



Operational Manual for New Berrima Community Centre

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Working with you

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Useful Contact Details

Booking Officer:	Julianne Billington 02 4868 0835 facilities@wsc.nsw.gov.au
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)
AGL Gas Emergency:	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, how to locate and operate the equipment in the facility and provide contact numbers should you require assistance.

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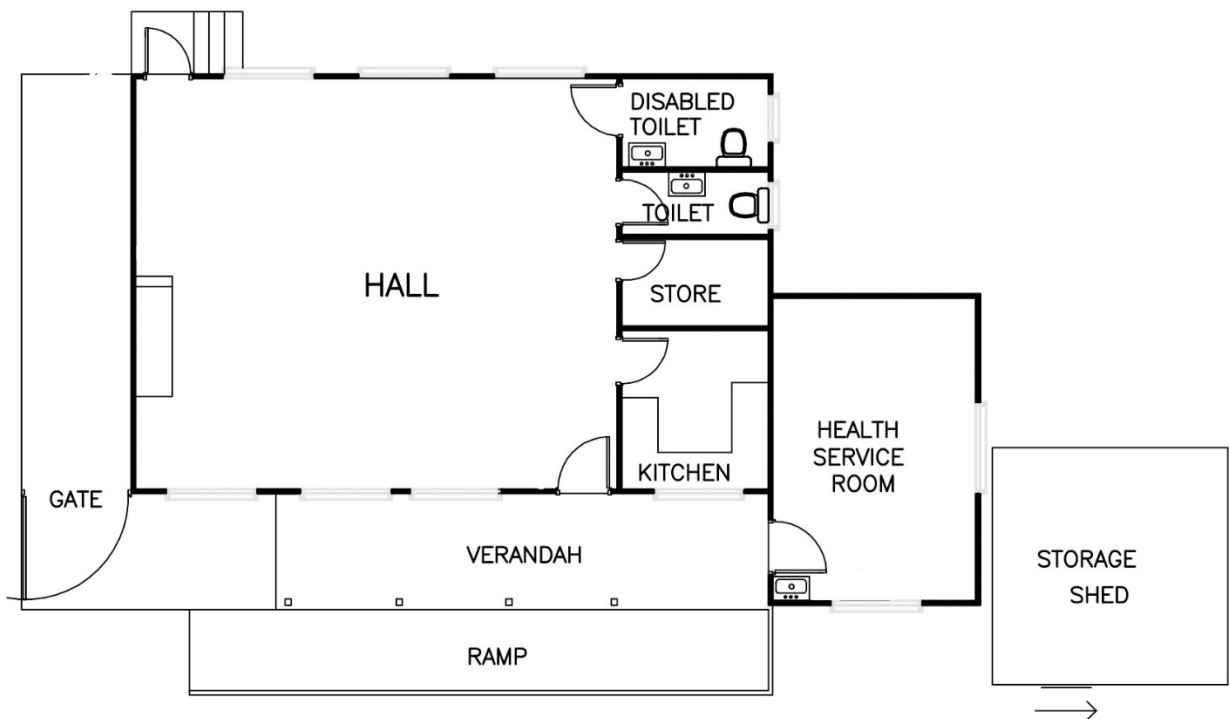
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What is at the facility?

New Berrima Community Centre is comprised of the following main sections:

- Hall – seating and tables for 57 people.
 - Meeting room (Health Service Room)
 - Kitchen
 - Store room
 - Toilets: Accessible and unisex
 - BBQ area (outside)
-
- This facility does not have a phone you will need a mobile phone for emergencies
 - All hirers are required to supply their own First Aid Kit
 - Parking: informal off-street parking available, 6 spaces and street parking.

Facility Floor Plan



Arrival / opening procedure

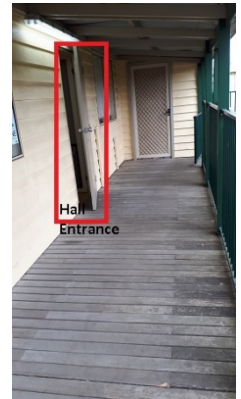
1. Enter via the ramp. The first door on your left is the main door to the hall.
2. The second door is for the small meeting room.
3. Unlock the main door to the hall using the key provided by the booking officer.
4. Turn on the lights, the switch for the hall and the verandah is located on the LHS as you enter.

Disability Access

The Facility is accessible for people who have a disability.

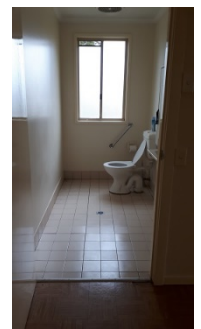
There is a ramp at the front of the hall that can be used to provide access to both the hall and the meeting room.

The toilet is wheelchair accessible.



