

Westleton Village Hall: A Quick Guide to Heating, Lighting etc
V5: (November 2020)

- 1) **Electrical Supply:** The Main “Fuse-board” (aka consumer unit) is in the top right-hand cupboard in the storage area opposite the Archives, just inside west door.
 - a) To cut off the power to the whole building in an emergency, push the main trip switch (the big red one nearest the base of the unit) DOWN
 - b) There are three subsidiary “fuse-board” units in the kitchen, foyer & consulting room

- 2) **The fire alarm** panel is on the north wall in the foyer.
 - a) It is NOT connected to the outside world: in an emergency you must call 999 or 112.
 - b) It has a display that will show where the alarm was triggered:
 - c) Do not re-set the alarm until you have discovered the cause.
 - d) A special (red) plastic key needs to be inserted and rotated to enable the controls (including the re-set) to be operated.

- 3) **Lighting:** The lighting in the main hall is controlled by 4 round on/off & dimmer switches (one for the ceiling lights on each side and one for each of the two spotlight tracks).
 - a) Press the round buttons to turn the lights on or off, and rotate them for dimming. If they misbehave, switch off, and then hold in for 5 to 10 seconds to reset the dimmer.
 - b) The projector screen is raised/lowered by a switch on the wall alongside

- 4) **Exterior Lights:**
 - a) There are switches in the Main Hall entrance porch (and by the rear door) to switch the main outside lighting on/off manually if & when required

- 5) **Main Hall Heating:** The electric heating in the old part of the building (main hall, archives, lobby) is controlled by timers and thermostats
 - a) There are *three* thermostats for each side of the main hall.
 - b) **Daytime use:** The heating is set for your session time, if it is a regular booking. Adjust the thermostats as required but please return to 20 C when you leave. If you require the heating for irregular bookings you can press the Boost button at the bottom of the timer unit. Please remember to press it again to turn it off, ideally 15 minutes before you leave.
 - c) **Evening use:** The heating is set for your session time, if it is a regular booking. Adjust the thermostats as required but please return to 20 C when you leave. If you require the heating for irregular bookings you can press the Boost button at the bottom of the timer unit. Please remember to press it again to turn it off, ideally 15 minutes before you leave.

- 6) **Foyer: under-floor heating** in the new part of the building (Foyer etc) is set up to be ticking over most of the time: please do not attempt to change the settings
 - a) There are also two tall wall-mounted radiators controlled by thermostatic valves that can be used for quick boost and summer (etc) use if necessary

- 7) **Kitchen:** There are isolation switches for most of the major appliances on the walls nearby (but they may be underneath the counters etc). Please do not switch off the fridges or freezer !
 - a) The switch for the dishwasher is awkwardly placed right behind it: please leave it on.
 - b) The switch for the boiling water unit is oddly placed high on the wall to right of the hatch
 - c) The main extractor fans are controlled by switches/sliders on the wall near the microwaves
 - d) The extractor hoods over the hobs *need to be pulled out* to get at the controls (at right side)
 - e) The air conditioner/heater unit has a remote control unit (just set the desired temperature).
 - f) The switch to operate the shutter between kitchen and Main Hall is on the right of the hatch

- 8) **Water: the main stop-cock** is on the LHS in the cupboard at the west end of the foyer.

- 9) **Locking up:** please ensure that the foyer and *both* back doors are locked, close all windows, close the foyer blinds, turn off all the lights, and return the keys to wherever you got them from (unless otherwise arranged).