



Operational Manual for Wingello Mechanics Institute

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Working with you

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Useful Contact Details

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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]
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?

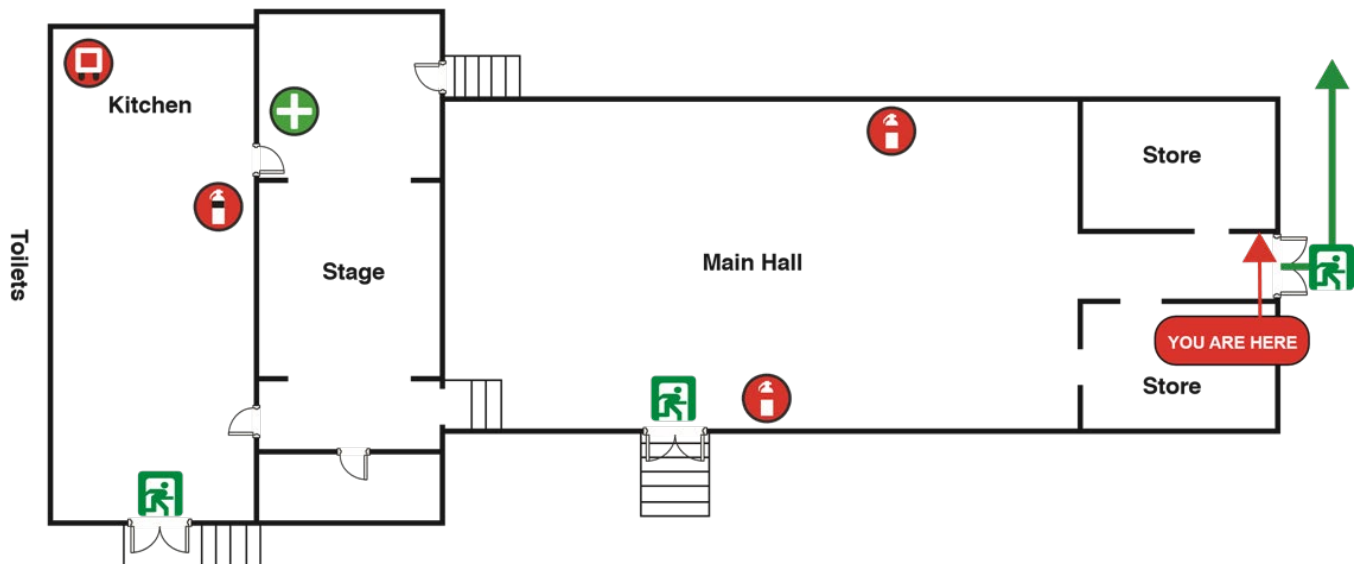
Wingello Mechanics Institute is comprised of the following main attributes:

- Hall –tables and chairs for 150
 - ▶ Stage
 - ▶ External ramp available for wheelchair / pram access.
 - ▶ Piano
- Kitchen
- Meeting Room
 - ▶ External ramp available for wheelchair / pram access.
- Storage Rooms
- Toilet
 - ▶ Wheelchair access
- Technical equipment
 - ▶ Projector and screen
 - ▶ DVD player
 - ▶ Speakers
 - ▶ Sound mixer and amplifier

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: Facility parking is available between hall and shop (limited spaces), and in front of Casburn park.
- There is a park and park equipment next to the facility.

Facility Floor Plan





Arrival / Opening Procedure

1. Unlock side door on the right-hand side of hall (shop side) using the front door key.
2. Turn on the light switches, located inside, on the left-hand side of the doorway.
3. Complete the Facility Checklist.

Disability Access

The Facility is accessible for people who have a disability.

On the left side of the hall (the same side as Casburn Park) there is an external ramp that provides access to both the hall and the meeting room.

The internal toilet is wheelchair accessible.

Kitchen

The kitchen is opposite the entrance door.

The kitchen has:

- fridge; (the fridge can only be used for the duration of the hire period)
 - Island bench; (DO NOT MOVE)
 - ZIP hot water;
 - oven;
 - stove;
 - dishwasher;
 - microwave;
 - kettle and urn;
 - 100 x formal dinner set including; side plate, dinner plate, dessert plate & cutlery, wine glasses & carafes. **Hire fee applies. Hirers are responsible to pay for breakages and damage.**
4. The light switch is located on the wall to the left.
 5. The second light switch is on the left of the second swing door.
 6. The cupboard under the sink can be opened using the front door key. The cleaning products are store inside.

Operating kitchen equipment

Zip Hot water system

1. The zip hot water system is located on the wall above the sink and should be turned on when you arrive.
2. Turn the Zip hot water system on at the switch board.

Oven

To use the oven;

1. Turn MULTIFUNCTION switch to desired mode;
Fan forced setting is shown in Figure 1,
this setting is recommended.



Figure 1: Multifunction oven switch.

2. Turn thermostat to desired temperature.
3. Use the left knob, see Figure 2.

The recommended settings are

65 – 100 for heating

160 – 180 for cooking



Figure 2: knob to adjust the temperature.

CAUTION:

■ **Do NOT place combustible or flammable materials or products on or in this appliance at any time.**

■ **WARNING: Accessible parts will become hot when in use and they remain hot for some time after use.**

– **Care should be taken to avoid touching heating elements (on the hob and inside the oven).**

– **The door is hot, use the handle.**

– **To avoid burns and scalds, young children should be kept away.**

■ **Do NOT spray aerosols in the vicinity of this appliance while it is in use.**

WARNING: Unattended cooking on a hob with fat or oil can be dangerous and may result in fire. NEVER try to extinguish a fire with water. If safe to do so, switch off the appliance at the power point and then cover flame e.g. with a lid or a fire blanket.

Always use oven gloves when removing the shelves and food trays from the oven whilst hot.

■ **Do not hang towels, dishcloths or other items on the appliance or its handle – as this could be a**



fire hazard.

- ***Clean the oven regularly and do not allow fat or oils to build up in the oven base or tray. Remove spillages as soon as they occur.***
- ***Do not stand on the cooker or on the open oven door.***
- ***Always stand back from the appliance when opening the oven door to allow steam and hot air to escape before removing the food.***
- ***SAFE FOOD HANDLING: Leave food in the oven for as short a time as possible before and after cooking. This is to avoid contamination by organisms which may cause food poisoning. Take care during warmer weather.***

Stove

1. There are 4 hotplates.
2. To operate, turn the corresponding knob.
3. Turn until you reach the desired temperature.

Dishwasher

Dishwasher Instructions


1. Turn on the CYCLE SELECTOR switch at least ½ hour before use. The Amber light comes on.
2. **The dishwasher requires up to 1 hour warm up after turning on before use.**
3. Rinse all items in the sink before placing them in the dishwasher.
4. Select the setting the is right for the items that will be washed;
 - 1-minute cycle for glasses etc.,
 - 2-minute cycle for plates etc.
5. When the GREEN WASH READY light comes on, press the big green START button.
6. When the wash is finished, un-stack the dishwasher and turn CYCLE SELECTOR switch to DRAIN.
5. The greywater container to the left of the dishwasher should be emptied after final use and CYCLE SELECTOR switched to OFF.

Microwave

Please follow the instructions on the key pad. DO NOT place metal items or foils in the microwave.
DO NOT operate the microwave without food in it!

Cleaning of the kitchen

1. Ensure all electrical appliances are switched off. **(except for the fridge)**
2. Turn off zip hot water unit at the power point.
3. Drain the dishwasher. Turn the selector switch to DRAIN, turn to OFF when finished.
4. Empty Urn and/or kettle.
5. Ensure that you remove all food and drinks from the fridge at the end of your event.
6. All crockery and cutlery etc. to be washed dried and stacked away.
7. Wipe up any spills from:

- 
- ▶ Fridge
 - ▶ Stove top and oven
 - ▶ Other cooking appliances

8. Ensure all bench tops are wiped over.
9. Please sweep and mop the floor. Brooms and mop & bucket are available in the table store room at front of hall.
10. Empty all rubbish bins and reline with clean bags. Remove all rubbish from the facility. limited bags are available in cupboard under sink.

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

Meeting Room

The Meeting Room is next to the kitchen.

There is a table and some chairs positioned in the Meeting room, if you move the furniture please return it.

Toilets

1. The toilet is to the left of the stage.
2. This is the only toilet in the facility.
3. The toilet is accessible for people who use a wheelchair and those with mobility restrictions.
4. The door slides sideways to open.
5. Public toilets are located outside the facility.

To access the public toilets;

- ▶ Exit the building and walk around to the rear of the facility. The Female toilets are on the left and the male toilets on the right.

Hall

1. The light switches for the hall are in the foyer adjacent to the front door.
2. The external ramp is located on the side of the building.
3. When setting up your event, tables and chairs must not block any exit doors.
4. There is timber flooring in the hall area.
5. To avoid damage to the flooring please do not drag heavy objects across the flooring.

Figure 3: Control for air conditioner.

