



Operational Manual for Sutton Forest Hall

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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 (for people with hearing or speech impairment)
Sutton Forest Hall Address:	7414 Illawarra Highway, Sutton Forest 2577
The closest cross street is:	Exeter Road, Sutton Forest
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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What is at the facility?

Sutton Forest Hall is comprised of the following rooms:

- Hall – seating and tables for 60
- Kitchen
- Storage room
- Toilets: Female and Male
- 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 off-street parking available, 10 spaces

Facility Floor Plan



Arrival / opening procedure

1. Unlock the main door to the hall. The door opens sideways; you will need to pull the door to the left to open.
2. The door directly opposite the entrance door is the door for the store room.
3. Entrance to the Supper room is on your immediate right.
4. A ramp is available at the side of the hall for ease of access.



Ramp Access to Supper room

The Supper Room

The Supper room is can be accessed via the main entrance door or via the side door.

The light switch is located on the left side as you enter the Supper room.



Supper room

Toilets

1. The Female toilets are located on the left side of the Kitchen.
2. Light switches are located on the wall as you enter the toilet amenities.
3. Male toilets are located outside at the back of the facility, behind the hall.
4. These toilets are locked and the front door key will unlock the padlock.
5. Light switches for all toilets are located on the wall in the kitchen.
6. Light switches are labelled.



Male Toilets

Kitchen

The kitchen has:

- fridge;
 - oven;
 - microwave;
 - grill,
 - kettle and urn; and
 - an assortment of cutlery and crockery.
1. The kitchen is on the left side of the Supper Room as you enter.
 2. The light switch is located on the left wall of the kitchen as you enter.



Kitchen



Operating kitchen equipment

Oven

1. Turn power on.
2. Find the knob that controls area that you want to turn on.
3. Turn the knob to the right. The indicator light will illuminate when the burner is switched on. Continue to turn the knob until you reach the heat level you want.
4. When finished check all equipment is turned off.

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. 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 and tea towels to assist with your cleaning.

Hall

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

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

Heating

1. Strip heaters are available in the Supper Room for heating.

Cleaning of the hall

1. Ensure all tables and surfaces are wiped over and clean.
2. Tables and chairs are stored correctly in the designated area.
3. Empty all rubbish bins and reline with clean bags. Remove all rubbish from the facility.
4. All floors should be swept and mopped.



Storage

1. There is also a store room near the hall entrance.
2. There are 60 chairs in the facility and they are located in the store room. They should be stacked in groups of eight (8). Chairs should not be dragged across the facility floor.
3. There are 12 tables in the facility and they are located in the store room.
4. All tables must be wiped clean before being stacked away.
5. Tables should not be dragged across the floor.

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 strip heaters.
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 center.

Using the Facilities

1. There are power points in the facility.

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: Sutton Forest 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 and fire blanket		
Emergency Evacuation Diagrams		
All Emergency Exit Lights in working order		
Facility and amenities clean and undamaged;		
Doors and windows		
Hall (Supper room) and kitchen area		
Veranda		
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:		
Heaters		
Oven and all appliances.		
Close and lock windows.		
Check all the emergency equipment is undamaged		
Turn off the lights.		
Close and lock all doors.		

This Facility Checklist must be returned to the Booking Officer.