



THE YORKSHIRE RAMBLERS' CLUB

EXPLORATION, MOUNTAINEERING AND CAVING SINCE 1892

LOWSTERN HUT HANDBOOK



**ALL HUT USERS ARE REQUESTED TO FAMILIARISE THEMSELVES WITH THE
CONTENTS OF THIS HANDBOOK ON ARRIVAL**

PLEASE DO NOT REMOVE FROM LOWSTERN

LOWSTERN

Lowstern is a spacious, purpose-built building that serves as the headquarters of the Yorkshire Ramblers' Club. After recent improvements, Lowstern is amongst the finest premises for cavers, climbers and walkers in the Dales. The well-equipped cottage is in a secluded position in a small wood surrounded by farmland about half a mile from Clapham village, North Yorkshire, with a stunning open view towards the Bowland fells, an Area of Outstanding Natural Beauty.

Location and Access

Grid reference: SD 7366 6905

Sat Nav: Lat/Long: N 54.11743 W 2.40500

What3Words for entrance gates:

[\\develops.throwaway.goat](https://www.what3words.com/\\develops.throwaway.goat)

DO NOT USE LOWSTERN POST CODE WITH A SATNAV: USE LAT/LONG COORDINATES OR W3W ABOVE

Post Code: LA2 8HL – this is shared with Lodge Hall Farm. *Note that Lowstern is 500m east of Lodge Hall Farm i.e. towards Clapham.*

Lowstern is situated in a small plantation less than 400m along the B6480 Clapham/Bentham Road leading SW from the A65 Clapham bypass. At a bend at the top of a small rise, there is green reflective signage "Lowstern Wood" at the double wooden entrance gates which give access to a short track through the trees to the building and car parking area.

Parking and Gates

There is ample parking. Please keep the entrance gates **closed** as sheep occasionally get into the plantation. As the farmer requires daily access to the field beyond the building, it is important that the track is kept **clear** at all times. Please **close** the entrance gates when leaving - this is a requirement of our lease.

Facilities

- Modern kitchen with two gas cookers, two microwave ovens, two refrigerators, two toasters, hot water heater and full catering equipment (NB Tea towels are **not** provided).
- Dining room, with gas fire, folding tables and chairs for a long table setup for large groups.
- Comfortable spacious lounge with open fire and easy chairs.
- Three dormitories with bunks and mattresses (NB Pillows are **not** provided).
- Three recently upgraded washrooms each with hand-basins, shaver points, toilets and showers.
- USB charging points in each bedroom.
- Partial central heating.
- Drying Room with effective dehumidifier and spin dryer.
- External shed for e-bike charging and temporary bike storage.
- Library for use by YRC Members.
- Potholing tackle store for use by YRC Members.

Key Safe

Lowstern has **two sets of keys each in a key safe** accessed by a combination lock. The code is the same and is changed regularly. The two key safes are located on the wall opposite the front door adjacent to the drying room lobby door on the right-hand side. Please close the safe door and thoroughly scramble the combination to hide the code each time the key safe is used.

In each key safe there should be two keys – one is to both locks of the cottage doors and one to the green metal shed. Please inform the Huts Booking Secretary if this is not the case.

For Urgent On-Site Problems

Contact the Lowstern Hut Warden Richard Sealey on 01543 674012 or 07895 026402 during reasonable hours only depending on the nature of the problem. If Richard Sealey is unavailable, please contact Ged Campion on 015242 42522, again during reasonable hours.

Registration

It is a fire safety requirement that on arrival, all visitors **must** fill in the Signing-In Book fully and legibly together with the full name of their club or group (including any who may be camping or sleeping in a vehicle in the grounds at Lowstern).

Lowstern Hirer's Responsibilities

The hirer of Lowstern is responsible for taking reasonable care of buildings, furniture and equipment whilst in residence, these must be left clean and tidy before departure (see Leaving Check List below).

Accommodation

- Bedroom 1: reserved for YRC and CC members at all times – sleeps 6 persons in two-tier bunks
- Bedroom 2: sleeps 12 persons in two-tier bunks.
- Bedroom 3: sleeps 4 persons in two-tier bunks.
- Mattresses must not be taken out of dormitories.
- Camping or sleeping in a vehicle is permitted but only in the grounds of Lowstern plantation.

Young Persons

Any youngsters under the age of 18 **must** be accompanied by a parent, legal guardian or an adult in loco parentis who has formal permission from the parents of the young person supervised.

The parent or carer **must** be mindful of the need to safeguard children in their care by ensuring that the sleeping arrangements are appropriate for their children and for the needs of the other members and guests staying in the hut.

