Forth Lodge accommodation

Guidance notes

ON ARRIVAL

A member of the Bonaly staff will offer you a guided tour around the facilities.

FIRE

The Forth Lodge accommodation has full fire protection -

- Fire alarm system
- Emergency lighting to guide you to the Exits
- Fire extinguishers

The fire assembly point is on the grass area outside (turn right outside the main door)
You will be shown what to do in the event of the fire alarm sounding and how disable the siren.

Fire Drill

On arrival, each group is required to take part in a fire drill which will be organised by the Duty Warden. A mutual time will be arranged when you arrive on-site. The young people and adults will require to be present.

If any of your party have additional needs or mobility issue that require a PEEP (Personal Emergency Evacuation Plan) this also needs to be included.

Fire Register
Please complete the fire register by adding the full name for everyone sleeping in the accommodation and indicate who are the adults.

HOT WATER

Kitchen and Toilets -
The hot water controls for the Hot Water are all centrally controlled on a timer.
Hot water available: 6am to 10am and 4pm to 11pm
The Showers are instant heat – ensure the switch outside the wet room is turned on.

HEATING

All rooms are fitted with electric wall mounted panel heaters and controlled individually.
PLEASE ENSURE ALL HEATERS ARE SWITCHED OFF WHEN NOT IN USE.

BEDDING

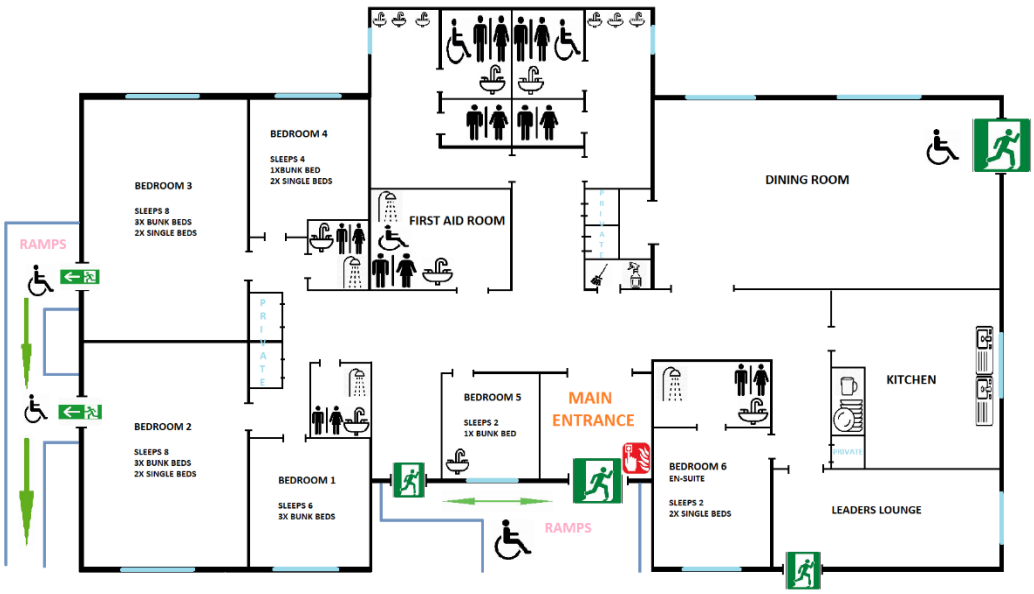
Each bed is provided with a pillow and pillow case.
Full bed linen – Duvet, sheet and duvet cover can be provided at an additional cost (must be booked in advance)

CLEANING

Before departure please follow the list of requirements on the 'check out' sheet provided.
We provide – (located in the cupboard in the entrance hall).
Black bags, Toilet rolls, toilet cleaner, surface cleaner, floor cleaner, cloths, mops, brush and vacuum cleaners.
NB: The dishwasher in the kitchen has an automatic detergent supply.

WASTE and RECYCLING
General waste should be placed in the refuse bins located in the cages at the bottom of the main car park.
Recycling bins are provided throughout the building. Separate recycling facilities are located in the cages at the bottom of the main car park.

FORTH LODGE



Forth Lodge Accommodation

FIRE ALARM

What to do if the Fire Alarm sounds …

- Evacuate the building
- Assemble your group at the Assembly Point – turn right down the path.
- Take a register
- Call the Fire Brigade (if necessary)
    - Contact the Duty Warden – 07555 669 017
- When / If it is safe to do so … return to the building

Re-set the Alarm Panel

- The key is kept in the panel … 'Normal Position'
- Turn the key … 'To arm controls'
- Press … 'Silence alarm / fault sounders'
- Press … ' Reset / test'
- Turn the key back to …'Normal position'

Zones

- Zone 1 Dining room , kitchen, lounge ,bedroom 5
- Zone 2 Entrance , toilets, first aid , disabled wash room
- Zone 3 Bedrooms 1 to 4
- Zone 4 Attic void area

Contacts

Duty Staff Mobile - 07555 669 017

Alarm company - HF Group - 0131 337 4011 (authorised by Bonaly staff before making contact).

Updated September 25