

Bardon Hall



Entry Instructions

247b Simpsons Road, Bardon QLD 4065

Note: To gain access you require an access card provided to you by Community Qld. Your access card is set to the date and time of your booking. Your access card will not allow access earlier.

- Swipe your card over the black scanner, pull down the handle and push the door to open.
- Use the main entrance door (at the top of the ramp) for your group's main entry point (wheelchair accessible).
- The key for the windows is hanging in the kitchen near the servery window. Please make sure that once your booking is finished that you close and lock all windows and put the key back.
- The light switches for the lower section of the hall are to the right side of the main entry.
- Ceiling fan and additional light switches are located on the opposite wall near the double glass door.
- Light switches for the upper hall are located on the right hand side of stairs.
- Ceiling fan switches for top section of the hall located on left side near disabled toilet.
- The rubbish bin is in the kitchen with spare plastic bags under the liner.
- Brisbane City Council bin is located adjacent to the car park.
- Cleaning equipment is in the cupboard on the right side of the upper hall (behind the door leading in to the bathrooms)
- The fuse box is located on the side of the kindergarten next door.

Emergency Information

- The fire extinguisher is located to the left of the disabled toilet.
- The first aid & sharps kit is located on top of the fridge.
- Emergency Information is located in the red cupboard on the kitchen wall.
- The fire blanket is mounted on the wall next to the disabled toilet door.
- Please make sure you have read and understood the Emergency Evacuation information on the Community website.

Bardon Hall bookings: bookings.communify.org.au

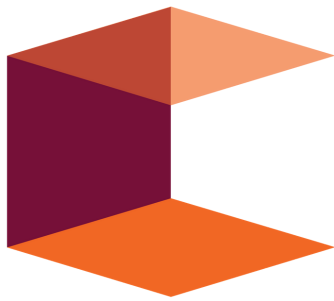
If you have a problem/emergency during your booking, contact the appropriate number below:

Emergency Services: 000

Alarm faults: 3390 8337

Urgent venue matters: 0401 304 099





Bardon Hall



Exit Instructions

Please help us to keep this community space clean and tidy for the next group.

- Dispose of all rubbish (kitchen and bathroom) in to the Brisbane City Council bin located out the front near the car park.
- Pack and turn on the dishwasher.
- Wash, dry and put away any other utensils used.
- Return all chairs and tables used to their designated areas (as per photos)
- Sweep and mop floors
- Wipe down whiteboard (if applicable)
- Take down all decorations (if applicable)
- Turn off all lights and fans.
- Ensure all doors and windows are closed and locked and return the key to the windows back to the hook in the kitchen.

Please email us (with photos) at communityspaces@communify.org.au if you arrive and the venue has not been left in an acceptable manner. If you find that any cleaning products / tools are running low, please let us know.

Thank you for using a Communify venue, we hope to see you again!

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