Telephones

Most mobile phones work in or outside the building. The nearest public phone is in the village of Clapham, near the New Inn and Cave Rescue Organisation.

Water Supplies

Hot water is supplied by a combi-boiler in the downstairs washroom. Cold water inlet pressure supply may be low at times so there are storage tanks in the roof spaces. The water is then pumped to the water outlets. There is a single tap in the kitchen intended for drinking water fed off the main supply.

Frost Protection

There is no need for any special frost protection measures as a frost thermostat takes over in extremes of cold weather.

Electricity

There is a limited electricity supply to the hut. Only the appliances provided may be connected to the mains. It is acceptable to plug-in hair dryers, phone chargers and other items with a low wattage, but no portable heating equipment is allowed. If the supply is overloaded the trip(s) in the consumer unit will operate and will need resetting. This is the main switch to the left of the consumer unit next to the front door. The supply must be left on at all times.

Electric Vehicles and Campervans

Whilst the YRC would like to encourage environmentally friendly travel, including the use of electric vehicles, we are unable to provide any charging facilities at Lowstern at present, including via a 'normal' 13 Amp socket. This is due to our limited electricity supply and the 'non-smart' nature of our installation meaning any charging may exceed the rating of the hut's supply. *Please do not jeopardise the electrical supply by attempting to charge your EV under any circumstances while staying with us.* The nearest EV charging point is at the Yorkshire Dales National Park Car Park in Clapham. For the same reason, campervans are not permitted to connect to the electricity supply using a 13A socket.

Drainage

All water from the sinks, showers and toilets is collected in a septic tank in the adjacent field. No bleach may be used and detergent use should be sparing. Only human waste and toilet paper may be flushed down the toilet. All other items e.g. wet wipes, sanitary products and items that are marketed as 'flushable' or 'biodegradable' **must not** be flushed and must be disposed of in the normal rubbish and taken away.

Bikes and e-Bike Charging

No bicycles may be brought into the building at any time as fire exits must be kept clear. E-Bikes and removeable e-bike batteries **must** only be charged inside the external metal shed provided – see Appendix 6. The shed must be locked after use.

Gas

Gas is supplied from an underground liquid propane tank outside the cottage. The supply is permanently on, so when leaving the hut at any time please make certain that all gas appliances are turned off. The emergency control valve is located outside the building on the wall facing the car park.

Heating and Hot Water

Hot water is available from 06:30-23:30. The central heating system is normally switched on between Monday to Friday from 06:30-07:30 and 19:30-21:30; Saturday and Sunday from 06:30-09:30 and 18:30-22:30.

If you require more hot water, or more heating, please use the control panel in the corner of the downstairs washroom to initiate a boost of up to three hours. Please follow the instructions carefully. Please do not interfere with the central heating combi-boiler or its settings.

Cooking

Two cookers (2 gas ovens/8 gas rings/2 gas grills) are provided together with two microwave ovens and a plumbed-in electric hot water dispenser, kettles and toasters. Please use the kitchen extractor fans when cooking. A comprehensive set of catering equipment and utensils is provided together with assorted crockery, cutlery and glasses for 25 visitors. Deep fat frying is not permitted.

Washing-Up

Please use the kitchen extractor fans when washing-up. Clean tea towels may be available. Please place the dry, dirty ones in the laundry bin provided in the in the downstairs washroom.

Rubbish

There is no waste collection from Lowstern, so all visitors are requested to take **all** their rubbish and recycling away with them for disposal in appropriate facilities. The compost bucket should be left in the drying room lobby on departure.

Washing and Showering

Automatic extractor fans should operate when showering. If the hot water has run out, please use the control box in the corner of the downstairs washroom to initiate a boost as mentioned above. Please clean the shower traps when appropriate i.e. if you start paddling!

Lounge - Cliff Downham Room

Please bring your own kindling and dry logs. Please do not take any logs or firewood from the Members wood store outside and on no account may any wood be taken from the plantation. No wet or 'green' unseasoned wood may be burnt on the open fire. Do not over-stack wood on the open fire. Always use the fireguard provided when the room is not in use, especially at night, when out or vacating the premises. A larger fireguard is provided for use when young children are present at Lowstern - this is kept outside the drying room.

Drying Room

The drying room has radiators and an effective dehumidifier. The room light will come on/go off automatically. Instructions are located next to the door. Keep the door closed. A spin dryer is located in the drying room lobby. **Please switch off the dehumidifier after use using the switch to the right of the drying room door – red light should be out.**

Fire Safety and Fire Warden's Responsibilities

Hut bookings are only accepted from groups and individuals who have agreed to the Booking Terms and Conditions for the purposes of satisfying fire and health & safety regulations.

