



# Important information about the Community Space



The community space shares the site with the Landmark holiday property and tenanted flat next door and above. We ask everyone to be mindful of any disturbance to other users while using the site.

## Access

The back door (red) is the main entrance and exit, the front door (brown) gives access to the community garden which is defined by the stone wall, hedging and wooden fence. You are welcome to use the community garden but you do not have exclusive access of it. The wider gardens are strictly private and are for use by guests staying in the Landmark holiday property only, there is no access for community space users.

The back door (red) is unlocked via the Smart Lock with an access code which is provided in your booking confirmation email. Press the '#' key to wake the touch keypad, then type your access code, followed by the '#' key. The keypad is sensitive, so you do not need to push the numbers, simply touch them.

The Smart Lock will lock itself if the door is closed, so ensure you remember your access code when going in and out of the building to avoid being locked out. Your access code will only work during the booking period, so if it doesn't work immediately, check the time as if you have arrived early it will not work.

You will be able to unlock the front (brown) door from the inside by using the thumb turn lock, please make sure you lock this door from the inside before you depart at the end of your hire.

## Accessibility

Please refer to our Access Guide for the Community Space for accessibility details.

## Parking

There is one allocated parking area for the community space next to the rear entrance door, please do not use any other parking spaces on this site as they are allocated to other users.

There is ample on street parking in the surrounding streets for other users of the Community Space, please park considerately for our neighbours.

There are 2x bike racks by this space for use by Community Space users.

## Health and safety

Please do not attempt to access the cellar via the hatch in the kitchen.

The back door (red) has a low door doorway from the kitchen to the outside space please take care when entering or leaving the building.

There are some uneven flag stones in the floor, due to the nature of the historic stone it is not possible to provide a completely smooth surface.

Please take care on the external pathways and paving which may be slippery especially in wet conditions.

## Kitchenette and equipment

The kitchenette is provided for the preparation of hot and cold drinks and snacks only, not for cooking food. There is an under counter fridge provided. Please ensure this is empty and any spillages wiped up at the end of your hire.

Mugs, small glasses, small plates and cutlery are provided, enough for the 25 person capacity of the building.

A tea towel and hand towel are provided for your booking. Clean towels are in the cupboard in the kitchen – please only use one for your booking to ensure there are plenty for future users. At the end of your hire, please put your dirty linens into the laundry bag in the cupboard in the toilet when you depart.

## Toilet

There is one unisex toilet with accessible features. There is a baby changing table provided.

Toilet paper, and paper hand towels are provided, please use the bin provided in the bathroom for all paper towels, sanitary products and nappies.

At the end of your hire please remove your rubbish and replace the bin bag with the spares provided in the kitchen. Please place waste bags in the appropriate bins in the enclosed bin store at the front of the site by Woodhall Road.

## Cleaning the space

There are spare bin bags and some cleaning products in the corner cupboard of the kitchenette. There is another set of cleaning products on the window sill behind the toilet. The vacuum cleaner is in the cupboard off the WC. Please return everything after use.

Please clean the toilet and sink in the WC and clean the work tops and sink in the kitchen before you leave. Please also wipe down the tables in the main room using the spray provided in the kitchenette.

Remove all your waste and place in the appropriate bins in the enclosed bin store at the front of the site by Woodhall Road.

As a Community Space we hope that all our users will help us to keep the space clean and tidy, so please leave the space how you would hope to find it for the next user, who may be entering soon after you depart.

## Display screen TV

The TV remote to turn the TV on is in a holder on the left on the back of the screen.

An HDMI cable is provided – you can use this to plug into the HDMI port on your laptop (if applicable). If it doesn't automatically switch to show your laptop screen, then use the remote control and press the 'source' button until you find HDMI1.

Some Windows PC users may be able to cast their screen to the TV. To do this, please refer to the TV instructions provided.

Please turn off the TV, leave the HDMI cable plugged into the TV and the remote control in the holder attached to the back of the TV after use, so that other users can locate it easily.

## Heating

Heating is provided by a ground source heat pump. The temperature of the radiators can be adjusted by pressing the display on the side and using the up and down arrows shown.

The stove in the fireplace is for decoration only.

Hot water for the kitchen is provided by a separate electric water heater under the counter.

## Smoking

Smoking and vaping are not permitted inside this building or anywhere on the Calverley Old Hall site. If you wish to smoke or vape, please do so away from the building and outbuildings, outside the perimeter wall. Please be considerate of our neighbours.

## Candles, tea lights and other naked flames

The use of any naked flames in the building is strictly prohibited due to fire safety restrictions.

## Wi-Fi

Wi-Fi is provided for users of the community space on best endeavour - intermittent connection problems can occur and therefore the wi-fi should not be relied upon.

Wifi: Calverley Guest

Password: Cal56148ver

## Leaving instructions

Please leave promptly at the end of your booking in line with your booking conditions, there may be another hire arriving immediately after your booking.

Please leave the spaces clean and tidy. Please clean the toilet, sink and kitchenette with the cleaning equipment provided. (Blue spray and cloths are provided.)

Remove all waste and recycling and items in the fridge, place in the appropriate bins in the enclosed bin store by the main road.

Put the chairs and tables away. Stack the chairs along the back wall near the hall to the toilet, and fold the table tops down and push the tables to the corner between the TV and the kitchenette.

Turn the radiators down if applicable.

Please turn off the lights when you leave.

