

UVH - operational  
and safety signs  
(NOT on  
noticeboards)

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Room	Area	Sign	Comments
All		Fire Extinguishers - relevant contents notice	
Kitchen	Cooker	Warning Notice re hob staying hot R hand red knob labelled "FRONT"	
	Fridge	Fridge usually off - key with Jane 3 white chopping boards all labelled "Not for RAW meat"	
	By small sink	Light switch labelled "2 way" Immersion - usually off	
	Above Fire Blanket Dishwasher Opposite dishwasher	Hand Wash Only (2 different notices) please wash cups before putting away Operating Instructions Light switch labelled "2 way" Big red switch labelled "HOT CUPBOARD" Electrical Demand notice	NEW green / white version
Bar and Side Entrance	Above First Aid Box	Booking Enquires laminated notice	
	Above rack	"Log It 2 Fix It" laminated notice with arrow	
	Above phone	Fire Action notice	
	Below phone	"999 only" laminated notice	
	By corner sink	Challenge 21 No Smoking	
Hatch		Challenge 21 "Heavy hatch - beware trapped fingers" laminated	
	Side panel by exit door	Fire Evacuation Plan	NEW in June 2013
	R hand side of door to hall	Utilities location plan	NEW in Dec 2013
Fire Exit	Inside external door	"Do NOT lock the Chubb lock on this door if the Meeting Room is in use"	NEW in Dec 2013
	Corridor	2 "Fire Exit - Do Not Block" laminated	

(Kitchen)	On exit door Above exit door On door to broom cupboard Above door to broom cupboard	Vertical "PUSH" sign Green/Yellow Fire Exit sign Fire Door - Keep Shut Green/White Fire Exit sign pointing right	
Broom cupboard / boiler room	Shelf on right Door to corridor Door to boiler room  Near boiler	Portable illuminated "Fire Exit" sign Fire Door - Keep Shut Fire Door - Keep Shut Authorised Access Only Boiler restart notice laminated Manufacturer's instructions	
Outside	Front wall - R hand side Front wall - L hand side  Main Entrance  "IN" driveway Back Fence Side Fence  Back wall - LHS "OUT" driveway	"OUT" "IN" Hall users only to right of door - what's on / regular activities LH pillar - caution triangle LH door frame - Keep Clear Fire Escape inside L window - hiring arrangements Fire Exit Keep Clear on side door Hall users only Hall users only Way Out sign with arrow pointing R Way Out sign with arrow pointing L Fire Exit Keep Clear on side door	check phone nos are correct
Foyer	Over doors to hall R of utility room door High above floodlight switch Inside front door  Above front door Door to toilet corridor Under flood light switch To R of main door To L of toilet corridor	Cars parked at owner's risk Single switch labelled "car park floodlights" Key switch for "outside lights" LHS - checklist when leaving RHS - wintry conditions Green/yellow Fire Exit "Toilet" plus man/woman symbols Fire Evacuation Plan Utilities location Hallmark certificates * 3	NEW location Dec 2013 NEW for Dec 2013 NEW for Dec 2013

Toilet corridor	To left of door to gents	No Smoking	
Ladies toilet	Corner by R hand sink	Hot water control - do not switch off	
Utility room	Sink alcove (left wall) Cupboard under sink	Electrical Recovery instructions Electrical Trip log Lost Property notice	
Fire Exit (by chair store)	Above radiator Above external door On external door	laminated "Fire Exit do not block" notice Green / yellow Fire Exit sign laminated "Push Bar To Open" notice	colours have run
Main hall	Double doors to foyer - LHS Double doors to foyer - above Double doors to foyer - RHS Above noticeboard Above door to chair store exit Chair store door  Above safe Above door to kitchen exit Users' noticeboard	Light switch locations labelled Illuminated Fire Exit sign Checklist when leaving Wall light switches labelled Illuminated Fire Exit sign Storage plan (needs revision and laminating now that new chairs have arrived) laminated skylight remote instructions Illuminated Fire Exit sign No sellotape Log It 2 Fix It notice	store is being kept tidy without a plan
end of list			