All formal and informal groups irrespective of size **must** nominate a responsible person to act fire warden. This person will usually be the organiser or the leader of the party. An individual will be their own fire warden. The visiting fire warden **must ensure that everyone in their party is promptly registered** in the Signing-In Book on arrival. This is a **mandatory fire safety requirement**.

The fire warden **must** make themselves familiar with the fire safety arrangements as detailed in the posted Fire Action and Fire Precaution Notices, and the Fire Escape Plan (see Appendices 1-3).

The fire warden **must** also enquire whether any of their party have any special needs or sensory impairments in the event of an emergency evacuation and ensure that these are taken into account. providing appropriate assistance using a 'buddy' system where necessary.

In the event of an emergency evacuation, the visiting fire warden **must** ensure that all members of their party (and any other visitors present) promptly leave the building by the nearest exit and report to the Assembly Point in the car park. When out of the building the fire warden will immediately dial 999 using a mobile phone to call the Fire Service, then conduct a roll call using the Hut Signing-In Book.

All groups and any individual visitors **must** collaborate to ensure that everyone is accounted for in the event of an emergency evacuation.

If confident, the incipient fire may be tackled with a portable extinguisher of the correct type only if it is safe to do so using the **PASS** method (**P**ull, **A**im, **S**queeze, **S**pread - see Appendix 4).

General Safety

The YRC carries out regular risk assessments of its huts, and we believe that we maintain Lowstern as a generally safe place for the accommodation of visitors. There are hazards, but in general they will be obvious and, in many cases, no different from what is to be found in a domestic home. Thus many

of the floorings may be slippery if wet; the hot water can be extremely hot; the open fire in the lounge when lit is an obvious risk; the bunks and their ladders if not sensibly used harbour obvious risks. Young children must not sleep in the upper bunks.

Whilst we welcome accompanied and supervised children as guests, the cottage is maintained as a hut primarily for adult walkers, cavers and climbers, and we make no special effort to conceal from children's view things which could be abused by them (such as cleaning fluids and tools). Parents and carers **must** therefore make their own assessment of possible risks, considering the age and capabilities of the child in their care, who should be kept under close supervision at all times.

First Aid and Emergencies

We have a basic, but well-equipped, first aid kit kept in the downstairs washroom. Please use it if necessary and inform the Hut Booking Secretary what you have used so we can re-stock it for future visitors. For anything more serious:

24HR HOSPITAL ACCIDENT & EMERGENCY DEPARTMENTS

- Royal Lancaster Infirmary, Ashton Road, Lancaster, LA1 4RP. Tel: 01524 65944
Distance & Time: 22 miles west via B6480/A683, roughly a 40-minute drive.
- Airedale General Hospital, Skipton Road, Steeton, Keighley, BD20 6TD. Tel: 01535 652511
Distance & Time: 28 miles east via A65/A629, roughly a 50-minute drive.

MINOR INJURIES UNIT (Non-life-threatening conditions e.g. broken bones and minor illnesses)

- Westmorland General Hospital Urgent Treatment Centre, Burton Road, Kendal, LA9 7RG.
Open 8:00 AM to 10:00 PM daily. Tel: 01539 732288.
Distance/Time: 21 miles northwest via the A65/A683, roughly a 35-minute drive.

Ha-Ha Wall

As can be seen on the cover image there is a ha-ha wall with a four-foot drop to grass on the other side, in front of the wooden benches and lawn. Warning notices close to the obvious stone-flagged edge are displayed. Children should be warned and closely supervised if playing in this area.

Shops and Local Amenities

Clapham village (half a mile away) has an excellent village store, and a pub, the New Inn. The Sawmill Café and Reading Room Café/ Bar are also good. There is a telephone box outside the New Inn. The Game Cock Inn at Austwick (015242 51226), 40 mins walk away, is recommended. A wider range of shops is available in Settle and in Ingleton, where caving equipment can also be hired. There are two local Booths supermarkets: one in Settle and the other near the roundabout to the south of Kirkby Lonsdale. There is a late-opening Asda mini-market with a cashpoint at the petrol station in Ingleton on the A65, some 4 miles distant - it also sells logs. There is no garage in Clapham, the nearest other garages for fuel are at Bentham and Settle.

Adjoining Properties

All the adjoining property is private and out of bounds. The adjacent field must not be used for any recreational activities.

Other Requirements

- Please remove muddy footwear and equipment in the entrance lobby. No boots upstairs.
- Please be considerate and welcoming to all other users of Lowstern.
- Please keep noise to an absolute minimum when other people are in bed.
- No televisions may be brought into the building.
- Smoking and vaping is not allowed inside the building.

