

WELCOME TO THE WINDMILL

- ⌘ Please look after the centre. **(It's God's house).**
- ⌘ The Windmill has a lot of People who support it's ministry by prayer, they are praying for you during your stay.

WINDMILL STAFF

- ⌘ The Windmill will always provide you with an allocated duty manager who will give a contact number on the office door for assistance if they are off the premises during your stay.
- ⌘ Your first stop for anything would be your leader as they know where to find assistance if needed.

HOUSE RULES

- ⌘ Smoking is not permitted on the premises other than the area just inside our rear gate.
- ⌘ Alcohol is not permitted in the building or on the grounds.
- ⌘ No pets are permitted in the building except dogs for the blind/assistance by prior notice.
- ⌘ ***Please leave outdoor shoes and wet coats in the front porch.***
- ⌘ Only move furniture if your duty manager is with you. ***(Please don't stand on our chairs).***
- ⌘ Report any damages to your duty manager
- ⌘ Only put up programme/notices on boards provided or glass. ***(Not on walls or paint work).***
- ⌘ Please recycle: cardboard, cans, glass and hard plastic in the mixed recycling bins provided.
- ⌘ All wheelie bins are located up the stairs at the rear of the conference hall. ***(Please do not move them).***

FIRE

- ⌘ No fire alarms are planned during your stay.
- ⌘ Please leave the building immediately and gather on the front lawn.
- ⌘ Your leader will do a head count from their fire register at front door.
- ⌘ Only when WCC staff/duty manager decide when it is safe to re-enter the building.

SAFETY

- ⌘ Windows to be opened no further than safety catches.
- ⌘ Fire doors must be kept clear and closed unless automatic closures are attached.
- ⌘ Use main stairs only, others are emergency and staff.
- ⌘ Please do not touch the stair lift or its rails unless you have read the related risk assessment.

FIRST AID

- ⌘ First aid boxes are found by the office door and in the kitchen.
- ⌘ An injury book is available so please notify staff if you have an injury at the centre.

SECURITY

- ⌘ All cars please use front gate only.
- ⌘ The doorbell is now your group responsibility.
- ⌘ Please don't leave the front/ back doors open ***(Heat is lost very quickly).***
- ⌘ Please take note of the door code for getting in and leader phone number.
- ⌘ Night checks are done by your duty manager each evening to secure the building.

HOUSEWORK

- ⌘ Before leaving. ***(Cleaning instructions are found on the back of each bedroom door. Cleaning cupboards are found on 1st and 2nd floors and your leader has a check list).***
- ⌘ Notice that our bathrooms now have bins which you do not empty. However the hand towel bins in the public toilets do need you to empty them into the general waste.

PROCEDURE FOR NIGHT CHECKS

- ⦿ Check front and back porch doors and interior doors are closed.
- ⦿ Check all fire exits are closed and clear in case of an emergency.
- ⦿ Check all the fire doors are properly closed and secured.
- ⦿ Turn off lights in areas not in use.
- ⦿ Check taps and showers in public are turned off.
- ⦿ Check windows in public areas are closed.
- ⦿ Check all wall thermostats are set 15-17.
- ⦿ Make sure UV lights are switched off in Kitchen and Servery.
- ⦿ Check the dishwasher has the drain cycle complete / put on if not done.
- ⦿ Check ladder store is closed and no flooding.
- ⦿ Check the gas has been switched off at the wall in the kitchen.
- ⦿ Record any damages.

