

THE VILLAGE hall - Rowney Green

Details of Equipment Suppliers and Fault-finding Visits – use this document to record the name and contact details of equipment, infra-structure and other facilities. Record also details of any supplier repair visits and action taken to solve malfunction and/or breakdown issues.

Architect (Big Lottery):

Cist and Chandler, 37 Broad Street, Pershore, Worcs, WR10 1BB Phone – 01386 55855

Pitched Roof Construction Contractors (People's Millions):

Bray and Warring, 15 Astwood Road, Feckenham, Worcs B96 6HG Phone 01527 754 238

Electrical Contractors

Original Installation - Newfield Electrical, Unit A5 Coombswood Business Park, Coombswood Way, Halesowen, West Midlands, B62 8BH 0121 561 6060 enquiries@newfield-electrical.co.uk

On-going Repairs and small-scale installation incl. emergency lighting & PAT Testing

Paul Chadderton 07971 566843 pichadderton@yahoo.co.uk

Large scale installation and system certification for insurance

JVI Electrical Installations 01564 743032 salesjvielectrical.co.uk

Paint Colours:

Oil-bound Gloss: Exterior Doors BS 08B21 Fawn

Vinyl Satin Gloss Emulsion: Walls – most areas BS 10B15 Gardenia

Walls – lobby BS 16C33 Duck Egg Blue

Paints need to be purchased by their BS number from a suitable trade outlet – e.g. Johnsons Decorating Centre, Enfield Trading Estate or Dulux Trade Centre, Lakeside.

Hall Floor

Worcester Flooring Ltd, Unit 1 Venture Business Park, Weir Lane, Worcester, WR2 4AY

01905 425 292 sales@worcester-flooring.com

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Acoustic Panels:

System Designers & Panel Suppliers - Commercial Acoustics Ltd, Unit V,
Enterprise Shopping Centre, Station Parade, Eastbourne, East Sussex, BN21 1BD.
Phone – 01323 720 364 Ref. Joelle Locke MD.
07799 677 693 / 020 3651 0528 www.commercial-acoustics.co.uk

Stage Lighting & Audio System

The entertainment Lighting Co, 49 the Broadway, Cheam, Sutton, Surrey, SM3 8BL
020 8643 9084 07721 4413088
Central Theatre Supplies, 1186, Stratford Road, Hall Green, Birmingham, B28 8AB, 0121 778 6400
E-mail: enquiries@centraltheatresupplies.co.uk, web <http://www.centraltheatresupplies.co.uk/>

Master Keys

Contact a team member for access to master keys – only to be used for making additional copies

Rubbish Removal

Sub-it.co.uk 0845 4606160

Signage

Baker Ward (used Adam), The Hampton Works, Alcester Rd, Hollywood, West Midlands, B47 5HE
01564 822465 sales@bakerward.co.uk

Window Locks [Keys available from Morris Mica Hardware 01527 545818](#)

Kitchen & Main Hall

“Cotswold”



Social Room & Meeting Room

“Winlock 80018”



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High-level Propeller De-stratification Fans

Darren DH Electrical, 23 Newcastle Close, Worcester, WR5 1RA

01905 353767 / 07979 528932 dhemming@btopenworld.com

The system was designed to operate in Auto Mode. However, since installation, as a result of measuring room temperature in the apex of the roof, where the upper thermocouple is located and comparing it with the temperature in the body of the room, where the lower thermocouple is located, it was discovered there is insufficient temperature differential to trigger the auto system.

The recommendation is now to operate the system in constant, low speed Manual mode, following the instructions on the unit itself.

Manual fresh air circulate

Switch the bottom slider from auto to "hand" symbol.

To reduce the speed, turn the knob anti-clockwise. To increase the speed, turn it clockwise.

Please note

When the power is switched off then back on in auto or manual mode, the fans come on at full speed for the first 10 seconds before reverting to the set speed

For the record, **In automatic heat recovery mode (as shown in the picture)**, if the control knob is set fully anticlockwise, the minimum fan speed occurs when the difference in upper and lower temperatures is 3 deg C or less; maximum speed occurs when the difference in upper and lower temperature is 6 deg C or more.