- No dogs (other than guide dogs and assistance dogs) may be brought into the building. Dogs may be kept in your car. Children regularly play and camp in the grounds of Lowstern - any dog fouling must be picked up, bagged and disposed of appropriately.
- The trees surrounding Lowstern are owned by Ingleborough Estate and must not be damaged. No wood may be taken from the Lowstern plantation (or any other woodland) as no damp, wet or 'green' unseasoned wood may be burnt on the open fire in the lounge. Please do not take logs from the Members' private wood store.

Cleaning

We hope you find our hut clean and tidy when you arrive. If there are any housekeeping issues, please inform the Hut Booking Secretary. All visitors share responsibility for keeping the hut clean and tidy throughout their stay and on departure.

There are no other arrangements for cleaning: it is up to all users to leave the premises clean and tidy for the next party. Even if you're not the last to leave, please make a contribution to the general cleaning of the hut: the floors, bathroom, dormitory and kitchen all need thorough cleaning and every visitor is expected to contribute to this work.

A detailed **Leaving Checklist** is provided (see **Appendix 8**) and cleaning equipment and fluids etc. are kept in the cupboard under the stairs.

Please make sure the hut is left as you'd like to find it!

Lowstern Hut Fees

YRC Members and their families. Climbers' Club Members	£6.00 per night
YRC Prospective Members	£14.00 per night
Members of the following Kindred Clubs: Ardal Turlag, Bradford Pothole Club, Cairngorm Club, Climbers' Club, Craven Pothole Club, Fell and Rock Club, Grampian Club, Gritstone Club, Junior Mountaineering Club of Scotland, Midland Association of Mountaineers, Oread Club, Rucksack Club, Scottish Mountaineering Club, Wayfarers' Club, Wolverhampton Mountaineering Club and Yorkshire Mountaineering Club.	£10.00 per night
All other users	£14.00 per night

For other users as a group, there is a £150 deposit for weekend bookings and a £150 minimum weekend charge (Friday/Saturday nights).

Children under 5:	free
Children 5-15:	£5.00
Children 16 and over:	full adult fee

Please note that these fees also apply to all those who choose to camp and sleep overnight in a tent or parked vehicle within the surrounding grounds of Lowstern.

Payment of Hut Fees

Please pay any balance of hut fees as soon as possible after your visit.

Please make a bank transfer to: “**Yorkshire Rambler’s**” Sort Code: **53-70-00** A/C: **72005688**, giving your **Booking Number** as the reference, and sending the following details by email to the Huts Booking Secretary at: bookings@yrc.org.uk

Dates:	
Booking number:	
Club:	
Fees collected by:	
Phone:	
Email:	

	<i>Bed-Nights</i>	<i>Total Cost</i>
<i>YRC Members & Family Climbers' Club @ £6.00</i>		
<i>Kindred Clubs @ £10.00:</i>		
<i>YRC Prospective Members, all Guests and Others @ £14.00:</i>		
<i>Children aged 5 – 15 @ £5.00:</i>		
<i>Children under 5 – FREE:</i>		0
GRAND TOTAL	X	
Less deposit paid	X	
BALANCE TO PAY	X	

