



SEAGROVE PAVILION TRUST

www.seagrovepaviliontrust.org.uk

User Induction check list Revised May 2019

Caretaker: Trustee Barry Elliot 615476

Group Leader: Trustee Grainne Andrews 565307

1. **Drive Gate process nb use lock for information**
2. **Fire Assembly point** at the bottom the drive
3. **General car parking**, disabled parking and drop off point
4. **Outside lighting** on detectors
5. **Issued external key** fits all outside doors
6. **Outside water stopcock** and main sewer exit
7. **Smoking area**
8. **Entry building lighting**, fuse box, mains isolator notice board information
9. **Internal keys** hanging on Key Hooks by hatch, they open disabled toilet and changing rooms, cleaning cupboard and user storage
11. Walk internal areas to include disabled toilet alarms and fire alarms
12. **Table and Chair stowage** erect and take down table with tool provided.
Chairs to be stacked a maximum of 7 high
 - Use second changing room for Cloakroom
13. **Loft ladder** demonstration and training, loft light switch and agree storage are as if appropriate, only authorized personnel to use ladder and enter loft space.
14. **Loft mains water stop cock** and outside tap stopcocks
15. **Kitchen** demonstrations to be arranged as required:
 - Children not allowed in the kitchen (12 years and below unless under adult supervision)
 - Dishwasher instructions on wall **nb start water heater 30mins prior**
 - Urn operating guide on wall including kettle



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- Microwave operating guide on wall
- Soup Kettle instructions inside cupboard door
- Cooker and Hob instructions on wall
- Fire blanket
- First Aid Kit nb note any usage on list provided
- Inventory 40 place settings
- Hatch securing
- Kettle to be left unplugged and emptied on leaving

16. **Rubbish disposal** users to take home for security, hygiene and recycling

17. **Leaving check** including changing room toilets if used as only switched lights on the premises **nb close gate end of drive**

18. **Report any defects** to Caretaker telephone number as above.

OWN NOTES: