Entry and Exit Instructions

PADDOINGTON HALL
10 Moreton St, Paddington QLD 4064

Parking
- Street parking available

Entry
- Enter the building from Moreton Street via the staircase or wheelchair ramp. Swipe card over the black interface above the door handle for entry into building.
- Light switches to right hand side of door.
- Switches to operate ceiling fans located on stage – right hand side along with stage light switches.

Kitchen and cleaning
- The kitchen is to the right of the stage via a door and foyer area.
- The foyer light switch is between the exterior doorway and the adjoining Annexe.
- Kitchen light switch is near the servery bench.
- The first aid kit is located on top of the fridge.
- Sharps kit is located on top of the fridge.
- The Emergency Information Box is located on the wall beside the fridge – key is in the lock.
- Various brooms are hanging behind the kitchen door.
- Minimal cleaning products are provided under the sink. Dishwasher powder and dishwashing liquid should be provided.
- The rubbish bin is beside the fridge with spare plastic bags under the liner and some are in the drawer under the dishwasher.
- External door leads to a rear porch and pathway to adjacent park.
- A council rubbish bin is located in front of the hall near the park entry.

Fixtures and amenities
- Two Fire Extinguishers in kitchen/foyer area and two next to stage.
- From the doorway beside the stage, there is one step down with toilets to the right and storage room to the left.
- Light switch for hallway to toilet and storage room is on the wall to the right.
- Light switch for the toilet is inside the toilet door on the right hand side.
- Storage room light inside on left hand side of the door.
- All tables to be stored at the front of the hall. All chairs to be stored neatly stacked in the storeroom. No furniture to be left in the Annexe except for the whiteboards.

Exit
- Ensure all lights/fans are switched off.
- Turn on dishwasher if applicable.
- Ensure all doors and windows are closed and locked.