

Care City Room Booking Housekeeping Guidance

We ask that you please read the following housekeeping rules and pass on information to attendees.

Thank you.

The Care City Team

Fire Alarms & Exits:

- **Fire exits:** There are two fire exits for the second floor at Maritime House. These are located at main reception doors and at the opposite next to Training Room 2, please familiarise yourself with these exits. Both exits are clearly marked.
- **Evacuation process:** In the event of an emergency or fire alarm, please leave the building immediately by either of the fire exits and take the stairs to the ground floor. The meeting point is at the London Road bus depot situated behind Maritime House. Fire wardens will be present to guide your exit. An Evac Chair for evacuating disabled persons can be found by reception. Fire Wardens are trained in using this equipment.
- **Fire Alarm Testing:** Fire alarms are tested every Tuesday morning at 11.00am and they sound for approximately 5 to 20 seconds. In the case of fire alarm testing there is no need to vacate rooms unless otherwise instructed.
- **Fire Wardens:** The Fire Wardens for the second floor are Nicola Kelly and Laura Gillett.
- **Registers:** We expect all event organisers to maintain an accurate register of attendance in the case of fire evacuation.

First Aid

- **Please note that our designated First Aiders are** Laura Gillett and Lindsey Carter. Please speak to either of them if you require first aid help or assistance.



Toilets:

- The Ladies toilets are past the lifts on the right hand side and men's are through the main doors, turn right into the stairwell.
- Disabled toilets are located on the ground floor. Should assistance be required please speak to the receptionist.

Windows:

- Due to the design of the windows at Maritime House, these are unsafe to open and must remain closed at all times.
- **Please DO NOT attempt to open these, because this could risk injury to yourself or others. Damage to windows and subsequent loss of revenue for room bookings caused by attempts to open them may be recharged to your organisation.**
- If you are too hot or too cold, please report immediately to the reception staff who can contact the Building Management to adjust the air conditioning/heating. Unfortunately this may take a few minutes because we cannot control the temperature directly. We can provide heaters/fans on request to assist you in managing a comfortable environment.

Room Facilities:

- If using the floor sockets, please ensure wires are fed through one of the flaps on the lid, the lid is then to be pushed down flush to the floor. At the end of your session please remove any wires from the socket and place the lid flush preventing any tripping hazards.
- Please ensure that the room is returned to the condition in which you received it. This includes;
 - Clearing tables and placing tables and chairs back into the original set-up
 - Placing rubbish in the bins/recycling facilities provided - should these become full please report to the front desk.
 - Disposing of any drinks left in cups into the kitchen sink, not into the bins.
 - Washing any crockery used and returning to the appropriate cupboard
 - Reporting any spillages to the front desk
- We are a small Community Interest Company and are able to keep our room booking fees low because of the cooperation of our guests and we appreciate your effort in supporting us with this. In a small fraction of cases, rooms and the kitchen area are not left in a fit state for other staff/users. In these cases, it requires significant effort from the Care City team to rectify, which takes us away from



our core work. **Therefore, if rooms are not left in an acceptable condition we may charge a cleaning fee of up to £60 to the organiser.**

Refreshments:

- Tea and coffee is available for all attendees and can be found within our kitchen area. We ask that visitors use the refreshments made available and not to use items from the staff fridge.
- Visitors can make use of the microwave which is located within the kitchen. It is their responsibility to ensure the microwave is left as found and any spillages cleared up.
- We do not permit the use of meeting rooms for visitors to use as lunch space.
- If using the kitchen area please ensure any crockery is washed and waste disposed.

Many thanks

Care City Innovation C.I.C

