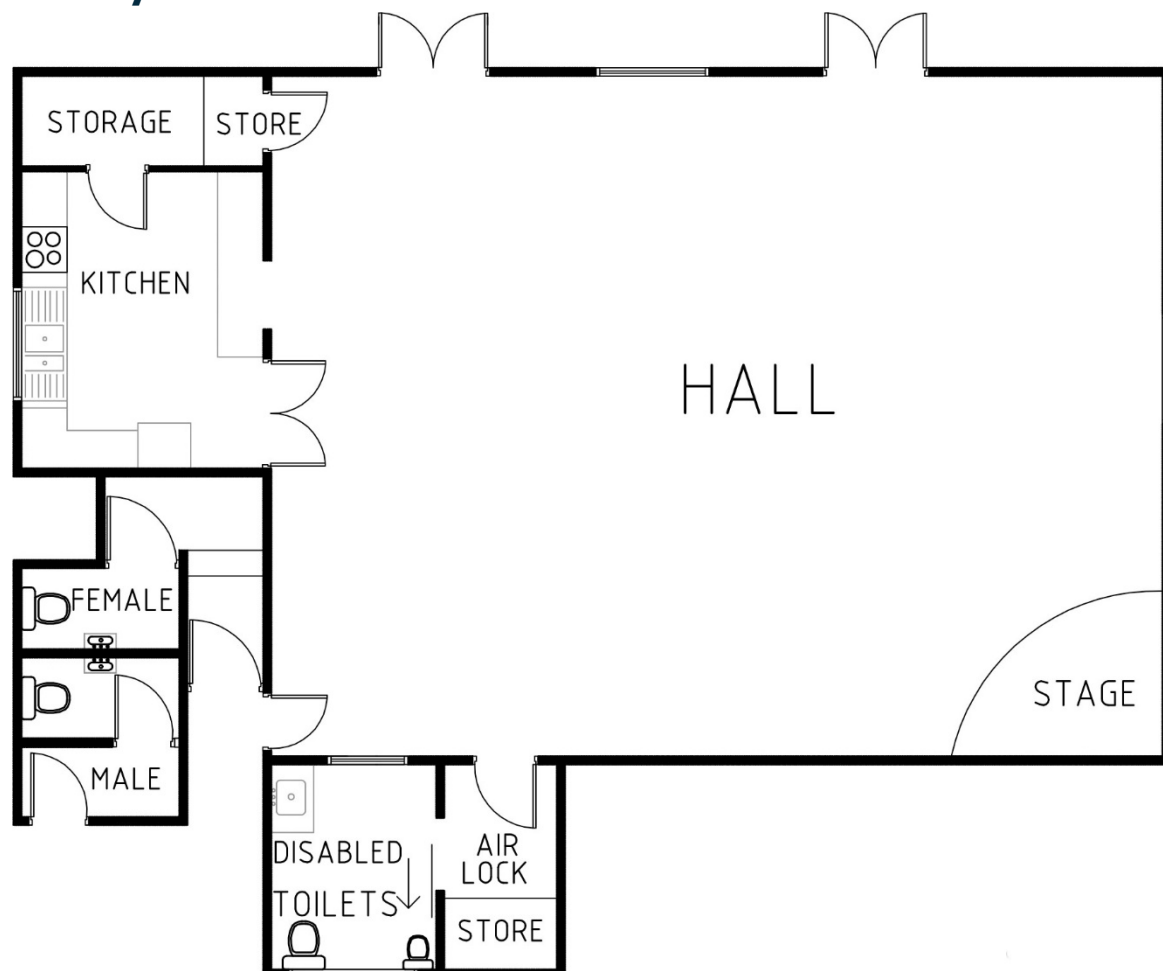
Yerrinbool Community Hall is comprised of the following rooms:

- Hall – 80-person capacity.
 - ▶ Stage
- Kitchen
- Toilets (internal and external)
 - ▶ Accessible
 - ▶ Male
 - ▶ Female
- Storage Room
- At the facility
 - ▶ External children play area
 - ▶ BBQ Area

Note:

- This facility does not have a phone you will need a mobile phone for emergencies
- All users are required to supply their own First Aid Kit
- Parking: off street parking available on Everest Street or Sunrise Street

Facility Floor Plan





Arrival / opening procedure

1. Unlock the main door to the hall using the key provided by the booking officer.
2. As you enter the kitchen is on your right.
3. The accessible toilet is opposite the entrance door.
4. The light switches to the main hall are located on the wall to the left of the kitchen door. Closest to the single exit door.
5. The windows have vertical blinds, which can be opened and closed.