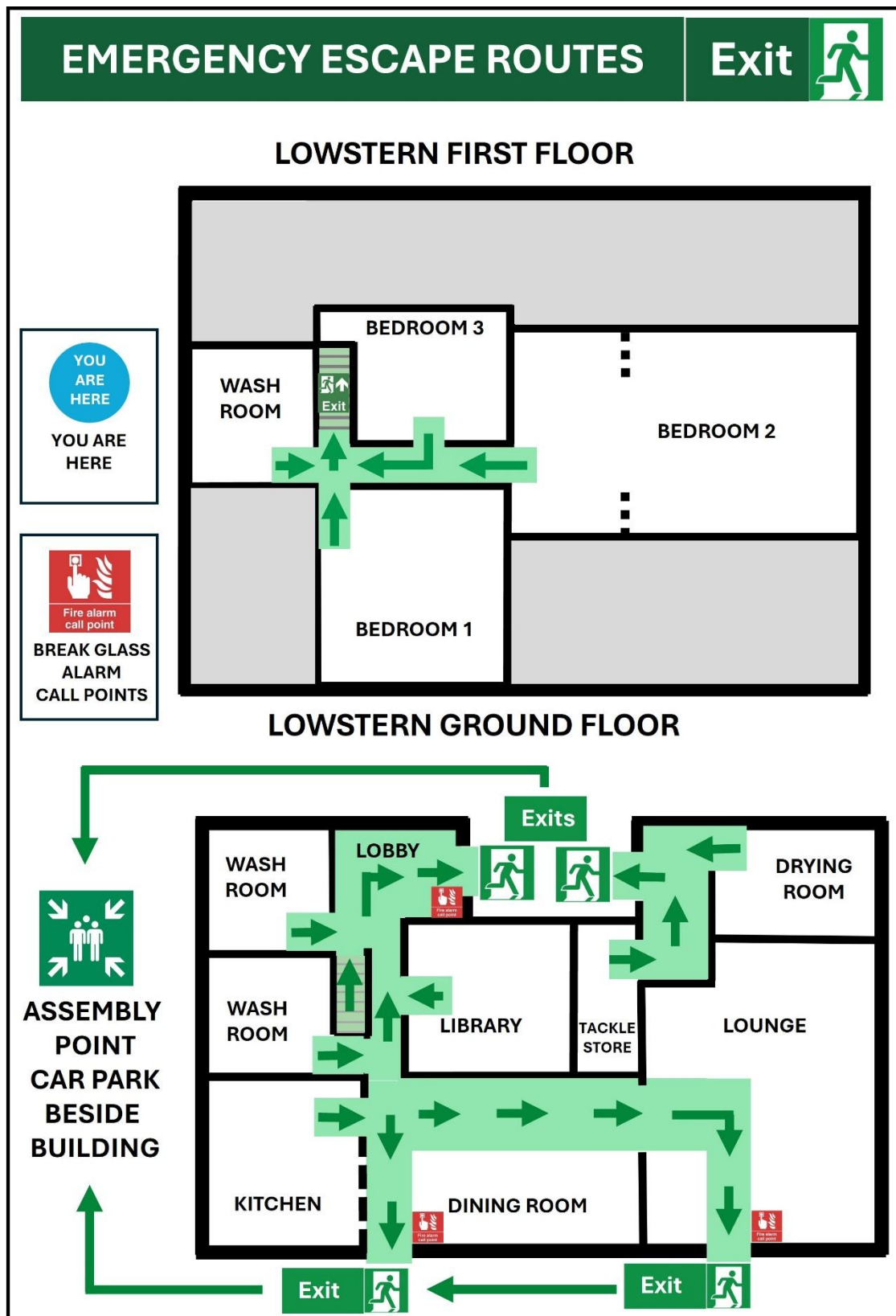
If a bank transfer is not possible, payment may be made by cheque payable to YRC, sent together with the above information to: **Richard Josephy, 135 Divinity Road, OXFORD, OX4 1LW.**

Hut Bookings

All visitors should use the on-line booking form on the YRC website <http://www.yrc.org.uk/> when planning to use one of the YRC huts. A calendar of bookings for each hut is available on the relevant website page and is regularly updated. In case of difficulty, bookings may be made via the Huts Booking Secretary directly: Richard Josephy, 135 Divinity Road, OXFORD, OX4 1LW. Tel: 01865 723630. Email: bookings@yrc.org.uk

	Fire Precautions
	The names of all visitors MUST be recorded in the Signing-In Book on arrival
	IMPORTANT On arrival make sure you know the means of escape and how to operate the alarm system If you are the last to bed, check: • The gas fire in the dining room, the gas hobs, ovens and grills are all turned OFF • The open fire has died down and the fire guard is in place • All doors are fully closed • All lights are turned off
	All FIRE DOORS except those fitted with auto-closers must be kept shut at all times. Do not prop open. Do not obstruct.
	Familiarise yourself with the location of all exits
	Familiarise yourself with the location of all fire extinguishers Fire blankets are kept in the kitchen
	No smoking or vaping in the building
	Ensure one or more mobile phones have reception for emergency use
	Warning Fire Risk No use of candles or tealights Always use the fireguard when the lounge is unattended Ensure the gas fire in the dining room, the gas hobs, ovens and grills are all turned OFF when you leave No charging of e-bike batteries in the building – use the shed

	Fire Action
	IF YOU SUSPECT OR DISCOVER A FIRE Raise the alarm using the fire alarm call point: • Next to front door in entrance lobby • Next to rear door in kitchen-dining room • Next to patio door in lounge
	ON HEARING THE ALARM Leave the building by the nearest exit Your primary escape route is through the front entrance door Alternative escape is by the two rear doors
	DO NOT stop to collect belongings DO NOT take any risks DO NOT re-enter the building until you are sure it is safe to do so
	If confident, attempt to tackle the fire with the correct appliances unless the fire is beyond obvious control Use PASS method: Pin Aim Squeeze Spread If in any doubt evacuate immediately
	PROCEED TO FIRE ASSEMBLY POINT in car park. CALL FIRE SERVICE on 999 or 112, quoting address: Lowstern, Clapham Road, Clapham, LANCASTER, LA2 8HL and "What3Words" location for gates: develops.throwaway.goat REPORT FOR ROLE CALL using Signing-In Book ENSURE ALL PEOPLE are accounted for MEET FIRE SERVICE at the gates



