

Guidelines for the use of Nordrach Cottage

ACCESS: You will be supplied with a Yale type key stamped 'M' if you are a full member or 'G' if you are a probationary member or guest. This lock is a combined deadlock and night latch. The first 2 complete turns of the key unlocks the deadlock, a third complete turn unlocks the night latch. So to unlock completely, turn the key up to three times clockwise. If the key is stiff, withdraw the key about a millimetre, and try turning it again. Remove the key from the lock (you may have to turn the key through half a rotation to do this).

Upon leaving the Cottage at anytime, ensure the door is fully locked by turning the key a full 3 rotations to set the deadlock.

NO SMOKING: Smoking is not allowed in any part of the Cottage. Since July 1st 2007 it has been illegal to smoke in all enclosed public places and workplaces in England. This law applies to the Cottage as it is open to the public and may also be a place of work (for example if a Guest Group is led by a paid member of staff). Any person smoking in the Cottage is therefore breaking the law and may be liable to fine not exceeding £2500.

FIRE ALARM: . A copy of the User Manual is located on the Control Box in the entrance hallway. This manual is also available online at:

http://www.mendipcavinggroup.org.uk/documents/Fire_Alarm_Instruction_Manual.pdf

Should the fire alarm be activated, the advice is to "Get out, Stay Out, Call Out". Evacuate the building and call the Fire Service (999). Stay out until the Fire Service say it is safe to return

ACCOMMODATION: Upstairs there are 30 bunks, arranged in three rooms for 16, 8 and 6 persons. Guests are normally booked into the 16 room (Foreman's Lounge) but on non-members' weekends may also require the 6 or 8 rooms.

Downstairs is the kitchen (gas cooking, microwave, refrigerator, utensils, crockery and cutlery), reached through a large lounge with open fireplace.

A payphone (**017614 62797**), utility storeroom (under-stairs cupboard), two flush toilets, and substantial changing and washing/showering facilities are also provided. The showers are communal and are not divided into separate cubicles. Electric immersion heaters ensure hot water for the kitchen and washing/showering with a booster switch (located in the Kitchen) if heavy use of the showers is expected. Off peak electric storage heaters provide background heating in winter. This is not intended to provide central heating but is to prevent frost damage only.

The Cottage can be cold in winter if it has not been occupied but there will be adequate supplies of free coal (the coal bunker is at the side of the Cottage under the Lounge window) and wood (the wood shed is adjacent to the gate into the car park) for the use on open fire in the Lounge.

There are two Speleotechnics 5 -way Intellipulse charging racks for waist mounted batteries. These will charge FX2, FX3, FX5 in any combination and are available for use by all. Access to the tackle store and library is normally restricted to Full Members only.

There is a hosing-down area and adjoining drying shed for caving gear.

Parking is available on site for about 8 vehicles- further off-road parking is available adjacent to the site.

USING THE COTTAGE: Members may normally use the cottage at any time, and may bring two guests without prior booking except on the AGM weekend. Guest bookings should be made to the bookings clerk, email: bookings@mendipcavinggroup.org.uk . Advance applications for bookings by guest parties are welcomed throughout the year, but on the first Fri/Sat of each month priority will be given to MCG members.

USER'S RESPONSIBILITIES. Nordrach Cottage is the MCG's major financial asset. Everyone is asked to help keep it in good condition. It is expected that the cottage will be kept clean and tidy, and that consideration will be shown to other users. The MCG committee reserves the right to refuse access to Nordrach Cottage by any persons who are unable to conduct themselves in a responsible manner.

- **ON FIRST ENTERING the cottage, select your bunk and write your name on the daily cottage booking sheets which are kept on the lectern in the lounge.**
- **ON LEAVING the cottage, even for a short period, lock all outside doors, close all windows, and turn off the gas supply at the kitchen stopcock.**

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COTTAGE FEES. £2.50 per night for members and member's children, £5.00 for Guests. Camping (including sleeping in vehicles) is charged at the same rates. Please put fees (cheque/cash) into one of the envelopes provided in the lectern, adding relevant details to the front, and place it in the metal 'post box' on the Lounge wall.

ELECTRICITY: There are two consumer units located near the front door above head height. These should be left in the 'ON' position. The electricity is protected by an earth leakage circuit breaker. If this trips, please inform the cottage warden.

GAS: The gas tap is located in the kitchen directly below the left hand hob cooker. Two externally housed propane cylinders have an automatic changeover valve, so access to the gas store is normally unnecessary. A key for the gas store can be found hanging on the gas tap. **TURN OFF GAS SUPPLY in the kitchen before leaving the cottage or going to bed.** If you notice that one of the gas cylinders is empty, please inform the cottage warden immediately.

KITCHEN: Store food tidily on the shelves below the cooking surfaces. Utensils, crockery and cutlery will be found on the shelves, and in cupboards and drawers. Please WASH UP and REPLACE articles used after each meal and CLEAN the cooker and hobs. Take ALL food home at the end of your stay – please do not leave any food, not even tea or coffee as this just accumulates. Leave the fridge empty but switched on.

RUBBISH AND REFUSE: The wheeliebin at the front gate is emptied fortnightly. MCG is considered a business and must therefore pay for this service. Please do not leave rubbish beside the wheeliebin as it will not be collected – if the bin is full, take excess rubbish home.

CLEANING MATERIALS, TOILET ROLLS AND REFUSE SACKS are under the kitchen sink and in the walk-in cupboard to the right of the stairs. Fire precautions require that the door is kept closed and locked; the key is on a hook on the door. Should the cottage be short of supplies, the nearest shops are West Harptree Stores (3 miles) or there is a large Tesco in Wells (10 miles).

GEAR/TACKLE CLEANING: A hosepipe, rope washer and hosing-down area are located at the back of the cottage. Please clear out the gulleys leading from the hosing-down area after use. Dispose of the silt sensibly but **DO NOT THROW ANYTHING OVER THE FENCE**

CHANGING ROOM AND SHOWERS: Leave muddy gear outside. There is normally enough hot water for showers, but if more is needed a second immersion heater can be switched on: the booster switch with neon indicator is located on the kitchen wall to the right of the cooker. Please switch it off after use to prevent the water overheating

EXTERNAL LIGHTING: Lights are located above the hosing-down and camping areas. Switches are located inside the side entrance door and front door. Switch off after use. A light switch behind the refrigerator turns on the lamp at the back door.

DRYING ROOM / SHED: The shed can be used as a drying room. Dirty caving gear may be stored here BUT NOT in the changing room.

BATTERY CHARGERS: These are located between the side entrance and the changing room. Read instructions carefully and clear up any electrolyte immediately.

COAL: for the open fire (winter only) will be found at the side of the cottage under the Lounge window (or in bags in the big shed) and wood is available in the small shed near the road. If the stock of wood in the wood shed is getting low, please replenish it by chopping more. **Use the spark guard provided especially when leaving the fire unattended. Ensure that the fire is out before departing.**

LIBRARY AND TACKLE STORE: are available to MCG full members, who hold keys. They will supervise access for guests and probationary members.

CAVE KEYS and CCC PERMITS: are stored in the Tackle Store. These are available to all bone-fide cavers and can be issued by any full member. A £20 key deposit will be required from non-members.

RESCUES: If the situation requires expert assistance, then call the MRO (see notice at Phone)

- **PLEASE TAKE ALL REASONABLE CARE** of the cottage and its amenities.
- **LEAVE IT CLEAN AND TIDY** for the next persons or group.
- **REPORT ANY MALFUNCTIONS OR DAMAGE** – better still, fix it yourself, if possible.