

McARTHUR ROOM and/or TEA ROOM (10307 – 100 Avenue main floor)

To access the rented facility you will require a swipe card and/or keys. The Bookings & Events Administrator will make arrangements to get the swipe card to you. Once received please follow the process outlined below to access to the rented facility:

UNLOCKING the Facility (INITIALS:)

When you arrive to your facility the black key pad, located to the side of the door, will be highlighted red.

1. Swipe the card against the black key pad 3 times...
 - a. *Wait for a beep after each swipe.*
2. After the 3rd swipe the light will turn green, giving you access to the room...
 - a. *The light will stay green until you lock it.*

NOTE: if there's no beep, wait a couple of seconds and redo the 3 swipes.

LOCKING the Facility (INITIALS:)

1. Swipe the card 3 times against the black key pad.
 - a. *Remember to wait for a beep after each swipe.*
- When the light turns red then the room is locked and nobody can gain access.

When your event is done what do you do with the swipe card(s) and/or keys? (INITIALS:)

Once you've locked up the rented facility please deposit the swipe card(s) and/or keys in the little black box located next to the elevator on the main floor.

➔ For a booking which ends before 500pm please lock-up your rented facility and deposit the swipe card(s) and/or keys in the black box next to the elevator.

➔ For a booking whose event runs later than 600pm please call the Bookings & Events Administrator at 780-404-5580 when your event is done. He will get a staff member or Peace Officer to come down and lock-up the 2 sets of main doors and reset the building alarm. You still need to lock up your facility and deposit the swipe card(s) and/or keys in the black box next to the elevator.

Issues/Concerns while in the facility (INITIALS:)

Call the Bold Center front desk at 780-623-3829 and mention your issue. Please indicate who you are, the facility you're in and the problem. The front desk staff will then radio a Facility Operator or Custodian to go down and take care of your issue/concern.

SMOKING (INITIALS:)

Smoking is not allowed in the facility and must be done 5 meters away from any doorway.

FIRE ALARM (INITIALS:)

If the alarm goes off you and your guests must exit the facility and meet up at the Muster Point sign (*see map on back page*) which is located under the Canadian Flag in the front parking lot. *Please call 780-404-5580 indicating a fire alarm.* You will not be allowed to access the facility until given the all clear by County staff.

Responsibilities of the Renter

It is the responsibility of the Renter to make sure the facility is left in the same condition as when first arrived. The checklist below will give the Renter direction when it comes to cleaning the facility at the conclusion of their event.

McArthur Room/Tea-Room Clean-up Instructions Check-List

Date of Event: _____

RENTER: _____

McArthur Room, Kitchen & Bar Check-List

YES NO

- ___ ___ Garbage and cardboard has been taken out & placed in the bins located outside of McArthur kitchen.
- ___ ___ All dishes, pots, pans, coffee pots, etc. have been washed & returned to proper cabinet areas.
- ___ ___ All counter tops, stainless steel counters & carts, plastic work station carts, tables, sinks, griddle, stove/ovens, microwave, etc. have been washed. If griddle or oven is used it must be cleaned according to instruction sheet located in the kitchen.
- ___ ___ Bar cooler & freezer have been emptied & wiped down. Bar counters and sink(s) have been wiped, recyclables & garbage removed.
- ___ ___ Mop up big spills and sticky areas. Don't have to sweep.
- ___ ___ Towels & cleaning rags must be left in the bin under main sink for Custodial staff to wash.
- ___ ___ Tables have been wiped clean – ONLY if Renter did not use a tablecloth.
- ___ ___ Recyclables have been put in bin in the hallway.
- ___ ___ Washrooms: counters to be wiped down and all garbage placed in the garbage bins outside the kitchen.

McArthur Tea Room Check-List

- ___ ___ Garbage and cardboard has been taken out & placed in the bins located outside of McArthur kitchen.
- ___ ___ Floors spills & dirty areas have been mopped up.
- ___ ___ Counters, sink & microwave have been wiped.

