



# Aspley Memorial Bowls Club

## Entry Instructions



**Nemira Street, Carseldine QLD 4034**

**Note:** To gain access you will need the 4 digit code provided by Communityfy.

- Entry to the hall is via the back of the building towards the second carpark. Walk along the back wall until you come to the screened back entry beside the recycle bins.
- As you face the door you will see the key box on the right. Pull down the cover of the key safe and rotate the 4 dials to the 4 digit code you have been provided. Open the safe door by pressing down on the latch in the direction of the arrow and remove the keys.
- Use the large key to open both the screen and main door. The smaller key is for the exit doors in the dining room.
- A motion sensor light will come on as you enter the building. The security pad is mounted to your right on the bar post.
- Proceed to the security pad and enter # and then your code (provided by Communityfy)
- Open the door marked 'Exit' with the other smaller key (locks are at the top of the doors)
- If you are using the main entry, set the automatic doors to 'Auto' and push the handle down.
- Fan switches are on the right as you enter the dining room from the bar and the light switches for the dining room back on to these.
- The airconditioning controls are in the bar and mounted on the inside of the door of the tall cupboard to your left as you enter the dining room.
- Kitchen light controls are on the left as you enter the kitchen from the dining room.

### Emergency Information

- Fire Extinguishers are located in the bar at main entry, in dining room near back exit door, in kitchen near stove and sink and one in back scullery.
- Fire Blankets are located on the walls in the bar at main entry, in the kitchen near the sink.
- First Aid Kit is mounted on the wall above the sink in the bar area.
- Emergency/Evacuation Information is located in the bar area at main entry, near back door and mid side wall, in the dining room and in the kitchen.
- The main fuse box is located at the back of the building near back entry to bar.
- Please make sure you have read and understood the Emergency Evacuation Information on the Communityfy website.

**Aspley Memorial Bowls Club bookings: [bookings.communify.org.au](https://bookings.communify.org.au)**

If you have a problem/emergency during your booking, contact the appropriate number below:

Emergency Services: 000

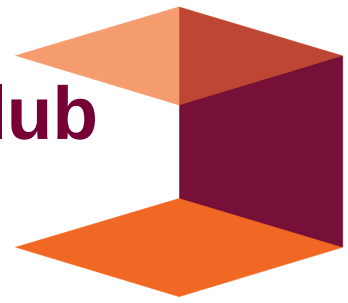
Urgent venue matters: 0401 304 099





# Aspley Memorial Bowls Club

## Exit Instructions



Please help us keep this community space clean and tidy for the next group.

- Dispose of all rubbish (kitchen and bathroom) in to the Brisbane City Council bins.
- Pack and turn on the dishwasher.
- Wash, dry and put away any other utensils used.
- Return all chairs and tables used to their designated areas.
- Remove all food and drinks from the fridge (if applicable)
- Sweep and mop floors (if applicable)
- Wipe down whiteboard (if applicable)
- Take down all decorations (if applicable)
- If you have used the automatic doors, turn to 'OFF' and push handle up. Slide the door closed. Make sure that the door has closed properly.
- Ensure all doors and windows are closed and locked and lights are off. If you require more light to set the security code, there is a timer light button beside the sink behind the bar.
- Set the security code and leave via the back door.
- Use the key to lock both the wooden door and screen.
- Place the keys back in to the key safe and spin the numbers to remove the code.

Please email us at [communityspaces@communify.org.au](mailto:communityspaces@communify.org.au) if you arrive and the venue has not been left in an acceptable manner. If you find the cleaning products / tools are running low, please let us know.

Thank you for using a Communify managed venue, we hope to see you again!

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