

UVH signs 2020 02 FEB 2020

UVH - operational and safety signs		Fri 7/2/20 (follow up to 6th Jan 2020)	
		<a href="#">Changes since June 2019 in BLUE</a>	<a href="#">Jan 2020 queries in RED</a>
Room	Area	Sign	Comments
All		Fire Extinguishers - relevant contents notice	Assume OK - Dee Fire engineer did not query any today
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"	Sophie now in charge - of kitchen hygiene - does not want these boards to be used for chopping - being kept for sink covers to act as additional worktop space
	By small Hand Wash sink	Light switch labelled "2 way"	
		Hand Wash	
		"On Demand" notice	
		Gas Horn and its supporting notice	
		New "Hand Wash" sign on window	
		Effective Hand Wash laminated poster	Was under Fire Blanket - moved to appropriate Hand Wash sink.
	On door to Fire Exit corridor	vertical PULL sign	
	Above Fire Blanket	please wash cups before putting away	
	Dishwasher	Operating Instructions	
		"Switch for Ceiling Extractor Fan & Dishwasher"	
	Opposite dishwasher	Light switch labelled "2 way"	
		Big red switch labelled "HOT CUPBOARD"	
		Electrical Demand notice	
	All taps except Hand Wash	"Caution Hot Water" by 4 sets of taps	
	by Left Hand hatch	Allergy	for Friday Lunch Club
Bar and	<del>Above First Aid Box</del>	<del><a href="#">Booking Enquires laminated notice</a></del>	<del><a href="#">removed Feb 2020 - only needed when there was a landline</a></del>
Side Entrance	ON First Aid box	defibrillator location	replaced Jan 2020
	Above magazine rack	"Log It 2 Fix It" laminated notice with arrow	
	<del>In magazine rack</del>	Laminated "Working with Food" two A4 pages	Hand wash part moved to appropriate sink; <a href="#">food hygiene now on fridge door</a>
	Next to "Log It" Sign	<a href="#">Use mobile to call 999</a>	<a href="#">removed Feb 2020 - was "temporary" for more than a year</a>
	On counter top	Small brown bin for broken glass	signs replaced Jan 2020
	By corner sink	Challenge 21	
		No Smoking	2019 now in side foyer, LHS of door when entering
	On glass rack	"Only 3 glasses per slot"	
	Hatch	Challenge 21	
		"Heavy hatch - beware trapped fingers" laminated	

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	Side panel by exit door	Fire Evacuation Plan	
	R hand side of door to hall	Utilities location plan	
	Inside external door	"Do NOT lock the Chubb lock on this door if the Meeting Room is in use"	
Fire Exit (Kitchen)	Corridor	"Fire Exit - Do Not Block" laminated	
	On exit door	Vertical "PUSH" sign	
	Above exit door	Green/Yellow Fire Exit sign	
	On door to storage room	Fire Door - Keep Shut	
	Above door to storage room	Green/White Fire Exit sign pointing right	
	To R of storage room door	"Storeroom light"	Changed layout 2019.
			Extensive structural changes in 2019
Storage area / boiler room	Door to corridor	Fire Door - Keep Shut	Jan 2020 - sign inside now covered by coat hook - leave as is
	Door to boiler room (new place)	"Beware of Step" sign on key safe on door	
		Authorised Access Only	
	Near boiler	Boiler restart notice laminated	
		Manufacturer's instructions	
	On door to room	"Broom and kitchen store"	
Outside	Front wall - R hand side	"OUT"	
	Front wall - L hand side	"IN"	
		Hall users only	
	Main Entrance	to right of door - what's on / regular activities	
		LH pillar - caution triangle	
		RH pillar - caution hazard triangle	
		LH door frame - Keep Clear Fire Escape	
		inside L window - hiring arrangements	
	"IN" driveway	Fire Exit Keep Clear on side door	
		"IN" painted on tarmac	
	Back Fence	Hall users only	
	Side Fence	Hall users only	
		Way Out sign with arrow pointing R	
	Back wall - LHS	Way Out sign with arrow pointing L	
	"OUT" driveway	Fire Exit Keep Clear on side door	
		Yellow box outline on tarmac	see also Threshold spreadsheet
		Gas Installation No Smoking sign on gas meter cupboard under kitchen window	missing for several inspections

		No Entry sign (in flower bed)	
		"OUT" painted on driveway	
	Pavement	"Village Hall" sign	needs cleaning before next Hallmark visit - Feb 2020
Foyer	Over doors to main hall	Cars parked at owner's risk	
	High above utility room door	Key switch for "outside lights"	
	Utility room door	"Utility Room"	
	To L of main door	Fire Evacuation Plan	missing Jan 2020 - replaced Feb 2020
	Inside front door	LHS - checklist when leaving	laminated Feb 2020 - from back page of User Guide
	Above front door	Green/yellow Fire Exit	
	To R of main door	Utilities location	missing Jan 2020 - replaced Feb 2020 - moved to LHS to avoid falling in bin
		RHS - wintry conditions	
	On RADAR toilet door	Instructions for emergency access	
	Inside RADAR toilet door	Lock/unlock instructions	
	To L of toilet corridor	Hallmark certificates * 3	
	Door to toilet corridor	"Toilet" plus man/woman symbols	
	On L door to main hall	First Aid Kit Location	
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)	Total Power Failure instructions	
	Cupboard under sink	Lost Property notice	
Fire Exit	Above radiator	laminated "Fire Exit do not block" notice	Jan 2020 - on hall side of door - leave as is
(by chair store)	Above external door	Green / yellow Fire Exit sign	
	On external door	"Push Bar To Open"	
Main hall	Double doors to foyer - LHS	Light switch locations labelled	
	Double doors to foyer - above	Illuminated Fire Exit sign	
	Double doors to foyer - RHS	Checklist when leaving	laminated Feb 2020 - from back page of User Guide
	Above noticeboard	Wall light switches labelled	
	Above door to chair store exit	Illuminated Fire Exit sign	
	On door to chair store exit	Fire Exit Keep Clear	
	Chair store door	Labelled "Furniture Store"	store is being kept tidy without a formal plan
	Inside chair store L door	Table layouts for FLC	revised with gaps 2019
	Above safes	laminated skylight remote instructions * 2	