**Please ensure that all doors and windows are closed and locked when you leave.**

**Lock the front door (brown) from the inside (turn the lock clockwise as far as it will go) and then exit from the back door (red) through the kitchenette. Close the door and press and hold the ‘#’ button on the smart lock to lock the door. It will say “door locked” to confirm it is locked.**

## Reporting any issues

We will email you a feedback survey request after your hire, so please do let us know your thoughts. If you have any breakages, faults or access issues to report, please email [calverley@landmarktrust.org.uk](mailto:calverley@landmarktrust.org.uk). This inbox is only monitored on weekdays between 9am – 5pm, and we aim to reply within 3 business days.

If you have a problem on the day, please call our central office who will be able to direct your call to the best person, 01628 825 925.

## Fire Safety

The Community Space has a safe capacity of 25 people in line with our Fire Risk Assessment. This capacity is for the safety of everyone using the Community Space to ensure safe evacuation in the case of a fire. Please ensure you never exceed this capacity.

### Fire alarm

The fire alarm is linked across all areas on this site; Community space, Landmark holiday property and residential flat. The alarm for all areas will normally be tested at 11am on Mondays and Fridays (this may be on a different day around a bank holiday).

Should the alarms sound outside of these times, you and the rest of the group should immediately evacuate the building and make your way to the muster point which is in the gravel carpark at the front of the site by Woodhall Road.

### Emergency lighting

Is situated in the ceiling of the community space, should the fire alarm be triggered by fire, then these will illuminate.

### Fire extinguishers

Fire Extinguishers have been provided for trained personnel. Please do not tamper with extinguishers or move them.

In the event of fire, you should prioritise escape for you and your party without stopping. Fire detection/ alarm systems have been installed to provide early warning, so you can evacuate to a place of safety before a fire takes hold.

Preferably, evacuate, stay safe, stay out, and alert the Fire Brigade by calling '999'.

### Fire precautions

The fire layout plan that follows shows the location of fire extinguishers and fire exit routes. Identify escape routes now, ensuring that everyone is familiar with them and that they know what to do in the event of a fire.

## If there is a fire

- Alert everyone in the building immediately and get them outside by the safest route. If you need to go through a smoke-filled area, keep low as smoke will be cooler and thinner near the floor. The meeting (muster) point is the car park at the front of the building adjacent to Woodhall Road
- Where possible, close all windows and doors to reduce the air supply to the fire. Feel a door with the back of your hand before opening it. If it is warm or if smoke is coming through, do not open it unless you absolutely must.
- Do not put yourself at risk by tackling a fire unless you are trained in the use of extinguishers. Call the fire brigade by dialling 999 and asking for “Fire”. Give them this address:






Calverley Old Hall Community Space, 20 Woodhall Road, Calverley, Pudsey, LS28 5NL.

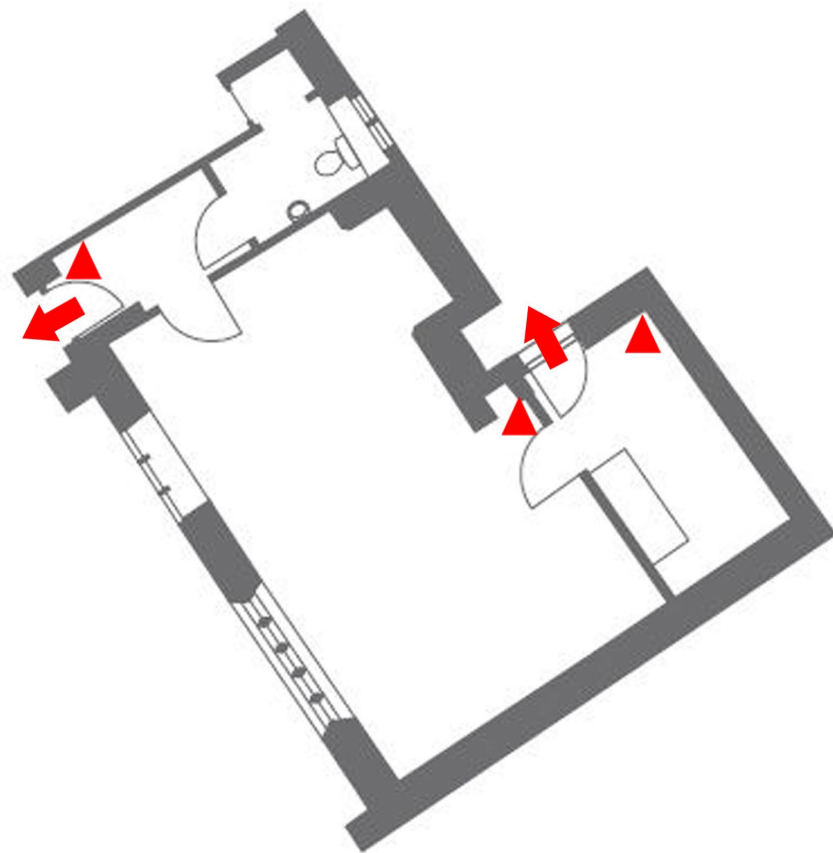
Ordnance Survey map grid reference: SE 20812 36875.

What3words reference: ///glue.hits.slides

## Fire Layout Plan

### Fire Safety Information

-  Extinguisher
-  Emergency Escape Route
-  Emergency Torch
-  Fire Blanket
-  Carbon Monoxide Detector



Fire Assembly Point is in the gravel carpark at the front of the site by Woodhall Road

# Calverley Old Hall Community Space