

RAMSEY TOWN COMMISSIONERS
Access to Town Hall Ramsey:

You will be given: - keys and a proximity card (square of white plastic within blue holder)

Car Parking:

Limited Car Parking Space is usually available at the Town Hall West Street Car Park. Users should be aware of parking restrictions applying in the car park during the day but should not in any circumstances use the disabled car parking spaces, unless they hold the a disabled parking permit.

Entrance:

Single – key (with green dot) – unlocks door to the right of the building, as you face it from car Park.

- a) Unlock Door
- b) Present Proximity Card
- c) The alarm should not be set
- d) Check the exit (looks like a green fire exit) – that the plastic spike is in the open position.
- e) The lights should come on automatically

Lift:

Single key with no plastic covering – is for the lift and will, if needed provide access to the first floor only. (This is more usually required for weekend bookings)

Board Room:

One of the two keys opens the Boardroom – the other opens the Chairman’s room.

Lights:

Lights should come on automatically - until you get to the stairs when stair lights can be switched on.

Tables:

The tables are on castors and will roll into position. Where ever possible the room will be set up for users. If you do move the tables be aware they have brakes at each castor. The tops are hinged and have a screw-locking mechanism.

Kitchen

Accessible either from the Boardroom (if the screens are open) or from the landing (the code is 1234 if the door is locked.) If a mistake is made accessing this code press “C” and re-enter the code.

Kitchen Equipment:

- Cups, saucers, etc., are in the cupboards in the kitchen furthest from the Boardroom – please use “red and white” cups and saucers first – and then the plain white.
- Teaspoons are in one of the drawers above.
- Mixed large plates are available for other purposes.
- Cutlery – assorted knives, forks and spoons are also available.
- Boiling Water is available from the wall mounted heater by the sink nearer the Boardroom – this is drinking boiling temperature and **MUST NOT** be used for hand washing. Please be careful of the red safety button on the side.
- Vacuum flasks / large tea pots are available.
- A large refrigerator is available for use - any foods left in there after a booking will be disposed of within a reasonable time (usually few days after the booking).
- No cooking facilities are available.

We would ask that you leave the building as, hopefully, you found it – and if necessary run the vacuum cleaner (there is usually one in the kitchen) over the carpet.

On leaving the building – please ensure that all doors are locked.

Ensure all lights (other than security are switched off).

Exit

Check spike is in the closed position – the person last leaving should now only be able to open the door by using the press to exit silver button.

Unless you are instructed to do so the Alarm should NOT be set.

To Set the Alarm:

This is done as follows:

1. Open cover of alarm display panel
2. Enter number 2002
Press key “A” the display should now 0123456789
U
3. Press the number 1 so that the display now shows 0123456789
S
4. Press the “**ENT**” key and exit the building
NOTE the alarm will sound continuously for approximately 30 seconds

On exiting lock back door with key.

Any problems you may phone 497245 - but be aware if the men need to attend the hirer may be charged a call out fee.