Toilets

- As you enter the hall, there are two separate toilets located on the far right hand side.
- The main toilet is the third door on the right.
- The light switch is on the right hand side.
- The accessible toilet is the fourth door on the right.
- Light switches are located on the left hand side.



Kitchen

The kitchen can be accessed via the first door on the right as you enter the hall.

The kitchen has:

- Fridge (small bar fridge);
 - oven;
 - microwave;
 - kettle and;
 - an assortment of cutlery and crockery.
1. The kitchen is on your right as you enter the hall.
 2. The light switch is located on the right hand side as you enter.



Operating kitchen equipment

Oven and hotplates

1. Turn power on. Use the switch on the Left Hand Side of the oven to turn the power on.
2. Turn the knob to the right. The indicator light will turn on. Continue to turn the knob until you reach the desired heat level.
3. When finished ensure all hotplates and oven are turned off.
4. Switch the power button off.
5. Always use the exhaust fan when cooking. The switch for the exhaust fan is under the light switch on the RHS of the door.

Please DO NOT turn the fridge off.

Cleaning of the kitchen

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. Cleaning products are located in the locked cupboard under the sink. This cupboard can be opened using the front door key.
4. Wipe up any spills from:
 - Fridge
 - Stove top and oven
 - Other cooking appliances
5. Ensure all bench tops are wiped over.
6. Please sweep and mop the floor.
7. Empty all rubbish bins and reline with clean bags. Remove all rubbish from the facility.

Note: Casual hirers must bring cleaning products, paper towel and tea towels for cleaning.

Hall

When setting up your event, tables and chairs must not block any exit doors.

1. There is laminate flooring in the hall area.
2. To avoid damage to the flooring please do not drag heavy objects across the flooring.



Heating / Cooling for the Hall

Air Conditioner

1. The air conditioner remote control is located in a holder below the air conditioner.
2. Press ON button to start the air conditioner.
3. Use the MODE button to adjust the setting
4. Use the up and down arrows to adjust the temperature.



Fans

There are two ceiling fans in the hall.

The switch to turn the fan ON and OFF is located on the RHS of the kitchen door, before you enter.

Cleaning

1. Ensure all tables and chairs are wiped over and clean before packing them away.
2. Tables and chairs are stored correctly in the designated area.
3. Do not over stack the chairs.
4. Empty all rubbish bins and reline with clean bags. Remove all rubbish from the facility.
5. All floors should be swept and mopped.
6. The broom and mop are located in the store room.

Storage

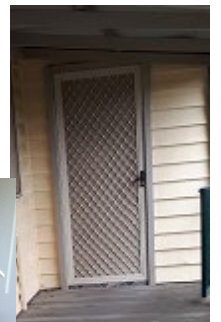
1. The store room is the second door on the right as you enter the hall.
2. There are 57 chairs in the facility and they are located in the storage. They should be stacked in groups of eight (8). Chairs should not be dragged across the facility floor.
3. The pick chairs are stored in the store room.
4. The cream chairs are stored on the side of the hall, when not in use.
5. There are 6 tables in the facility and they are located in the storage room.
6. All tables must be wiped clean before being stacked away.
7. Tables and chairs must not be dragged across the floor.

Meeting Room

The meeting room (Health Service Room, as per the floor plan) is located at the end of the facility and is separate to the Hall.

The ramp at the front of the facility provides access for wheelchairs and prams into the meeting room.

You will need to bring tables and chairs from the store room in the hall into the meeting room if needed.



Outdoor Area

The outdoor area is located at the rear of the facility.

This area can be accessed via

- the side gate from the car park
- Back door from the hall



Departure Procedure

1. Ensure all clean up procedures above have been followed.
2. Close and lock all windows.
3. Ensure power points are off.
4. Turn off the air conditioner.
5. Toilets should be checked to ensure they are being left clean and tidy.
6. Turn off all lights.
7. Exit the building as soon as this has been done and lock the main door to the hall.



Using the Facilities

1. There are 8 power points in the facility and they are located:
 - Hall x 4
 - Kitchen x 4

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.

FACILITY CHECKLIST

Name of Facility: New Berrima 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, fire extinguisher and fire blanket		
Emergency Evacuation Diagrams		
All Emergency Exit Lights in working order		
Facility and amenities clean and undamaged;		
Doors and windows		
Hall and kitchen areas		
Veranda and outdoor area		
Store room		
Toilets		
Departure / Pack-up		
All cleaning procedures completed		
Empty all rubbish bins and reline with bin liners.		
Please remove all rubbish from the facility.		
Check the facility and amenities are clean and undamaged.		
Ensure all equipment has been turned off; <ul style="list-style-type: none"> • Air Conditioners and fans • Oven and all appliances. 		
Close and lock windows.		
Check all the emergency equipment is undamaged		
Turn off the lights.		
Close and lock the door		

This Facility Checklist must be returned to the Booking Officer.