



Operational Manual for Loseby Park Community Centre

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Working with you

WSC.NSW.GOV.AU




Useful Contact Details

| | |
|-----------------------------------|---|
| Booking Officer: | Marie Clarke 02 4871 2873 mail@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 (call from mobile) 106 (SMS -text from mobile) |
| 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 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?

Loseby Park Community Centre is comprised of the following:

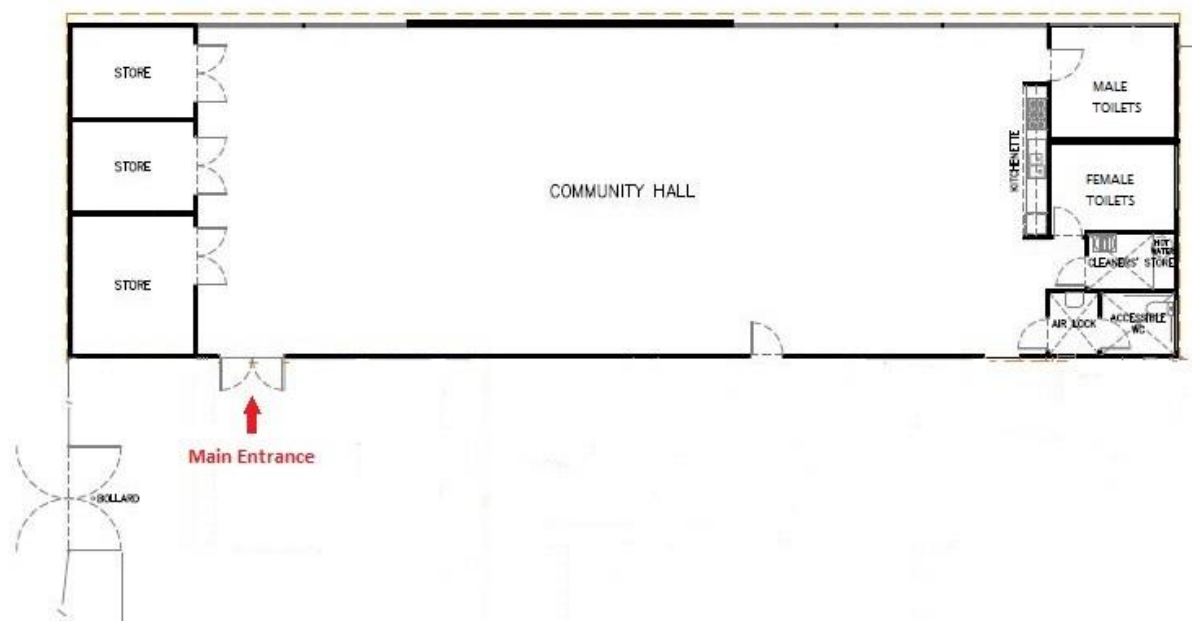
- Hall
- Kitchen
- Toilets
 - ▶ Accessible
 - ▶ Male
 - ▶ Female
- Storage Area- tables and chairs
- Technical equipment
 - ▶ data projector & screen
 - ▶ sound system
 - ▶ microphone
 - ▶ Lectern
- The facility
 - ▶ Covered BBQ area
 - ▶ Defibrillator

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: Informal parking as parking space is shared with Youth Hub, entry via Loseby Park Oval. Street parking is available on Park Road, Bowral.

Important: DO NOT obstruct the gateway into the oval. An ambulance may use this entrance to access the helicopter to transport patients from the hospital when needed.

Facility Floor Plan



Arrival / opening procedure

1. Unlock the hall padlock on the gate with the key provided by the Booking Officer. It is the padlock on the outside right.
2. Unlock the main door to the hall with the key provided by the Booking Officer.
3. Immediately attend to the security keypad.
4. Key in the 4-digit code you have been given and press **STAY**.
5. The light switches for the first set of hall lights are on the left as you enter, near the store room.
6. The switch for the second set of hall lights is located on the left wall of the kitchenette near the male toilets.
7. Complete the facility checklist.



Alarm Pin Pad

Toilets

1. Toilets are located at the far end of the hall.
2. The Accessible toilet is on the far right hand side of the kitchen. The door in the middle is Council's cleaning cupboard.
3. Female/Ambulant toilets are located to the left of Council's cleaners' cupboard.
4. Male/Ambulant toilets are on the left side of the kitchenette.

