



# Spring Hill Shed

## Entry Instructions



**10 Love Street, Spring Hill Qld 4000**

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

- To obtain keys from key safe, pull down the bottom middle button to 'clear'. Enter the four digit code and pull down the top black button to release the lock - you will find the keys to open the doors inside.
- Male and female toilets are accessed via the shed area.
- The key safe for the toilets is located in between the male and female toilets. To obtain keys from key safe, pull down the bottom middle button to 'clear'. Enter the four digit code provided by Community. Pull down the top black button to release the lock - you will find the keys to open the doors inside.
- Council bins are located on the Love Street side of the building near the park.

### Emergency Information

- The fire extinguisher is in the shed.
- Emergency evacuation diagrams are next to every exit.
- Please make sure you have read and understood the Emergency Evacuation information on the Community website

**Spring Hill Shed 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

Alarm faults: 3390 8337

Urgent venue matters: 0401 304 099





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## 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 bin located in the park near the carpark.
- Sweep floors (if applicable).
- Take down all decorations (if applicable).
- Turn off all lights and fans.
- Return keys to the respected key safes.
- Ensure all doors and windows are closed and locked.

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

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

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