

11 USING THE CHURCH BUILDING

11.1 ACCESS

Opening

Church hours are 9 am – 10 pm

The general office hours are 9 am - 4 pm, Monday to Friday and 9am – 1 pm on Sundays. Custodial shifts can occur any time between 8 am and 11 pm.

Key volunteers such as Committee or Team Chairs have been issued keys, fobs, or codes to access the building outside office hours. **Keys, fobs or codes should never be shared.**

Closing Up

- The rooms should be left clean and tidy, any dishes washed and put away and chairs/tables as they were when you arrived.
- Groups that meet in the evening are expected to close up
- The last one out should turn lights off, close windows, and close door securely when they leave.
- The custodian will let the group know when he/she is leaving and will make sure all exterior doors are locked from the outside.

11.2 USING FELLOWSHIP HALL/KITCHEN

- Please see instructions on the walls for the operation of the coffee urns and dishwasher.
- Supplies of the following are bought in bulk by the church and provided in the kitchen: garbage bags, paper towels, J-cloths, dishwasher detergent, dishwashing liquid, scouring pads and disposable plastic gloves. Check on supplies of these items before an event, and ask the custodian for more if needed.
- All other supplies such as napkins, sugar, milk, tea and coffee, etc., should be provided by the group organizing the function. Please take your leftovers away after the event.
- Dishes, cutlery, trays, serving ware, etc. are in various labeled cupboards. Please return all items to their proper location.
- Please stack clean cups, upside down on trays, on clean tea towels, in their labeled cupboards.
- Some large pots and serving dishes are available, but it is wise to check ahead of time for what you need.
- There are two electrical outlets to the right and one to the left of the hatch/counter and one outlet to the left of the main sink. All are split plugs, so that two kettles can be plugged in together. Each outlet can handle 15 amps. If a fuse should blow, the circuit breaker box is on the wall behind the door.
- Make note of Fire Extinguisher on the wall!
- If tables and chairs are required, provide the Office with a floor plan well in advance of the event, and help set up and clean up if possible. Please **DO NOT STACK CHAIRS** after an event.
- Only church groups have the use of the tea towels, tablecloths and aprons. Please launder and return these as soon as possible after use.
- **DO NOT** use steel-wool pads (SOS, etc.) on the dishwasher or stove - use only plain detergent and water.
- If equipment is not working:

-small items (percolators, etc.) - leave on the counter in the Office with a note about the exact problem.

-large appliances (stove, etc.) - leave a detailed note in the Custodian's mail slot in the Office.

- If you leave food/drink in the 'fridge, please label and date it! (e.g. "for Choir, Apr.14" or "Nov.12, Please Use")
- PLEASE LEAVE THE KITCHEN, INCLUDING THE REFRIGERATOR AND STOVE, AS CLEAN AS YOU FOUND IT. THANK YOU.

11.3 BOOKING SPACE

- Please note when booking space or rentals, custodial schedules are created two weeks in advance. If your event requires custodial presence, please make sure you book the space and resources in time.
- If there is any damage or loss, please promptly alert the office, at 613-725-1066 or omr@firstunitarianottawa.ca.
- To ensure the safety of all, if there are children present they must be supervised at all times, either by parents, designate or by childcare, when provided.
- Please ensure a sweep is done of the entire building. Check that all ovens, dishwashers and candles are off. Turn out lights, close windows and doors, lock exterior doors.

11.4 OPERATING THE ELEVATOR

- Turn external key to right ("on" position).
- Press and hold black button until elevator arrives (look in the door window. A red light will appear on the right-side wall when the elevator is level with this floor).
- Turn internal key on (turn to the right).
- Press and **hold** floor selection button until self-leveling light comes on (red light next to elevator key) then wait for elevator to stop.
- Turn internal key off (turn to the left).
- Exit Elevator.
- Check again – did I turn the key off? (elevator can't be summoned by the next user unless key is in the off position)

If the elevator does not work, please call Capital Elevator, 613-723-0732.

11.5 WIRELESS ACCESS

WIFI Routers are located upstairs in Worship Closet (Main router) and in the Lower Level north and south corners on ceiling.

Networks are **FUOPrivate** (Upper) **FUOLower** and **Fellowship Hall**

If WIFI fails:

FUOPrivate: Cycle main router

FUOLower: Cycle lower level routers

Fellowship Hall: router is on top of TV. (Hub is in Minister's office. Wire runs outside into Fellowship Hall.)

11.6 SAFETY

11.6.1 THE AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

The AED is installed in the main lobby.

Detailed operation: <https://www.youtube.com/watch?v=OtvXMjpkac>

Short demo: <https://www.youtube.com/watch?v=FqY2hrHrKQs>

It is very important, now that we have committed to having this device, that we are aware of how to operate it. If anyone is nervous about the liability of helping someone out, Ontario passed the Good Samaritan Act in 2001 to “offer legal protection to people who give reasonable assistance to those who are, or who they believe to be, injured, ill, in peril, or otherwise incapacitated.” (Wikipedia)

To read the law, click here: <https://www.ontario.ca/laws/statute/01g02>

11.6.2 FIRE AND SAFETY PROCEDURES

See Appendices for these. They are also posted on the bulletin board in the west lobby by the washroom.

For any Incident or Accident, the appropriate forms (copies also on the bulletin board) must be filled out by as many witnesses as possible. Copies of these forms are also available in the office.

11.6.3 HOW FAMILIAR ARE YOU WITH THE BUILDING?

Do you know where outside exit doors are located in every part of the building?

- Upstairs: east and west stairwell, sanctuary main doors, patio doors, by minister’s office in west lobby.
- Lower Level: east and west stairwell, Room 4.

Do you know where the fire alarm pulls are located and the fire extinguishers?

- See bulletin board in west lobby by washroom, for detailed map of locations.