Kitchenette

The kitchenette has:

- a fridge;
- a small gas stove (oven and hot plate);
- 2 x kettle; and
- Cutlery and crockery.



Kitchen

Note: The roller door on the kitchenette is usually left up.

Operating kitchen equipment

1. The power for the oven needs to be turned on before use. The power point switch is located on the left wall.
2. **Hot plates:** Turn the corresponding knob left until it is pointing to the flame symbol and push it in. This will start the auto ignition spark to light the gas.
3. **Oven:** Turn knobs to your desired temperature. The oven will come on automatically.



Hot plate knobs.

4. **Range Hood:** The buttons for the exhaust fans and lights are located on the right side of the range hood.

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. The front door key will unlock the cupboard under the sink.
3. Wipe up any spills from:
 - ▶ Fridge
 - ▶ Stove top and oven
 - ▶ Other cooking appliances
4. Please do not put the cups, mugs and glasses away wet.
5. Ensure all bench tops are wiped over.
6. All used items are to be washed, dried and packed away.
7. Please sweep and mop the floor.
8. Empty all rubbish bins and reline with clean bags. Remove all rubbish from the facility.



Range hood and buttons for the exhaust fan and light.

Note: Please bring cleaning products as well as cleaning cloths, tea towels and paper towel to assist with your cleaning.

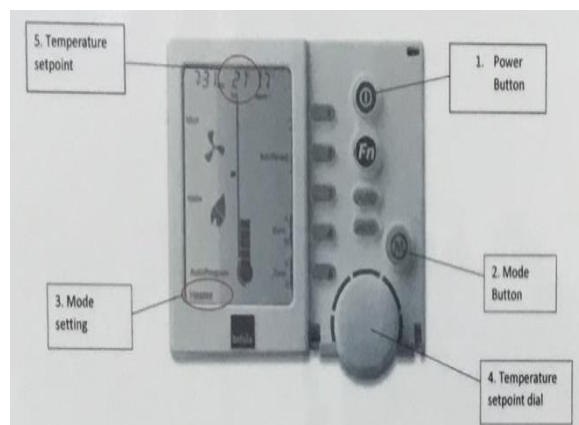
Hall

When setting up your event, please do not block or obstruct any exit doors with any equipment including tables and chairs.

- There is timber flooring in the hall area.
- To avoid damage to the flooring please do not drag objects across the flooring.

Heating / cooling for the Hall

1. The air conditioning control panel is located on the right side of the hall approximately half way down.
2. Turn power on/off with power button.
3. Check mode displayed at bottom of screen e.g. heating or cooling.
4. Change temperature using the dial.
5. Check temperature set point.



Air conditioner panel



Fans

1. There are two sets of fans.
2. The first set of fans is in the first half of the hall.
3. The control switch is on your left as you enter the hall, near the first storeroom.
4. The second set of fans is located in the second half of the hall.
5. The control switch is on the left wall of the kitchen, near the light switch.

Cleaning of the hall

1. Ensure all tables and surfaces are wiped over and clean before being stored correctly in the designated area
2. Empty all rubbish bins and reline with bin bags. Remove all rubbish from the facility.
3. Sweep hall floor with scissor dust mop provided, located near the sign-in book at the back of the hall.

Storage Area

1. The store room area is located behind the first double doors on you left as you enter.
2. The light switch is on the wall, before you enter the store room, near the hall switches.
3. There are 130 chairs in the hall and they are stacked in the store room.
4. When packing up, please ensure only (9) nine chairs or less per stack.
5. There are 15 tables in the facility and they are located in the store room.
6. All tables must be wiped clean before being put away.

Technical Equipment

Projector, Screen and Audio


Enter the storeroom and turn on white switch next to black equipment rack. This switch powers up all audio equipment in the equipment rack.

Microphone

1. Open the black rack with the AV key.
2. Open the drawer at the bottom of the rack.
3. Press “down” on the pull handle to open.
4. Get AKG Radio Mic and turn on pushing the switch towards the head of the mic. The mic will take up to 30 seconds to warm up before use.
5. Speak into the Microphone to check it is working.

Projector

1. Take both remote controls and cables from the drawer.
2. Use the black remote control with the “Screen Technics” logo on it to lower the screen.
3. Push the arrow down button on the right hand side to lower the screen.