LEAVE THE ALARM RINGING AT ALL TIMES	
DUTY MANAGER	NAMED PERSON
<ol style="list-style-type: none"> 1. Read the fire alarm panel. 2. Take walkie talkie (channel 12) and the fire box keys (fire test folder) to the fire location. 3. Communicate with the named person from the fire location. 4. Instruct the named person to call 999 and leave the building if needed. 	<ol style="list-style-type: none"> 1. Take walkie talkie (channel 12) and a land line. 2. Stay in the reception area or porch as long as it is safe to do so. 3. Communicate with the Duty Manager from the fire location. 4. Call 999 if instructed and then leave the building.
THE DUTY MANAGER WILL STOP THE FIRE ALARM	
<ul style="list-style-type: none"> ⦿ Check all the fire boxes, extinguisher tags on each floor. ⦿ Check all fire exits are secure once smoke free and everyone back in the building. ⦿ Write in the fire test folder; alarm location, cause and the evacuation procedure taken. ⦿ Report any fire alarms to the Centre Manager or Trustee on call. 	

THANK YOU FOR TAKING CARE OF THE CENTRE.



ROOM AND FIRE REGISTER

ROOM	BEDS	GUEST NAME	
1	2 BUNK BEDS	1	
		2	
		3	
		4	
2	3 BUNK BEDS 1 SINGLE BED	1	
		2	
		3	
		4	
		5	
		6	
		7	
3	2 BUNK BEDS	1	
		2	
		3	
		4	
4	3 BUNK BEDS	1	
		2	
		3	
	SHOWER/BATH	4	
		5	
		6	
5	2 BUNK BEDS 1 SINGLE BED	1	
		2	
		3	
		4	
		5	
6	2 BUNK BEDS	1	
		2	
	SHOWER/BATH	3	
		4	
7	2 BUNK BEDS 1 SINGLE BED	1	
		2	
		3	
	SHOWER/BATH	4	
		5	
8	2 BUNK BEDS 1 SINGLE BED	1	
		2	
		3	
		4	
		5	



ROOM	BEDS	GUEST NAME	
9	4 BUNK BEDS	1	
		2	
		3	
		4	
	1 SPARE MATTRESS	5	
		6	
		7	
		8	
10	4 SINGLE BEDS	1	
		2	
		3	
		4	
11	3 SINGLE BEDS	1	
		2	
		3	
12	1 BUNK BEDS	1	
		2	
13	1 BUNK BED 1 SINGLE BED	1	
		2	
		3	
14	2 SINGLE BEDS	1	
		2	
15	1 DOUBLE BED 1 SINGLE BED	1	
		3	
16	3 BUNK BEDS	1	
		2	
		3	
		4	
		5	
		6	
17	3 BUNK BEDS	1	
		2	
		3	
		4	
		5	
		6	

ROOM	BEDS	GUEST NAME	
18	2 BUNK BEDS 1 SINGLE BED	1	
		2	
		3	
		4	
		5	
19	2 BUNK BEDS 1 SINGLE BED	1	
		2	
		3	
		4	
	1 SPARE MATTRESS	5	

IMPORTANT POINTS TO KNOW!

FIRE SAFETY REGULATIONS Please use this register to record guests and their room allocation. Your duty manager will ask for this form on your arrival. The room and fire register is the group leader's responsibility.

FOR YOUTH GROUPS to comply with child protection act please do not have group leaders sleeping in bedrooms with non-family members under 18 years of age.

INSURANCE Personal accident, sport activities and third party insurance are group responsibility please provide suitable evidence as agreed by the Trust of their Public Liability insurance prior to arrival.

STAIR LIFT Only use the stair lift after instruction from your duty manager and having read and signed the related risk assessment.

WIFI USE Please read and sign the centre Wi-Fi form on arrival.

CATERING Please provide at least one member of your catering team with a food hygiene certificate on arrival.

BBQ AREA Please speak with your duty manager before having a BBQ or fire on WCC property.

CLEANING The centre does not provide toiletries, towels, tea towels or black bags. There are complimentary toilet roles on arrival only. Cleaning instructions and materials are provided for you. Please help us look after the centre by leaving it as you found it.

REBOOKING The centre books up very quickly and we don't want you to miss out so please rebook before you leave if you can.

PRICING CHANGES FOR 2021 ONWARDS ARE IN PLACE – SEE OUR WEBSITE