Heating / cooling for the Hall

1. There is an air conditioner in the facility.
2. Heating and cooling settings are pre-set for the season.
3. The control is in the main hall adjacent to vestibule swing doors. See **Figure 3**
4. To turn on the air conditioner, follow the instructions above the control dial.
5. The air conditioner operates on a timer. The Maximum time it can be set for is 2 hours before needing to be reset.
6. There is no **OFF** switch. The A/C operate on a timer and will turn off once it has timed out.



Stage

The stage is located between the meeting room and the hall.

The light switches are located at the top of the stairs opposite the accessible toilet.

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. All audio-visual equipment should be unplugged and returned neatly to its location.
4. Empty all rubbish bins and reline with clean bags.
5. Sweep hall floor and wet-mop.

Storage Area

1. There are 2 storage areas located at the end of the main hall on either side of the entry foyer.
2. The light switch is near the door.
3. There are 200 chairs in the hall and they need to be stacked eight (8) high in the store rooms.
4. There are 6 large tables, 4 small tables and 7 trestle tables, 6 large bench seats and 1 small bench seat located in the store rooms.
5. Tables must be covered with a table cloth or similar when used.
6. All tables to be wiped clean before being stacked away.
7. Tables should not be dragged across the floor.

Technical Equipment

Children are not to operate any of the equipment in the Facility!

The audio/ visual system comprises the following features:

- A comprehensive audio mixing desk, amplifier and hall speakers.

- Radio microphone plug in microphone and 2 adjustable boom stands.
- CD and DVD players.
- iPod dock.
- Auxiliary 3.5mm audio input.
- Video HDMI connector.
- Suspended video projector with remote control. Please connect the video cable from your laptop etc. before turning the projector on.
- Electrically operated projection screen. Operate with REMOTE CONTROL.

As use of this equipment is specialised, please request assistance from the booking officer. Our staff are happy to assist.

Audio/Visual Operating Instructions

Main System

The Technical equipment can be operated from the tech desk.

1. Remove the covers.
2. Turn power switch located on the first unit to 'on' –labelled 'MAIN POWER'.

Playing a CD/DVD

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

Data Projection

1. You will need the remote control in the Tech desk to operate the projector.
2. Use the wall socket located under the projector to connect your laptop to the system.


Note: You will need to provide your own cords, adaptors, power packs and extension cords.

3. The left socket (video 2) is for the data projector.
4. You will need a VGA Plug at each end of your lead for projector. 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 cord into your device. It must be returned to the cabinet at the end of the hire for others to be able to use.

Note: The person or group signing the Booking Request Form for Council Facilities is responsible for the use of all the equipment in the Facility and will be liable if anything is lost or damaged.

Departure Procedure

1. Ensure all clean up procedures above have been followed.

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2. Close and lock all windows.
 3. Close double front door of hall – please double check door is secure.
 4. Ensure all equipment has been turned off (**except for the fridge**) and all power points are off.
 5. Please re-stack and return chairs and tables to their respective store rooms. If you have any difficulty with this, please contact the Booking Officer as soon as practical, i.e. next morning.
 6. Audio/Visual system must be unplugged and covers replaced and secured.
 7. Toilets should be checked to ensure they are being left clean and tidy. Flush all toilets.
 8. Ensure outside toilets are locked.
 9. Ensure all doors, including exit doors are locked.
 10. Complete the Facility Checklist.
 11. Turn off all lights. The light outside the entry door is automatic and stays on.
 12. Exit the building and lock the door.
 13. DO NOT TURN WATER PUMP SWITCH OFF (on main switch board)

Using the Facilities

1. There are power points stations in the facility and they are located at the following locations:
 - ▶ Kitchen
 - ▶ Hall

Park and play equipment

The park next to the hall is known as Casburn park and is separate from the hall and is not included as part of the booking. Hirers are welcome to use the park, please understand it is a public area. Hiring the hall does not afford exclusive use of the park and play equipment. The light switch for the park area, is in the meeting room near the doors leading towards the park.


At the end of your hire please ensure the light is switched off.

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.
4. Hirers must supply their own first aid kit.

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. A Community Incident Report Form needs to be completed and returned to Council. These forms are in a magazine holder in the kitchen.

FACILITY CHECKLIST

Name of Facility: Wingello Mechanics Institute

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 and Windows		
Foyer area		
Stairs and hand rails.		
Store room- neat and accessible.		
Toilets clean and tidy.		
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.		
Toilet should be checked to ensure it is left clean, tidy.		
Ensure all equipment has been turned off.		
Ensure all Tech Equipment has been packed away.		
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.