Do you know where the first aid kits are?

- First aid kits are located in the Copier Room behind the sanctuary and the RE Supply Closet in the Lower Level.

Do you know the address of the Church to give during an emergency call to 911?

The address is 30 Cleary Avenue, Ottawa K2A 4A1, and the phone number is 613-725-1066.

Do you know the plan in case of an emergency?

- Exit quickly and calmly, alerting others in the building as you go.
- Call 911 as soon as you can.

11.6.4 IN CASE OF FIRE

In case of fire, EVACUATE THE BUILDING IMMEDIATELY.

Ensure a calm, orderly evacuation until the cause can be determined.

I. If the alarm goes off, the fire department will automatically be summoned.

CALL THE MONITORING STATION at 613-739-9320. They will confirm that the alarm sounded and what area is affected.

II. IN THE CASE OF A FALSE ALARM:

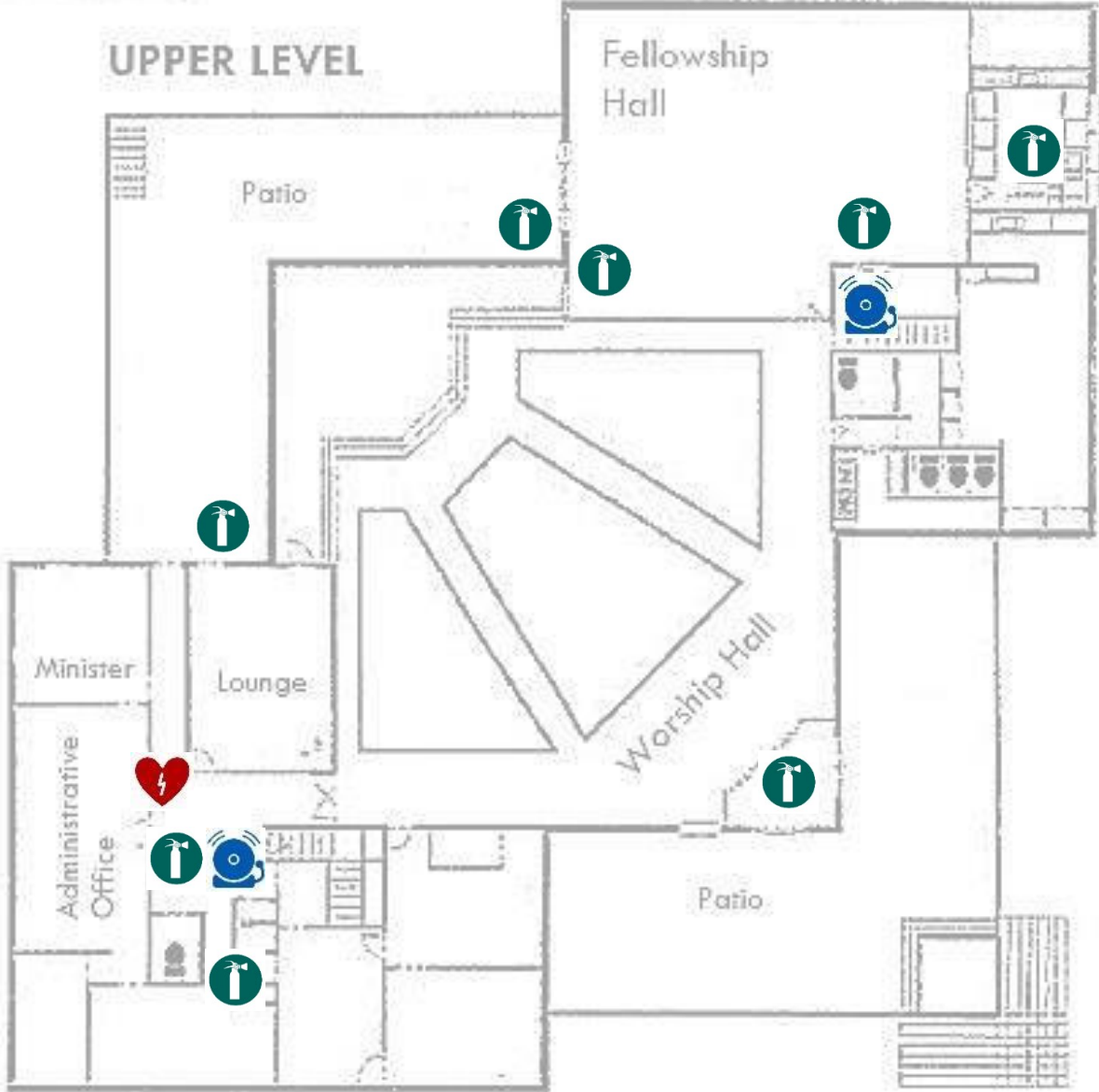
When the fire department arrives, inform them it was a false alarm and they will reset the alarm system. Do not reset the alarm.

Greeters/Ushers and hosts should plan for an emergency:

- **DO NOT USE THE ELEVATOR** in case of fire or power failure.
- An emergency procedure for rescuing someone who is caught between floors in the elevator is also posted on the door of the elevator control room on the lower level. The Custodian can unlock this room and lower the elevator as required.
- Assist those with wheelchairs, walkers or other challenges to find and use the steps.
- Know where to find an extinguisher.
- In case of fire, close the door to any unoccupied room.

If candles are used, please ensure that they are never left unattended.




11.6.5 LOCATION OF FIRE ALARMS, EXTINGUISHERS AND DEFIBRILLATOR (AED), UPPER LEVEL



LOCATION OF FIRE ALARMS, EXTINGUISHERS, LOWER LEVEL

LOWER LEVEL



-  Defibrillator (AED)
-  Fire Alarm
-  Fire Extinguisher