



# Operational Manual for Mittagong Community Centre

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## Useful Contact Details

<b>Booking Officer:</b>	Julianne Billington 02 4868 0835 facilities@wsc.nsw.gov.au
<b>355 Committee Coordinator:</b>	Lynne Morrison 02 4868 0704 mail@wsc.nsw.gov.au
<b>Maintenance:</b>	Wingecarribee Shire Council 02 4868 0888 (24 hours Customer Service) mail@wsc.nsw.gov.au
<b>Emergency Services:</b>	000 112 (from mobile) 106 (SMS -for people with hearing or speech impairment)
<b>SES:</b>	132 500
<b>RFS:</b>	(02) 4868 5500 1800 679 737 (Bush Fire Information Line)
<b>Fire &amp; Rescue:</b>	(02) 9265 2999 1800 679 737 (Bush Fire Information Line)
<b>Local Police Station:</b>	Southern Highlands Police Station 02 4869 7899 (24 hours)
<b>AGL Gas Emergency:</b>	131 909
<b>Endeavor Energy:</b>	131 003
<b>Poisons Information:</b>	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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## What is at the facility?

Mittagong Community Centre (MCC) is comprised of the following rooms:

- Hall – tables, seats and catering facilities for 100
- Coffee Lounge
- Small Meeting room – caters for 12, with facilities for tea & coffee making, drinks
- Kitchen – with serveries for food service
- Equipment Storeroom
- Mittagong Seniors & Welfare Office
- Toilets: Accessible, Male and Female

### 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: 10 off-street parking spaces.

## Facility Floor Plan





## Arrival / Opening Procedure

The main entrance door is the glass doors under the verandah.

Unlock the main entrance door to the hall with the key provided by the Booking Officer.

The light switch is located on the right, next to the door as you enter.

### Toilets

1. Toilets are located opposite the front entrance.
2. The Accessible toilet is between the Male and Female toilets and includes an infant's change table.
3. Male toilets are located to the left of the Accessible toilet and Female to the right.
4. One toilet in each section has a cubicle with a grab rail.
5. All of the toilets have automatic sensor lights that comes on as you enter.

### Hall, kitchen and storage

1. Access to the main hall, kitchen and storage area is through the doors to the right of the foyer.
2. The light switch for the hall is located on the left hand side just as you enter the hall.
3. The kitchen is opposite the main entrance door?
4. The kitchen the light switch is on the left side as you enter.
5. The storeroom is opposite the main entrance to the left of the kitchen.
6. The storeroom light switch is located on the right side of the door way before you enter.

### Kitchen

The kitchen has:

- a zip hot water system;
- fridge;
- gas oven and stove;
- range hood;
- microwave;
- dishwasher;
- kettle, teapots and assorted jugs;
- pots, pans and trays;
- an assortment of cutlery and crockery.

The cupboards can be unlocked using the front door key.

### Operating kitchen equipment

#### *Zipper hot water system*

The system is located on the right side of the kitchen as you enter the kitchen. Before using the zip hot water system, please plug it into the power point. Ensure it is turned off when your event has finished.



### **Oven / Stove**

1. Turn on at the power point above the stove. Figure 1
2. Select time on oven timer.
3. Select temperature.
4. Select type of cooking.
5. For the stove, turn the button clockwise and push in. This will start the auto ignition spark to light the gas.

### **Microwave Instructions**

Follow instructions on key pad.

### **Dishwasher Instructions**

- Before loading the dishwasher, rinse all cutlery and crockery in the sink.
- Load dishwasher, ensuring glasses are loaded carefully, if glasses are not loaded carefully they will break.

#### **Starting the dishwasher:**

1. Shut the dishwasher door.
2. Press the on/off button.
3. Press the button for the desired wash cycle.
4. The dishwasher will start automatically and continue operating until the end of the selected cycle.
5. Once you start the dishwasher, leave the dishwasher door shut until it finishes the cycle.
6. When the cycle finishes please empty the dishwasher and put items back in the cupboards.

**Note:** If you have a small load, please hand wash dishes.

**Please DO NOT turn the fridge off.**

### **Cleaning of the kitchen**

The wall rack in the Kitchen Annex (figure 2) contains:

- Straw broom
  - Mop
  - Dustpan and broom
1. Ensure that you remove all food and drinks from the fridge at the end of your event.
  2. Wipe up any spills from:
    - Stove top and oven
    - Grills
    - Microwave
    - Other cooking appliances
  3. Ensure all bench tops are wiped over.
  4. Please sweep and mop the floor.
  5. Empty all rubbish bins and reline with clean bags. Remove all rubbish from the facility.



