



# Jeays St.

## Entry Instructions



**12 Jeays Street, Bowen Hills Qld 4006**

Note: To gain access you will need the 4 digit code provided by Communify.

- The key safe is located next to the entrance on the wall.
- To obtain keys from key safe, pull down the bottom middle button to 'clear'. Enter code by pressing relevant numbers. Pull down the top black button to release the lock where you will find the keys to open the doors.
- The light switch is on the wall down the ramp to your left.
- The airconditioning unit control panel is located on the wall between the bathroom doors.
- There is an alarm located on the wall down the ramp to your left. Enter the 4 digit alarm code and then # to disarm.
- The fuse box is located next to the toilets.
- Brisbane City Council rubbish bins are located in the caged area to the left of the front door.
- Please do not move or place any items on top of the pool table.

### Emergency Information

- Fire extinguisher is located on the wall on the left of the pool table where the screen saying staff only is located.
- First aid kit is located on the reception desk close to the front door, if any items are used this must be noted and communicated.
- Fire blanket is located above the kitchen bench to the left of the sink.
- Please make sure you have read and understood the Emergency Evacuation information on the Communify website.

**Jeays St. bookings: [bookings.communify.org.au](https://bookings.communify.org.au)**

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

Emergency Services: 000

Urgent venue matters: 0401 304 099





# Jeays St.

## Exit Instructions



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

- Dispose of all rubbish and take rubbish bags to the Brisbane City Council bins outside in caged area.
- 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 (there is a picture of the formation on the table and make sure they are centered in the middle of the room).
- Remove all food and drinks from the fridge (if applicable).
- Sweep and mop floors (if applicable).
- Take down all decorations (if applicable).
- Check for all belongings to not leave anything behind.
- Turn of air-conditioning and lights.
- Arm alarm by entering the 4 digit alarm code and then # (once the alarm is set you have a few minutes to leave so complete this just before you are ready to walk out of the door).
- Place the keys back in to the key safe and spin the numbers to remove the code.

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

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

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