

ROOM GUIDE - To all room users

It is your responsibility to ensure that the room you have used is left in a clean and tidy manner when you leave.

- **Tables** should be wiped down and folded away and returned to the cupboards either in the Otter Room or the Sea Eagle Hall.
- **Chairs** should be stacked on the trolleys provided (maximum of 25 chairs per trolley) and returned to the cupboards in the Otter Room or the Sea Eagle Hall.
- **Rubbish** should be removed and placed in the bins (located outside in the bin compound) – the centre does not have a glass recycling facility and any glass waste should be taken home with you for disposal (there are bottle banks in the Links carpark just behind the campsite).
- **Cleaning materials** are available in the cupboard located between the Office and the disabled toilet.
- **Sports Equipment** – please return the equipment to the cupboards.
- **Sinks/cups/work surfaces** – if you have used these facilities, please ensure that these are cleaned.
- **Lights** – please turn off the lights when you leave the room.
- **Air conditioning** – the centre has a centrally controlled air conditioning system – please ensure that the doors to the room are kept closed as this will allow the system to work correctly.
- **Partitions – (between The Red Squirrel, The Otter Room and the Café)** – please ensure that these partitions are closed properly to avoid unnecessary sound transfer between rooms. **Each partition** must be closed and **locked** into position (using the handle located in the cupboard behind reception).
- **Lost and found** – please leave any items behind the reception desk.

Emergency Contact – please only use this in the event of an emergency in relation to the opening or closing of the building. Dr Will Winfield: 07709 166 820 or Walter de Buck: 07401-309668. Any general issues relating to the condition of the centre, rooms or equipment should be emailed to larickcentre@tayportct.org.uk

Thank you for your cooperation.