If the control knob is set in the fully clockwise position, minimum fan speed occurs when the upper and lower temperature difference is 10 deg C or less: maximum fan speed occurs when the difference is 13 deg C or more. To reduce the temperature difference at which the fan speed will vary, turn the control knob anti-clockwise. Increase by turning clockwise.



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Drain Clearance

Ace Environmental – Based at Hopwood

Call Joe - Freephone 0800 311 8232 or Mobile 07973 295 288

There are 3 rectangular inspection chambers in the car park by the wheelchair ramp outside the entrance lobby toilet window. Only one is operational – a second one contains water but is a disused septic tank. The third one is a disused inspection chamber, carrying no water flow.

Security Grill for Bar

Bar'em Products Ltd, Unit 4 Netherton Workshops, Highly, Bridgenorth, WV16 6NN

01746 153554 sales@computercages.co.uk

Roller Shutters – kitchen areas

Bolton Gate Services Ltd, 0113 277 8808 services@boltongate.co.uk

Blinds & Curtains

Kingfisher Blinds & curtains, 61 Hemming Rd, Washford Industrial Estate, Redditch, B98 0AE

01527 502503

White Goods & Glass Washer Machine

Domestica, 170 Alcester Rd, Moseley, B13 8HJ

0121 449 2400

Key Safe – The Key Safe Company

Droitwich 01905 770333 sales@keysafe.co.uk

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Kitchen Units

Howdens, Enfield Industrial Estate, Redditch, Worcestershire B97 6BG

01527 597153

Folding Chairs & Trolleys

Sandlers Seating

020 7729 2843 www.sandlerseating.com email – sales@sandlerseating.com

Folding Tables

Gopak **CALL TO ORDER - 0845 519 2850**

Folding Square Tables

Mogo direct **CALL TO ORDER - 08456 447 955**

Bar Furniture

Planitfurniture.co.uk 08454 304 343

Catering Equipment & Sundries

Nisbets 0845 140 5555

Beer Chiller Units & Spares

Dispense Technology Services Ltd, 19A Watts Road Studley, B80 7PT

Jeff 07831 363661 & 01527 853014

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Electric Projector Screen – 1090091 (4260094730948) Electric Professional 280 x 280cm

Projectorshop24.co.uk - info@projectorshop24.co.uk

Celexon UK Ltd, Victory House, Chequers Road, Tharston, Norwich, NR15 2YA – Tel 01508 535053

celexonTM

**Important information for adjustment of stop positions on celexon Professional screens.
Please read before installation!**

Please note that incorrect adjustment of motor stop limits may cause irreparable damage to the screen and motor and should only be attempted by a technically competent person. The screen is supplied with a standard drop position. It is possible to adjust the material up and down stop positions. However, adjusting the stop positions by more than 10-15cm may result in the material losing its surface flatness.

IMPORTANT NOTE: Surface flatness or damage to the screen material caused by motor limit adjustment is not covered under warranty.

Adjustment Procedure:



The stopping point adjusters can be found just inside the screen housing on the far left-hand end of the roller (looking at from viewer's perspective). Use the yellow 4mm flexi allen key provided to make the adjustments.



1. Deploy the screen material a few inches so that you can see inside the screen housing.
2. On the left-hand end of the screen roller (looking at from viewer's perspective) you will see 2 x 4mm allen key holes (one yellow, one grey) right on the end of the roller. The one furthest from the viewer (the yellow one) is the downwards stopping point adjuster and the one closest to the viewer (the grey one) is the upwards stopping point adjuster. As the upwards stopping point is set as default to sit flush to the screen housing, you should only have to adjust the downwards (yellow) stopping point adjuster.
3. Using the yellow flexi allen key provided, turn the yellow allen key hole a couple of turns clockwise to increase the downwards stopping point of the material, or anti-clockwise to shorten the downwards stopping point. Please use very small increments to test (i.e. 2-3 turns at a time) to avoid over-adjustment and possible damage to the screen and/or motor. When you have made an adjustment, you will need to retract the material back into the housing, then deploy it again fully to check the adjustment.
4. If you haven't increased or decreased the stopping point enough, please follow the above steps again as appropriate. Please be aware that the screens have a thermal trip to prevent the motor over-heating. If you find that the screen stops working whilst making your adjustments, please leave it (with no switches depressed) for 5-10 minutes and try again.
5. It may take you a few attempts to get the adjustment just as desired, but once it is done, it is set for good.

