



CUFOS - Instructions for Key Holders

Important – please read!! – It is very important that anyone who has a CUFOS key or who sometimes takes responsibility for the building has read this carefully. We realise that some of it may seem like routine, but it is vital that all relevant people in your group read this.

Cleaning All groups are required to clean up CUFOS thoroughly before they leave.

We spend about £5,000 a year on cleaning. The building is cleaned by contract cleaners three times a week. However, we still get complaints from users that the previous group has not left the building in good order. All groups **MUST** clean up before they leave. Often this will mean **sweeping or mopping the floors and leaving surfaces (including windowsills) clear**. Cleaning tools and supplies are in the unlocked corridor cupboard. If you use cups or mugs, please wash them up with hot soapy water and a brush, then dry and put away. (You must bring your own tea towels.) If food or drink have been consumed, it is particularly important to wipe down tables and kitchen surfaces.

Never leave food out in the kitchen or uncovered in a cupboard; this attracts ants (or worse!). You may leave your own tea supplies in the kitchen, but if they are kept in an unlocked cupboard and are not for general use, then we suggest you label your supplies. Please keep biscuits and sugar in *sealed containers*. Do not leave your old food and drink in the fridge – it is unlikely that any other group would want to use them and the fridge needs to be clear for weekend parties.

Fire Doors Users must keep fire doors unlocked while the building is being used. Please remember that while there are people in the building, both the front double doors and the side doors should be unlocked as these are fire exits. The top, thumb-turn lock can be used for security. The kitchen door is a fire door and so should be kept shut. ***Do not use the fire extinguisher to prop the door open.***

Fire and Emergencies Please review and adhere to the CUFOS fire regulations. Note that if emergency services need to be called to the building, you should let **Alexandra Park Security Control** know; APSC's phone number is **020 8365 4308**. This is necessary in case the fire engine or ambulance cannot locate the building upon reaching the park.

Sometimes a fire extinguisher is discharged or the fire alarms are set off. We realise that accidents do happen, but it is essential that you **let one of the committee know** if you see that there is a problem with the safety equipment.

Heating and hot water The heating is set to be on throughout the winter whenever the building is in use. It can be controlled by adjusting the thermostats on every radiator, which must be left turned up high before you leave the building. The water in every hand basin is heated by zip heaters and will not scald.

Locks and keys It is, of course, important to lock up thoroughly before you leave – check all doors. *Last person out of the building must ensure that it is secure.* Lock both locks on each door and the padlock on the side gate. Particular attention should be given to the street door top and bottom bolts. If these are not in place, the locking of the door is rendered ineffective. Also, while you are in the building, make sure that the padlock is locked onto the gate. It causes us great inconvenience and expense when it gets lost. Follow instructions posted on the gate for locking the padlock.

It is important that we always have an up-to-date list of all Cufos key holders. If your keys are handed over to a new group organiser or leader, then you **MUST** let the Bookings Officer know in writing, giving the name, address, phone number, and email address of the responsible person who will always be present.

Timekeeping Please ensure that you stick to the time you are allotted for your use of CUFOS. It is unfair to keep other groups waiting, or to intrude on their reserved time, by taking too long to clean up after your meeting or activity. Users must leave the building as soon as possible after their allotted slot and must therefore allow enough time for cleaning up before departure.

Rubbish bags and loo rolls We used to keep supplies of these available to everyone, but there were too many instances of stealing. We now try to see that there are always a few spare loo rolls available in the cleaning cupboard, so check there if a loo has run out of rolls. Spare rubbish bags for the kitchen bin can be found at the bottom of the bin. If the bin becomes full while your group is using the kitchen, you must dump the bag in one of the outside bins and replace it with a fresh bag.

Furniture Please try to put away all furniture in the correct place, including blue folding chairs on the trolley in the corner near the sink in the Booking Hall. Only two folding trestle tables should be left in the Booking Hall, and children's tables and chairs should be stacked against walls, not doors. All furniture taken from the storage sheds should be returned to the sheds. Do not drag heavy furniture across the floor or through doors; unbolt the double doors between the Booking Hall and the corridor if necessary to save paint and avoid knocks. Be kind to our furniture, floor, and walls!!

Toilets Please check all toilets before you leave, particularly if there are children in your group. There is a changing table in the disabled toilet, but sometimes mothers have left wet and dirty nappies in the indoor rubbish bins. These make the building stink!! Please make sure that all your group members understand that nappies must be taken out of the building; otherwise, sadly, we will have to remove the changing table.

Lights and fuses Please check that all lights are turned off before you leave, particularly toilet lights. Occasionally a fuse will trip and so some lights will not be working. The fuse cupboard is on the right, just inside the gents toilet. The lock is the same as for external doors. You just need to see which fuse has tripped and flick the switch up again.

Termination We want CUFOS to be a useful and pleasant community centre for everyone, so the committee reserves the right to terminate the booking of any group that does not comply with these conditions.

Your Community Centre CUFOS is **your** community centre. It can only work if all users take responsibility for the building. Many of you do and we are grateful for the care that regular groups take, but there are still too many problems caused by people not following the guidance and instructions.

Committee members can only visit occasionally, so it is essential that you tell us of any problems. You can ring any committee member at any time. **So please tell us.**

Meetings CUFOS committee meetings are held periodically, and the AGM is held in November. Meeting notices are displayed in the centre, and CUFOS members are advised by email as well. All groups are expected to send representatives to these meetings as often as possible. **We can only continue to operate if we get your help and support.**

Committee Members

Elin Murphy (Trustee, Secretary)	Urgent matters: Non-urgent matters:	07757 826995 07791 648885
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