Toilets

1. The Accessible Toilet is located opposite the entrance door.
2. Female and Male toilets are located outside the hall. Use the single exit door on the left of the kitchen near the disabled toilets to access the Female and male toilets outside.
3. The Female toilets are directly to the right and Male toilets are to the left, around the corner.

Kitchen

The kitchen has:

- fridge;
 - oven with 4 hot plates;
 - microwave and larger convention microwave;
 - Zip hot water system;
 - kettle and urn; and
 - Cutlery and crockery for 52 people.
1. Unlock the door to the kitchen area via a bolt on top of the doors.
 2. The switch for the Zip hot water system is located near the bench on the left-hand wall and should be turned on when you arrive to allow enough time for the system to heat-up.
 3. The kitchen cupboards have child proof locks fitted.
 4. The cupboard under the sink can be unlocked and opened with the front door key.

Operating kitchen equipment

Oven/Hot plates

1. A mobile timer should be used with the oven as there is not one built-in.
1. Turn power on.
2. Find the knob that corresponds to the hotplate and oven you plan to use.
3. Turn the knob clockwise. The indicator light should turn on. Continue to turn the knob to adjust the heat setting.
4. When finished ensure all hotplates and the oven are turned off by turning the knob anti-clockwise.



Microwave

1. The microwave has preset and weight options which should be used for cooking and defrosting.
2. The Convention microwave has an instruction manual located next to the microwave.
3. Only use microwave safe containers for cooking or reheating food. Do not use anything metal or silver foil.
4. Be aware that liquids can become very hot.
5. Make sure the microwave is wiped clean.

Please DO NOT turn the fridge off.

Cleaning of the kitchen

The cleaning cupboard is on the right wall of the kitchen and contains;

- vacuum cleaner
- 3 buckets (1 mop bucket)
- 2 mops
- 2 brooms

In the cleaning cupboard there is also spare mop heads and vacuum bags.

1. Ensure that you remove all food and drinks from the fridge at the end of your event.
2. Please do not put the cups, mugs and glasses away wet.
3. Wipe up any spills from:
 - ▶ Fridge
 - ▶ Stove top and oven
 - ▶ Other cooking appliances
4. Ensure all bench tops are wiped over.
5. Please sweep and mop the floor.
6. Empty all rubbish bins and reline with clean bags. Remove all rubbish from the facility.

Note: Casual hirers please bring your own cleaning products, tea towels and paper towel to assist with your cleaning.

Hall

When setting up your event, please do not block any exit doors with equipment such as tables and chairs.

The seating capacity for the Hall is 57 people.

Heating / cooling for the Hall

1. Settings are pre-set for the season to either heating or cooling.
2. To turn ON the air conditioner, point the remote at the front and press the pink button on the Electrolux and the yellow button on Daikin.
3. To turn OFF, press the same buttons again.
4. If the remote doesn't work check the batteries. You may need to insert 2 new AAA batteries. Spare batteries are located in the top drawer of the cabinet in the kitchen.



Fans

- There are 3 ceiling fans.
- The control switch is located on the wall to the left of the kitchen doors.

Cleaning of the hall

The cleaning cupboard is located on the right wall of the kitchen.

1. Ensure all tables and surfaces are wiped over and clean.
2. Ensure tables and chairs are stored correctly in the designated area.
3. All audio-visual equipment should be unplugged and returned neatly to its location.
4. Empty all rubbish bins and reline with clean bags. Remove all rubbish from the facility.
5. Sweep hall floor and wet-mop.

Storage Area (tables and chairs)

There are 3 areas where the tables and chairs are stored;

Storage area 1; is the storage cupboard to the right of the kitchen used for storing fold-up tables.

Storage area 2; is the tall cupboards located at the back of the hall used for storing large tables.

There are 8 tables in the facility. All tables must be cleaned before being stacked away.

Storage area 3; is for the chairs located in the airlock near the accessible toilet.

There are approximately 50 chairs in the hall which must be stacked eight (8) high in the storage area 3 after use.

The light switch is located just inside the airlock on the right-hand side that operates both the airlock and the accessible toilet lights.