- 
4. Use the white remote control to turn on the Projector. The Projector should beep once after you have pushed the power button on the remote. The Projector will take up to 5 minutes to fully warm-up and turn on.
 5. Using one of the two vision connection cables (HDMI or VGA15) Plug your device (Laptop, iPad, DVD player) into the wall socket provided. Some devices may need an up scaling conversion box to use these inputs.

Audio

1. Using the Audio Cable provided, plug one end into your device (headphone output, RCA audio outputs) and the other end into the PC audio input on the wall. Make sure your device is set at 90% audio output level or above.
2. You can vary the volume of any audio from your device by changing the audio output level in your device controls.
3. You can use either the vision input or audio input.
4. Using the white projector remote select which vision input to the projector you are plugged into (HDMI or VGA).

Pack-up

1. After use ensure the Projector, Screen, Equipment Rack and Audio system are turned off and locked away.
2. To Turn off the projector, use the power button on the remote control, you will need to push it twice follow the commands on the screen.
3. To roll up the screen, push the arrow up button on the right hand side of the remote.
4. To turn off the Audio system (switch the white switch off) that is next to the black equipment rack.
5. Please make sure all cables and remotes are left in a neat and tidy manner in the drawer of the equipment rack.
6. Ensure equipment rack is locked.

BBQ Area

There is a BBQ available for hirers to use and it is located outside to the right of the main entry door.

BBQ Operating instructions

1. Press and Hold the **start button** for 5 seconds to ignite BBQ. An audible beep will sound when the BBQ pre heat mode has commenced.
2. When the pre heat mode is operational the pre heat indicator light will flash.
3. Please allow approximately five (5) minutes for the preheating cycle to complete.
4. When the pre heat indicator light stops flashing you may commence cooking. The BBQ is pre-set to cook for 20 minutes per cycle.
5. To turn **OFF** the BBQ manually before the timed cooking cycle ends. Press and hold the start button for 3 seconds.



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 an additional cleaning fee.

1. Ensure BBQ is cool.
2. Scrape and remove excess food from BBQ.
3. Wipe over BBQ with damp paper towel and then remove any excess food and marks with a Scotch Brite pad located in the kitchen cupboard under the sink.
4. Finish by wiping BBQ over with a clean damp cloth.
5. Do not use any form of commercial cleaning solutions on the BBQ surface.

Departure Procedure

1. Ensure all clean up procedures 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 or air conditioner off in the hall.
 5. Toilets should be checked to ensure they are being left clean and tidy.
 6. Complete Facility Checklist form.
 7. Turn off all lights.
 8. The last person out of the hall is responsible for turning on the security.
 9. Key in the 4-digit code you have been given and press **AWAY**.
 10. Exit the building as soon as this has been done and lock the main door to the hall.
- When locking the padlocks please make sure that the padlock is looped through the other padlock. The padlock should be looped through the WSC padlock on one side and through the chain on the other as per **the picture**. Do not link the padlock through the chain only, as this will mean that other hirer of the facility will be locked out.



Alarm pin pad



Padlocks for gate

Using the Facilities

There are 9 power points stations in the facility and they are located at the following locations:

- ▶ Kitchen
- ▶ Hall
- ▶ Store/Change room

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 at any time.

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 located in the magazine holder.

FACILITY CHECKLIST

Name of Facility: Loseby Park Community Centre

Name of Hirer / Group: _____

Date: _____

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

| Arrival / Set-up | Yes / No | Comment |
|--|----------|---------|
| All emergency equipment available; | | |
| • Fire hose reel, extinguisher and fire blanket | | |
| • Emergency Evacuation Diagrams observable | | |
| • All Emergency Exit Lights in working order. | | |
| Facility and amenities clean and undamaged; | | |
| • Doors, windows and blinds | | |
| • Foyer area | | |
| • Stairs and hand rails | | |
| • Kitchen | | |
| • Toilets | | |
| Departure / Pack-up | | |
| All cleaning procedures completed | | |
| Empty all rubbish bins and reline with bin liners. Please remove all rubbish from the facility. | | |
| Kitchen clean. | | |
| Toilets should be checked to ensure they are being left clean and tidy. | | |
| Ensure all equipment has been turned off. | | |
| Turn off fans and Air Conditioner if used. | | |
| Close and lock windows. | | |
| Check all doors are locked. | | |
| Turn off the lights. | | |
| Set the alarm. | | |
| 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.