Figure 1



Figure 2

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

## Hall

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

1. The flooring in this facility is covered with carpet and linoleum.
2. To avoid damage please do not drag heavy objects across the flooring.

### Heating / Cooling for the Hall

The ceiling fans should be used in conjunction with the air conditioner for maximum heating or cooling efficiency.

1. The air conditioner control panel is located on the wall next to the kitchen serving window. Figure 3.
2. Set Air Conditioning Timer.
3. Select temperature and functions required.
4. Turn fan switches on, located to the left of the Audio Visual System Cabinet. See figure 4.
5. Select speed on three dials.



Figure 3



Figure 4

### Heating/ cooling for the Meeting Room

The ceiling fans should be used in conjunction with the air conditioner for maximum heating or cooling efficiency. Figure 5

1. The timer is located in the right hand cupboard containing hot water system.
2. Set timer.
3. Follow instructions on the remote control located on the window wall next to the fan switch.
4. Turn fan switches on, located next to the air conditioning remote.



Figure 5

### Blinds

All blinds in the Centre are operated manually. The chains should be pulled slowly and carefully.

**Warning:** Young children have died by wrapping loose curtain and blind cords around their necks.

Our chains have been secured however please keep ALL children away from the blinds.

### Skylight in Main Hall

The remote control is hanging on the wall next to the red cupboard storing the fire hoses. Figure 6.

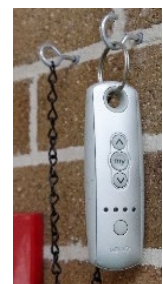


Figure 6

## Audio/Visual Operating Instructions

Children are not to operate any of the equipment in the Centre.

### Main System

Figure 7

1. Turning on system. Turn on at the power point.
2. Turn power switch located on the first unit to 'on' – labelled 'MAIN POWER'.

### Using an iPod, MP3 player or laptop

1. Plug the 3.5mm jack (headphone jack), located in the bottom of this enclosure into your device.
2. Turn up the first volume knob – labelled 'AUX'.

### Playing a CD/DVD (SONY)

1. Using the remote control located in the enclosure drawer.
2. Turn on the DVD player, insert CD/DVD, press play and turn up the second volume knob – labelled 'DVD PLAYER'.

### Using the wireless microphone

Figure 8

(Spare batteries are available in this cabinet)

1. Remove the wireless microphone from the enclosure drawer.
2. Batteries will need to be inserted before and removed after each use.
3. Turn on by holding the power button on the side of the microphone, an orange light should light up.
4. Turn up the third volume knob – Labelled 'MICROPHONE'. **Please handle the microphone with care.**
5. Test by speaking into the microphone – **don't tap or blow.**

**Note:** There is a volume knob on the microphone receiver, check this is turned up half way.

6. A microphone stand is available in the main storeroom.

### Using the corded Microphone

Figure 9

1. Remove microphone from the Audio/Visual cabinet
2. Plug the microphone into the wall socket. Your device???
3. There is a wall socket on both ends of the hall??
4. A microphone stand is available in the main storeroom.



Figure 7



Figure 8

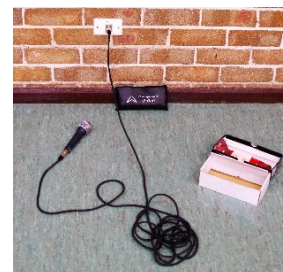


Figure 9



## Trouble shooting

If any unit fails to produce sound:

1. Check that the individual unit is turned on at its individual power switch located on the front of the specific unit.
2. Check that the corresponding volume control (labelled) and the main volume control are turned up.

## Data Projection

1. You will need the remote control located in the cabinet to operate the projector. (BENQ)
2. Connect your laptop into the wall socket located under the projector screen. Figure 10

**Note:** To connect your laptop to the system you will need to provide your own plugs and cords.

3. The left socket (video 2) is for the data projection.
4. You will need a VGA Plug at each end of your lead for projection (you may need an adaptor lead for other plugs as appropriate on your device).
5. If you are using an iPad you will need a VGA to IPAD connector.
6. The right socket (Aux 2) is for sound accompanying your data projection.
7. This cord is kept in the locked Audio/Visual Cabinet.
8. Plug this into your device – This cord must be returned to the cabinet for others to be able to use.