Technical Equipment

Radio/CD Player Instructions

Radio

1. The radio can play both FM and AM bands.
2. Select the bandwidth needed and tune for the station.
3. Adjust volume as required.


CD player

1. Press the button to open the lid and then insert the CD.
2. Ensure the power is turned on.
3. Press play
4. Adjust the volume as required.

Please unplug the device before leaving.

BBQ Area

The key for the garage where the BBQ is located is in the kitchen on the left-hand wall, near the kitchen bench.



The BBQ is located outside the building in the garage.

1. Go through the back Exit door near the toilets.
2. Turn left and open the childproof gate
3. Go to the first roller door on the left. Use the key to open the roller door, remove key before lifting the roller door up. Then remove the BBQ from the garage and set it up in an open area before use.
4. A bag of BBQ tools and two (2) pizza stones are stored in the cleaning cupboard located in the kitchen.

BBQ Operating instructions

1. Open the BBQ lid. Turn the green knob on top of the gas bottle to the left to open.
2. On the BBQ push and turn the button to the left to start the auto ignite spark. This will light the gas.
3. A tray is underneath the BBQ to catch dripping fat. Make sure this tray has silver foil on it to make cleaning easier.
4. Use tongs provided when cooking.

BBQ Cleaning Instructions

Please ensure that the BBQ is cleaned after each use. Failure to leave the BBQ in a clean condition suitable for immediate use may result in a BBQ cleaning fee.

1. Ensure BBQ is cool.
2. Scrape and remove excess food from BBQ.
3. Wipe over the BBQ with the cleaning products provided. Finish by wiping BBQ over with a clean damp cloth.
4. Turn the green knob on the gas bottle to the right to close and shut the lid.
5. Make sure all knobs are in the off position.
6. Return BBQ to garage area.
7. Pull down roller door and lock it,
8. Return the key to the kitchen.
9. Clean used BBQ utensils such as tongs, BBQ tools and Pizza stones before packing them away.

Departure Procedure

1. Ensure all clean up procedures above have been followed.
2. Close and lock all windows.
3. Ensure all equipment has been turned off (except for the fridge) and all power points are off.
4. Turn the heating off in the hall.
5. Turn the ceiling fans off.
6. Toilets should be checked to ensure they are being left clean and tidy.
7. Turn off all lights.
8. Exit the building and lock the main door to the hall.



Using the Facilities

1. There are power points stations in the facility and they are located in the:

- ▶ Kitchen
- ▶ Hall

A pin board is located on the right wall as you enter the hall,

Emergency contact phone numbers and information is listed on the pin board.

Emergency Evacuation

1. In the case of an emergency, you as the Hirer are responsible for the emergency evacuation of those attending your event and ensuring that all participants go to the designated emergency assembly area as indicated in the facility's evacuation diagram.
2. Ensure no person re-enters the Facility until clearance is given by Emergency Services or Council Officers.
3. Evacuation plans must not be removed from the walls or covered over.

Incident Reports

All incidents at the Facility must be reported to Council within 24-hours on Council's customer service line (02) 4868 0888 or email: mail@wsc.nsw.gov.au. An Incident report forms needs to be completed and returned to Council. These forms are in the magazine holder under the bin board on the right as you enter the hall.



FACILITY CHECKLIST

Name of Facility: Yerrinbool Community Hall

Name of Hirer / Group: _____

Date: _____

Please complete the Facility checklist at the start and completion of your hire.

Arrival / Set-up	Yes / No	Comment
All emergency equipment available:		
• Fire hose reel, extinguisher , fire blanket		
• All Emergency Exit Lights in working order		
• Emergency evacuation diagrams		
Facility and amenities clean and undamaged:		
• Doors and windows		
• Hall		
• Kitchen		
• Store rooms		
• Toilets		
Departure / Pack-up		
All cleaning procedures completed		
Empty all rubbish bins and reline with bin liners. Please remove all rubbish from the facility.		
Ensure kitchen is clean.		
Toilets should be checked to ensure they are being left clean and tidy.		
Ensure all equipment has been turned off.		
Turn OFF heating and fans		
Close and lock windows.		
Check all doors are locked.		
Turn off the lights.		
Exit the building as soon as this has been done and lock the main entrance door.		

This Facility Checklist must be returned to the Booking Officer.