

User guidelines

- Arrange to come into Hospice at a convenient time a few days prior to the hire to collect the access card and have a quick site induction, preferably bring a secondary representative to also complete the induction as a backup.
- Once the site Induction has been completed, you will not need to repeat it again unless the Inducted person cannot attend the event. (One person at each event must have been inducted)
- Please bring your own tea, coffee, milk etc. Hot water is available in an urn above the sink.
- Enter the building via the Cicely Saunders entrance, activity in the building should be restricted to the Education room and the Education Lobby.
- If outside work hours, (7am to 7pm weekdays), a representative should notify the SPCU staff that they are using the room. Notify the SPCU staff again when leaving.
- All attendees to complete and sign a health screening form on the table outside the doors. The meeting organiser should check all forms are completed correctly and all questions are ticked 'No'.
- Toilets are located down the hall from the Education Lobby.
- If using a laptop, the easiest way to connect to the screen is using the HDMI cable. If the NTH pc is required to be used, then further instruction will be given by the IT dept. TV instructions are on the wall. WIFI is available. **Name:** Hospice Guest **Password:** ToCareAlways
- The alarm will be deactivated and reactivated by the Hospice Facilities team according to your booking times, 15 mins before your booking time and 15 mins after your exit time.
- The chair should include the location of the fire exits and muster station in your opening address.
- After the hire, please return the access card to the main reception, Monday to Friday 8am – 4.30pm or drop in the suggestions box in the main reception after the hire. (The red box to the left of reception).
- Place all dirty dishes in the dish washer and leave running.
- Wipe down the tables and chairs and leave them in the same configuration you found them in.
- Vacuum after use, there is a cleaner in the end cupboard.
- Report any breakages or defects that occurred during use to reception.

Please let us know as early as possible:

- If you are wanting a particular room set-up or to use any technology, so we can ensure you are adequately set up.
- If your meeting time changes
- Contact details of the person leading the meeting, if it is different to the person we have set up as your club/organisation contact.
- Wherever possible, please do not disturb the Nurses in the Inpatient Unit. Instead, call our after-hours number on **027 258 7785**.

CHECKLIST before I leave...

- Vacuum**
Please ensure floor is left clean and tidy and vacuum the room and Lobby area after each use. The vacuum is in the storage cupboard.
- Tables**
Wipe tables down. If any tables have been moved return them to how they were originally set up and push chairs into place.
- Chairs**
Put away any extra chairs used in the store cupboard.
- Kitchen**
Leave clean and tidy and put away crockery and utensils. Cleaning products are in the cupboard under sink bench.
- Keyboard & Mouse**
Turn off the keyboard & mouse as they are wireless, and the batteries go flat if left on.
- Doors and Windows**
Windows closed. Doors locked.
- Lights**
Turned Off
- Heat Pump**
Turn off both heat pump remote **AND** check the pump itself is turned off.
- Access Card**
After hours please return card to the red suggestion box on the wall in reception as arranged or drop to reception during business hours.
- Thank you for ensuring the room is ready for the next group.*

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