8th St Marylebone Scout Group
The "Diehards"

Mansergh Building – What you need to know

- To enter the building: Use Banham key (if you have one) Tap in code to keypad on wall; right hand side.
- If building is alarmed, enter intruder alarm code to keypad situated next to light switches.
- Note Fire Alarm panel in cupboard by door; if alarm is set off by accident, use key in break glass box above Intruder alarm keypad to open cupboard and mute alarm. In the event of a real fire, DO NOTHING TO THIS PANEL.
- All areas of building have individual light switching.
- If building is too cold of too stuffy, the heating & ventilation can be advanced by up to four hours using high-level control situated on ground floor wall opposite stained glass window, press number of hours required, then on button.
- Note positions of water & CO2 fire extinguishers on escape routes.
- Take note of three ESCAPE routes (i) Main Ground floor Entrance door. (ii) Route via Ground floor Board Room; key for this is in a break glass box on left hand wall by door. (iii) Route via Lower Ground floor servery.
- In case of FIRE make sure you get everyone out of building, then ring 999 Fire Brigade.
- The Building is a NON-SMOKING facility.
- If you have hired furniture, please make sure it is returned to store and stacked appropriately.
- If you are putting up decorations; only use the walls & doors with low tack tape, NO DOUBLE SIDED TAPE. (no pins) DO NOT PUT UP DECORATIONS ON THE CEILINGS.
- Please note there should be no running around in black-soled shoes.
- Use of climbing wall is by written permission only.
- If you use Crockery & Cutlery please make sure the dishwasher is filled and activated when finished.
- Please clean up all spillages and mop up excessive marks to floor.
- NO SMOKE MACHINES TO BE USED as they set the fire alarm system off

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- Please take with you all rubbish, DO NOT LEAVE BALLOON GAS BOTTLES.
- DO NOT move servery tables into hall.
- Always lift objects & DO NOT drag over timber floor.
- Allow sufficient time to prepare & clean-up during your session to be able to leave promptly, so as to avoid clashes with other groups coming in.
- Please TURN OFF all lights on leaving and double check. Make sure all external lights are turned off.
- Please inform us of any breakages.
- When using the building please keep the main front door closed when you have all your party inside. Security of the building is your responsibility.
- On leaving, if you have a Banham key please set the alarm and double lock the door. If you do not have a key please just close the door behind you as someone will be along to secure the building.
- In case of any emergencies please ring first: -
- Tim Cotter on 07956 810023, if you cannot get through ring Tony Thomas on 07973 431197

Thank you for your co-operation and we hope you enjoy the facilities.

On behalf of the Mansergh Management Committee.