Figure 10

**Note:** The person or group signing the Booking Request Form for Council Facilities is responsible for the use of all the equipment in the Centre.

## Cleaning of the hall/meeting room

The wall rack in the Kitchen Annex contains:

- Soft bristled broom
- Carpet Sweeper

1. Ensure all tables and surfaces are wiped over and clean.
2. Tables and chairs are clean before being stored correctly in the designated area.
3. Empty all rubbish bins and reline with bin bags.
4. All floors should be vacuumed, swept and spills should be mopped.

## Storage Room and Chair Storage Area

1. There are 100 chairs in the hall. Twenty-five (25) chairs are to be stored in the cupboard located at the far end of the coffee lounge area. The other seventy-five (75) are to be stored in the storage room after each use. Figure 11
2. There are sixteen (16) tables in the facility. The tables should be returned to the trolley in the alcove or where they were originally set up in the hall. Figure 12



Figure 11

### **CHAIRS are to be stored FIVE (5) per stack and TABLES to be on the trolley provided.**

3. Tables should not be dragged across the floor.
4. A lectern with a microphone holder, a microphone stand, and a whiteboard can be found in the storeroom.

**Note:** You will be required to provide your own white board markers and erasers. Erasers and cleaning fluid are available in the locked cupboard under the kitchen sink.

### **Storing Property in the Centre**

1. Property may not be left in the Centre without Council permission.
2. All items must be clearly labelled with hire groups name.
3. All items are stored at the hirer's risk.
4. All items must be stored within the allocated space and cupboards must be securely locked.
5. Nothing can be attached to the walls or windows without permission.



Figure 12

## Departure Procedure

1. Ensure all clean up procedures above have been followed.
2. Toilets should be checked to ensure they are being left clean and tidy.
3. Close and lock all windows.
4. Close and lock all external doors to outside areas. While the laneway door in the main hall should not be opened you should check that it is securely locked. The laneway door is for emergency use only.
5. Please lower the blinds.
6. Ensure all equipment has been turned off (except for the fridge) and all power points are off.
7. Turn off all ceiling fans and heaters / air conditioners.
8. Ensure the kitchen annex (roller door) door is locked.
9. Complete the facility Checklist.
10. Turn off all lights.
11. Exit the building as soon as this has been done and lock the main door to the Centre.
12. Check that the front door has been locked securely and that the grilled security door at the rear of the building is securely padlocked.



## Using the Facilities

1. The Centre's circuit breaker is in the Seniors Office and is not accessible to other groups.
2. There are several power points in the facility and they are located at the following areas:
  - Office - 4
  - Meeting Room - 4
  - Main Hall - 4
  - Kitchen - 4
  - Foyer -2
  - Female Toilet – 2, Male Toilet - 2
  - Accessible Toilet -2

## Fire and Emergency Procedures

- 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.
- Ensure no person re-enters the Facility until clearance is given by Emergency Services or Council Officers.
- Evacuation plans must not be removed from the walls or covered over.
- Avoid using the laneway if possible, keeping it clear for emergency vehicles.

## 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](mailto:mail@wsc.nsw.gov.au). An Incident report forms needs to be completed and returned to Council. These forms are located on the small table near the entrance door to the hall.

# FACILITY CHECKLIST

Name of Facility: Mittagong Community Centre

Name of room hired: \_\_\_\_\_

Name of Hirer / Group: \_\_\_\_\_

Date: \_\_\_\_\_

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

Arrival / Set-up	Yes / No	Comment
<b>All emergency equipment available;</b>		
• Fire hose reel, extinguisher and fire blanket		
• Emergency Evacuation Diagrams observable		
• All Emergency Exit Lights in working order		
<b>Facility and amenities clean and undamaged;</b>		
• Doors, Windows and blinds		
• Foyer area		
• Stairs and hand rails		
• Store room		
• Toilets		
<b>Departure / Pack-up</b>		
All cleaning procedures completed		
Empty all rubbish bins and reline with bin liners.		
Please remove all rubbish from the facility.		
Toilets should be checked to ensure they are being left clean and tidy. Please replace any empty toilet paper holders with the spare rolls provided.		
Ensure all equipment has been turned off.		
Turn off Heating / Air Conditioner		
Close and lock windows.		
Turn off the lights.		
Check all doors are locked		
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.***