APPENDIX 4 SAFE USE OF FIRE EXTINGUISHERS

Both Floors	First Floor	Kitchen
 FOAM SPRAY Safe for use on: A Wood, paper & fabric fires B Flammable liquid fires DO NOT use on: Electrical fires METAL Flammable metal fires	 WATER Safe for use on: A Wood, paper & fabric fires DO NOT use on: Electrical fires Flammable liquids METAL Flammable metal fires	 CO₂ Safe for use on: B Flammable liquid fires Electrical fires DO NOT use on: Wood, paper or fabric fires DO NOT use in confined space DO NOT hold horn when operating
Tackle the fire with a portable fire extinguisher only if it's safe: • The fire is confined to a small area and not growing • Everyone has exited the building • The fire service has been called or is being called • The room is not filled with smoke • You have a clear exit route behind you • The extinguisher type matches the fire • Never use water on electrical or flammable liquid fires If it doesn't go out quickly, evacuate immediately - don't take risks		

Use the **PASS** method to effectively use a portable fire extinguisher in an emergency:

P Pull

- Pull safety pin
- Unlock extinguisher
- Hold upright

A Aim

- Aim fire base
- Keep 6–10 feet
- Point nozzle low

S Squeeze

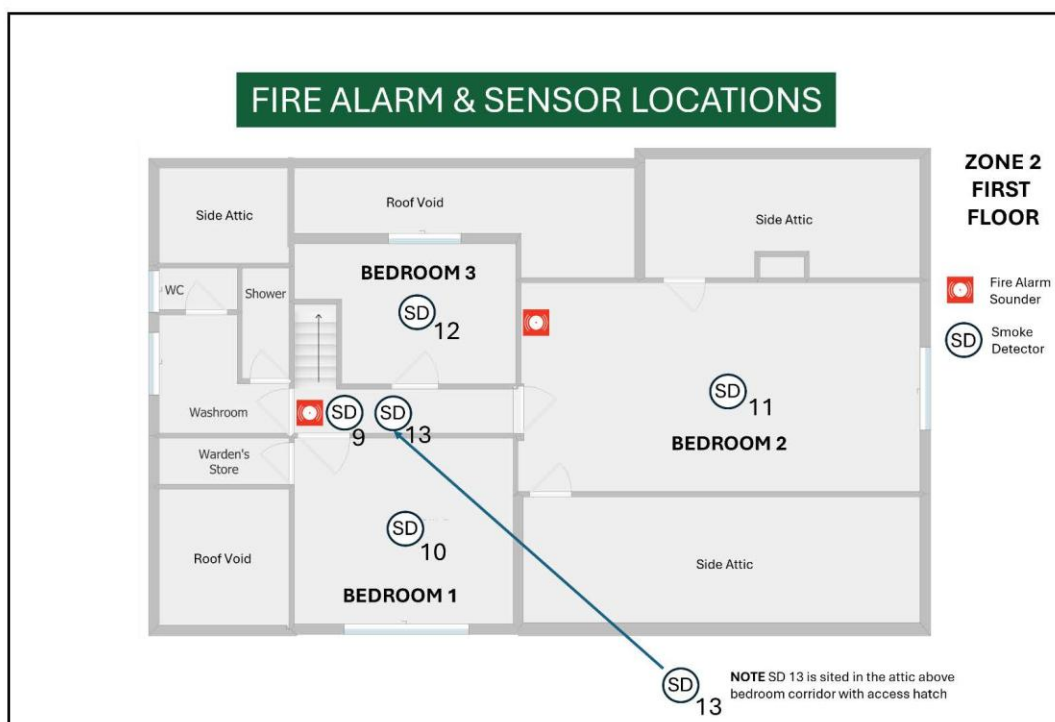
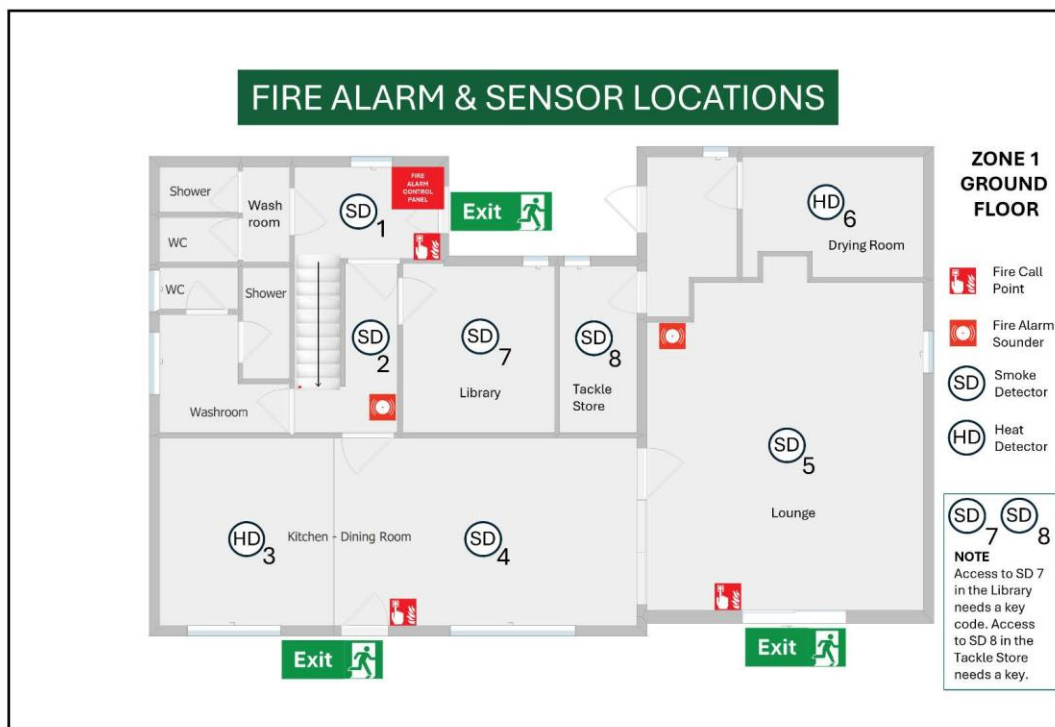
- Press handle slowly
- Release extinguishing agent
- Maintain steady pressure

