

CLUBHOUSE OPENING ARRANGEMENTS

Gate

The gate is operated by a four digit combination padlock within the steel casing on the West gate-post. The padlock combination is the same four digits as that for the Clubhouse alarm.

Please ensure the gate is locked behind you if you are the last car out of the car park. **Clubhouse Front Door (To Car Park)**

The Clubhouse (car park) door is operated by a four digit combination lock the combination of which is the same four digits as that for the Clubhouse alarm. However before entering the four numbers you must first press **C (clear)** and before turning the knob handle press **Y (yes)**.

Clubhouse Alarm

Having gained entry to the clubhouse you must immediately (within 30 seconds) shut off the intruder alarm.

The alarm box is situated on the left hand wall of the hallway. Open the lid and enter the four digit alarm code which was given to you when you joined or last renewed your membership. The alarm code is likely to change each year in order to keep our security tight and to prevent lapsed members gaining entrance to the club.

Internal Keys

Boiler Room

Access to the boiler room is restricted to committee members.

The heating and water heating are on pre set timers that are set to suit the club's activities. In the event that you require these to be switched on out with the set times use the "Advance" buttons on the front of the boiler. The computer within the boiler house is connected to the phone line as an answering machine. Please do not switch it off.

Balcony (Upper Level)

Key is kept on Boiler Room keyboard. See committee member for access. **Veranda Doors**

These doors are operated by emergency push-bars when the clubhouse is in use. However, two deadlocks have been added as a security measure to each door situated at high and low levels on the door stiles. The keys are hanging on a nail on the door frame, adjacent to the top deadlock, so as to be available in an emergency.

Changing Rooms (Ladies and Gents)

There are no locks on these doors. Note however that the lights and fans are switched automatically. The lights are operated by PIR movement sensors situated at low level just inside the changing room door. There is a small switch on the PIR box; please do not tamper with it, the lights will switch themselves off. The fans are operated by humidistat sensors and there is a switch adjacent to the fan. Please do not attempt to switch it off. **Disabled toilet (off hallway)**

The light is operated by a pull-cord on the right just inside the door. Please ensure you switch it off when leaving. The fan is automatic and has a time delay which means it will continue to run after the light is switched off. **Kitchen**

The kitchen should not be locked. The catering cupboard is the large grey steel cupboard situated within the boiler room and the keys are held by the Catering Committee.

Rescue Boat Shed

The key is kept within the boiler house. Should the door be locked please see a committee member.

The light switch is on the right adjacent to the door to the clubhouse.

The roller shutter door is operated by a chain on the right hand side of the door (looking from the inside). The chain is wedged into a keeper on the door frame. To open the roller shutter release the chain and pull the door up with it.

Container

The container keys are kept on the boiler room keyboard. See a committee member for access.

LOCKING UP

Container

Ensure the container is double locked, both deadlock and padlock, and the keys returned to the Boiler Room keyboard.

Clubhouse

Boat Store Roller Shutter

Ensure the roller door is completely shut and the chain wedged into the keeper. **Balcony Door**

Ensure the door is locked and the key returned to the Boiler House keyboard **Veranda Doors**

Ensure the doors are properly shut, the top and bottom deadlocks are locked and the deadlock keys hung up adjacent to the doors.

Ensure the clubroom lights, the kitchen lights, boat store lights, and the disabled toilet lights are switched off.

Setting the Alarm

To set the alarm enter the four digit code and the programmer will display "Set the system?" Press the "yes" button and immediately (within 20 seconds) leave the building switching off the hallway light as you leave. **Front Door**

Pull the front door behind you (being careful not to trap your knuckles) taking care to make sure the door is properly closed. The external lights are on an automatic PIR switch and will switch themselves off.

Gate

Close the gate and put the padlock on. (After dark it is helpful to set up the padlock with the help of your car headlights before leaving the car park)

TELEPHONE

The telephone is situated within the boiler room and the line is connected to the computer answering machine. In the event that you must use the phone in an emergency, unplug the telephone line from the computer from the lower telephone socket and plug in the phone jack which is fixed adjacent to the box. Make your call and replace the computer phone jack. **Do not** use the upper telephone box as this is dedicated to the alarm