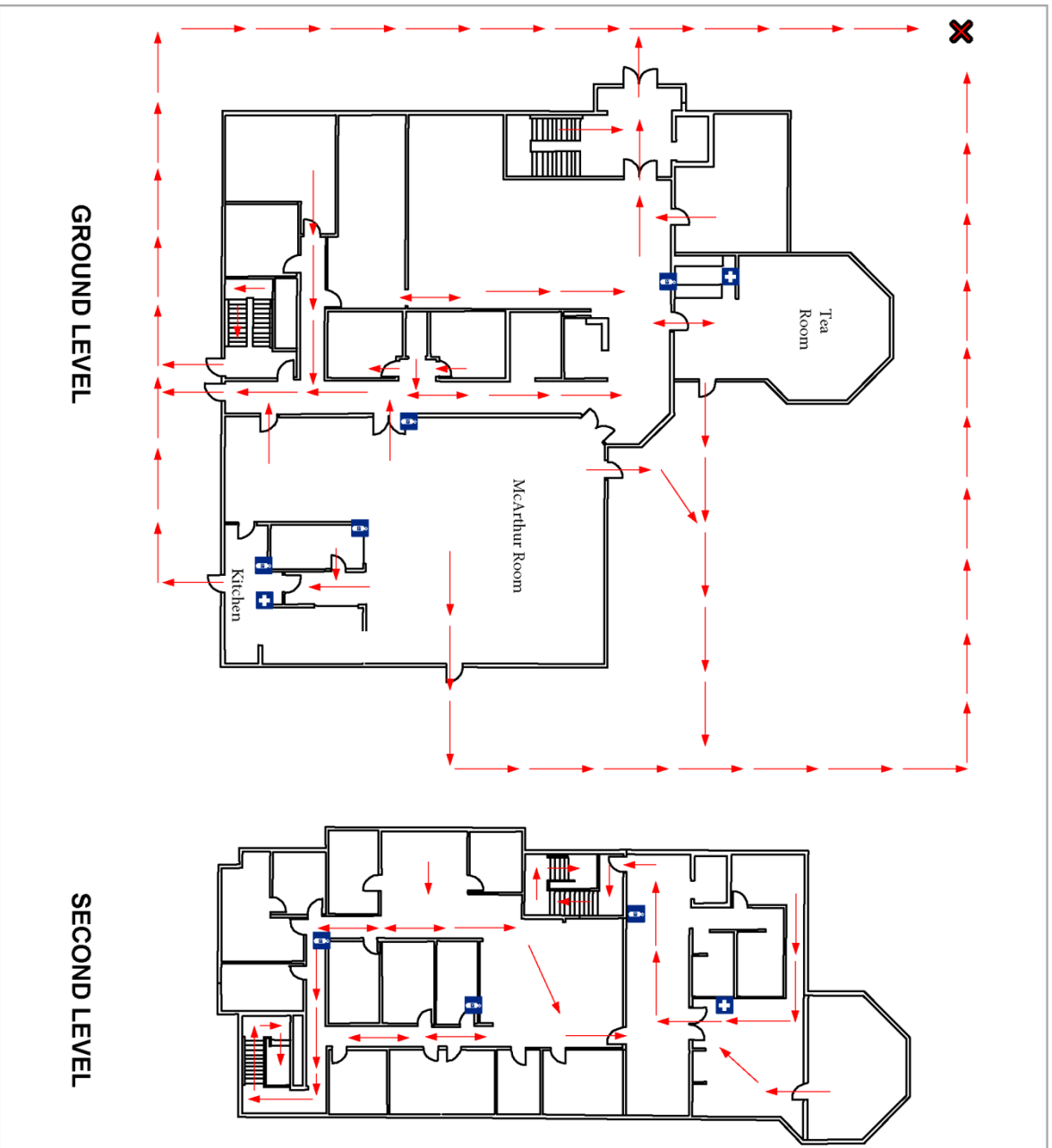
Post-inspection Satisfactory? YES or NO (circle one)







Date of Inspection: _____

Custodial staff name: _____

Comments: _____

McArthur Place Evacuation Ground Floor and 2nd Floor



Legend	
	Fire Extinguisher
	First Aid
	Door Release
	Eye Wash Station
	Wheel Chair Access
	Fire Suppression Pull Station
	Pull Station
	Mustering Point
	Evacuation Route

FIRE AND INJURY

1. In case of fire activate the building fire alarm system.
2. Telephone 911 and give name, telephone number, location and nature of the fire.
3. Evacuate the area ensuring all personnel are out of the building and all doors and windows are closed. (Evacuate according to map posted at all exits).
4. If comfortable, attempt to extinguish a small fire. A fire extinguisher is located in designated areas on evacuation map. If fire is out of control, leave the area immediately.
5. Meet Emergency Designate personnel at Emergency staging location or Fire department personnel, and advise them of the fire location and hazards.
6. Report any use or problems with fire extinguishers to Safety Services. Emergency Response equipment is provided in the specified areas.

PERSONNEL INJURY

1. Do not move seriously injured person(s) unless there is a danger to the injured person's life. DO NOT endanger your own life.
2. Telephone 911 and request an ambulance if needed.
3. Get medical assistance for injured personnel. The nearest medical help for the area is William J. Cadzow Health Center.