S Sweep

- Sweep side to side
- Cover fire base
- Continue until out

	Fire Alarm Panel Procedures
	EVACUATE ON HEARING THE ALARM Leave the building IMMEDIATELY by the nearest exit Assist others if it is safe to do so to ensure all people evacuate
	If there is a fire, call the Fire Service on 999 or 112, quoting address: Lowstern, Clapham Road, Clapham, LANCASTER, LA2 8HL and "What3Words" location: develops.throwaway.goat Meet the fire service at the gates.
	IMPORTANT DO NOT assume a false alarm. After walking round to check for signs of fire, the system can be reset, but ONLY after identifying the sensor at fault before resetting.
If there are no signs of fire and it is a false alarm:	
PART 1: SILENCE THE ALARM SOUNDERS (FIRE BELLS AND SIRENS) 1. Turn KEY SWITCH to ARM CONTROLS. 2. Press the SILENCE ALARM SOUNDERS button. The lights will go steady and the FAULT SOUNDER will sound. 3. DO NOT press the RESET/RESOUND/TEST ZONE LAMPS button until you have identified the detector causing the alarm signal.	
PART 2: IDENTIFY AND RECORD Identify the SENSOR or SOUNDER at fault and record in Signing-In Book. 4. Make a note of the Zone displayed on the panel: Zone 1 = Ground Floor. Zone 2 = First Floor 5. Consult the floor plan to determine the location of ALL sensors. 6. Walk through every room in the Zone checking ALL ceiling sensors. 7. A lit LED on the sensor identifies the sensor/s which have triggered the alarm. 8. Make a prominent record of the sensor/s (ie number/s and room/s) at fault in the Signing-In Book. 9. Include the Time & Date, Room Name, whether the "Fire Zone" (top row of red lights) or "Zone Fault" (bottom row of yellow lights) is flashing or constant, plus any information which may help in identifying the cause (eg dusty atmosphere, vacuuming, aerosol deodorants, cooking, accidental activation of manual call point, smoking, etc).	
PART 3: RESET THE SYSTEM 10. Press the RESET/RESOUND/TEST ZONE LAMPS to re-arm the system. 11. Return the keyswitch to NORMAL position (vertical). NOTE: Pressing the button when the alarm still exists will RESOUND the sounders.	
If it is a fault:	
	1. The FAULT SOUNDER sounds and a YELLOW fault light comes on. Identify the fault light and Zone, check that the green MAINS ON light is on and call the Hut Warden Richard Sealey on 07895 026402 who will arrange an electrician to visit. 2. To SILENCE the FAULT SOUNDER, turn the keyswitch to ARM CONTROLS and press the SILENCE FAULT SOUNDER button. NOTE: - some fault conditions are not silenceable.