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Heating Cards – AN1022 System - made by Paxton.co.uk

Each of the 3 Function Rooms has a heating card, which can be used, only in that room.

Main Hall – Red Card

Meeting Room – Yellow Card

Social Room – Green Card

Procedure:

A black folder for each room, stored usually on top of the wall cupboard in the Janitorial Room, contains spare operating cards plus other "Function Cards".

Each of the operating cards has a colour patch on it.

To operate the heating thermostat, place the correct operating card into the slot then adjust the room thermostat to the temperature required.

Also in the packs are "shadow cards", without any colour.

Each of the operating cards has been paired with a shadow card and numbered.

The shadow cards are only ever needed if the operation of one of the operating cards needs to be cancelled. For RGVH use, this is thought never to be necessary.

The reason for the shadow card feature is when this card system is used for activating security access to, for example, an office complex. Each authorised individual would have a card, but should they leave the organisation, their right of access would need to be cancelled.

The only "Function Card" in use at RGVH is the "enrolment card" kept in the black folder.

A further 3 Function Cards "door open time card", "silent operation" and "fail open release" in the folder are for non-related purposes and therefore NOT IN USE.

To activate an operating card, first insert the "enrolment card" into the receiver slot, the green light will flash and a beep sound. Next, insert the required operating card into the slot – the green light will flash and a beep sound. That card is now available for use.

Service & Repair

Local Paxton Agent AFC Lock and Safe Jeremy Ward 01527 525151

Possible Faults:

In May 2012, the card in the social room failed to trigger the light on the wall-mounted receiver from red to green. The fault was caused by a power cut having confused the control panel situated close to the electrical distribution panel, high on the wall in the back corridor.

The fault was corrected by removing the control panel cover, unplugging the circuit board, wait 10 seconds, then reconnecting it. DO NOT TOUCH LIVE TERMINALS OR WIRES

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Emergency Lighting & Fire Alarm System

Bryland Fire Protection – 01384 573350

The emergency lights are split into zones, each one of which is required to be tested monthly. However, since the original installation, one of the circuits has been compromised. When the Festoon lights were installed, one of the emergency lighting circuits was used to supply them.

A "Do Not Use" label has been put in place above the test switch concerned in the main hall kitchen.

The remaining 3 switches are used in the normal way.

Lighting Normal In-House Test Procedure:

Lighting test key



1. Select any one of the test "keys" normally kept on top of the test switch box(s).
2. Switch on the dome lights in the main hall then, one by one, operate the test switch key, which will switch off the lights with the exception of the emergency light. If any one of the emergency lights fails to come on, report the problem.
3. Repeat the process for each of the three switches in the main hall kitchen, which include the control of the lobby light and light in the loft above the entrance lobby (sometimes called the Lighting Box).
4. Repeat the process for each of the test switches in the back corridor. These switches control the lights in the Back Corridor, The Meeting Room, The Social Room (Goat and Trousers) and The lofts over the Meeting Room & Social Room, (open up the loft hatch to check that emergency light is working)
5. Each of the lofts – above the Entrance Lobby, above the Social Room, above the Meeting Room and above the Rear Corridor have emergency lights, there is also a light outside Under the Porch.
6. **Always return emergency light test switches to the "on" position after testing**

Service & Repair

Paul Chadderton – see above under Electrical Contractors

Possible Faults:

In April 2012, an additional emergency light was installed in the loft above the Meeting Room.

After installation, certain non-emergency lights in other parts of the building were not working. Certain emergency light test switches, possibly having been left in the "off" position after the visit by the Bryland installation engineers, caused the problem.

Fire Alarm Normal In-House Test Procedure:

Alarm Test Key

See Fire Alarm - Weekly Test Record Sheet for test procedure