APPENDIX 6 FIRE ALARM & SENSOR LOCATIONS





E-Bike Charging Precautions

E-bikes and removable lithium-ion batteries must only be charged in the green metal shed:

- the charger must be plugged directly into the socket without using an extension cable.
- The charger and battery must be left uncovered while charging.
- The charger must be unplugged as soon as charging is complete.

Only the following e-bikes may be charged at the hut:

- Bikes that have been bought as a complete system (bike, charger & instructions) or bikes converted to electric by a professional, qualified person.
- Bikes that have been bought from UK sellers and which conform to UK/EU standards.
- Bikes that are charged using the manufacturer's original charger according to the manufacturer's instructions, and which are using the manufacturer's genuine and authorised battery packs.
- Bikes that are properly maintained and regularly inspected to ensure there is no damage to the battery. (Damaged batteries may not be used or charged.)
- Bikes that have not been modified or tampered with.



Charging must be stopped immediately and the charger unplugged if the battery:

- feels extremely hot to the touch.
- looks swollen, has a lump or is leaking.
- is making hissing or cracking sounds.
- has a strong or unusual smell coming from it.
- does not fully charge or is taking longer to charge than normal.



IMPORTANT

If a Lithium-ion battery begins to smoke when being charged, a fire has already started.

The fire can spread rapidly, produces toxic smoke and the battery may explode.

Get out immediately, leave the shed door open and call the fire service.

DO NOT attempt to tackle the fire yourself.

LEAVING CHECK LIST

PLEASE LEAVE LOWSTERN AS YOU WOULD BE PLEASED TO FIND IT

Even if you're not the last to leave, please make a contribution to the general cleaning.

BEFORE YOU LEAVE:

- Check all personal items have been removed (NB check under all bunks, in the drying room and entrance lobby).
- Place used dry tea towels in the laundry bin provided in the in the downstairs washroom.
- Clean ash from the open fire grate in the lounge and put it outside in the ash pit behind the green shed and wood store.
- Clean the hut and sweep floors. Vacuum bunkrooms and bedroom corridor. Mop downstairs hard floors/stairs. Clean all washrooms, showers and toilets. Clean kitchen. Clean cookers, microwave ovens and work surfaces. Dry and put away all crockery, cooking utensils and cutlery.
- Remove all perishable foods, empty and clean refrigerators. Leave both refrigerators ON and doors closed.
- Take all rubbish and recycling away with you. Leave the hut tidy.
- Close/lock all windows.
- Close/lock two 'back' doors and please double check!
- Gas fire in dining Room OFF.
- Gas cookers/grills/rings OFF.
- Electric hot water dispenser in kitchen OFF.
- Extractor fans OFF.
- Sink, handbasins and shower taps OFF.
- All lights OFF.
- Dehumidifier in drying room OFF and please double check!
- Leave gas supply ON.
- Leave mains electricity ON.
- Leave central heating combi-boiler in downstairs washroom ON.
- Leave main water stop taps ON and do not drain the water.
- Close ALL interior doors.
- Check that the Signing-in Book is fully COMPLETED with details of your stay.
- Lock front door (two locks), drying room lobby door and metal shed door.
- Return the keys to a Key Safe, close the door and scramble the combination to hide the code.
- Close the main gate as you leave the plantation. This is a requirement of our lease.
- Report any faults, damage, breakages or anything untoward during your stay to the Hut Booking Secretary as soon as possible.

Central Heating and Drying Room Boost Instructions (<i>up to 3 hours</i>)	
Each Zone is controlled independently	
Zone 1 Central Heating <i>Left hand side</i>	Zone 2 Drying Room <i>Right hand side</i>
Press 'Boost' button • Once for ½ hour heating. • Twice for 1 hour heating. • Three times for 2 hours heating. • Four times for 3 hours heating. • Five times reverts to no heating. Note: The central heating is only for background heating - low heat, there is no room temperature control, the boiler will cut in and out automatically to maintain background heating.	Press 'Boost' button (<i>read the note below before pressing the Boost button</i>). • Once for ½ hour heating. • Twice for 1 hour heating. • Three times for 2 hours heating. • Four times for 3 hours heating. • Five times reverts to no heating. Note: The Drying Room temperature is set for 16 °C. If the boost button, when pressed, does not light, then the temperature in the Drying Room is 16 °C or above. The heating will turn on and off automatically to maintain 16 °C if the boost light is illuminated. <i>The boost can only be deployed if the Drying Room temperature is a below 16 °C. Above this, the temperature is monitored by the dehumidifier.</i>