



## The Chapel Hut Manual

This is the hut manual for the TSG's hut – The Chapel. Hopefully the information in here will answer any question that you may have.

The basic hut etiquette is very simple and universal: **be a good caver, be a good person.**

- Be considerate to anyone else using the hut – guests or members
- Clean up after yourself
- Take away anything that you brought with you

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## BASICS

### Phone Numbers

Hut Warden: Martyn Grayson (07896 071098)

Treasurer: Alastair Gott (07931 779380)

### Signing-in

Please sign-in as soon as you arrive at The Chapel. The signing-in book is also our fire register.

The signing-in book is kept on/by the shelves by the kitchen door.

### Hut Fees

Booking fees should be paid before you leave The Chapel. Brown envelopes are on the shelves near the kitchen door. Put your hut fees inside and write your name(s), number of nights, date and amount paid on the envelope. Then post the envelope in the money safe on the wall next to the kitchen door.

There is an overflow safe upstairs in the common room.

Hut Fees are currently:

Members:	£4/night
Guests:	£8/night
Group Bookings (over 10 people):	£5/night
Day Fees (utility use, etc):	£1/day

### Door Codes

The front door is accessed either by a key-fob (members) or using the key-pads. The door code are changed regularly and you should be given the code by the Booking Secretary once your booking is confirmed.

The internal door by using the guests' key, which is kept in the Garage key-safe. Use your guest code with an 'A' on the end to open the key safe and access the key.

*Return the key to the key-safe after use and at the end of your stay.*

### Leaving Check-List

- Clear fridges of out-of-date food.
- Wash dirty pans and dishes, etc.
- Wipe all kitchen surfaces.
- Clean cooker hobs, oven and microwave.
- Empty kitchen bin and place bag in the wheelie bin in the garage.
- Replace bin liner in kitchen bin - spares can be found in brown cupboard near showers.
- Empty the recycle bins and take home for recycling.
- Sweep and mop the floor.



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- Ensure all gas controls on ovens and hobs are OFF
- Ensure all electrical appliances, other than fridges, are OFF and plugs removed from sockets.
- Turn off fans, extractors and lights.
- Return the guests' key to the key-safe
- *Check that you're all paid your hut fees and completed the sign-in register!*

Thank you!

### Parking

Parking in Castleton is a free-for-all. The preferred spaces are around the roads that box around the church. Otherwise there is a pay and display car park in the National Park car park (towards Winnats Pass) and in the Peaks Inn pub car park.

*While no-one has priority in the village, please be courteous to the village residents: you may only have an irritating parking spot for a night or weekend, imagine if you could never park outside your own house!*

### Smoking

Smoking is NOT allowed inside. Please use the garden, which is accessed using the door opposite the kitchen.

Please clean-up any cigarette butts and keep the noise down early in the morning/late at night to be fair to our neighbours.



## SERVICES

### Electricity

The main electricity isolator switch and trip switches are in the wooden cabinet by the front door (and water stop cock). Full pictorial instructions are by the front door.

There is a second set of MCBs (trip switches) in the Main Room to the right of the door (as you enter from the Garage) in a wooden cabinet on the wall.

### Gas

The gas isolation valve is located by the front door in a white cabinet (like domestic ones). Please don't touch this unless instructed to by a TSG member.

### Water

The water stop cock and drain valve is located in the corner by the front door. Do not touch these unless it's an emergency!

Full pictorial instructions are by the front door.

### WiFi

There is free WiFi in The Chapel. Do not use it for anything illegal and please be sensible about how much you download, etc.

Name: TSG\_WiFi

Password: TSG\_W1F1



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## EMERGENCY INFORMATION

### Emergency Phone

If you need to use a phone in an emergency, there is a mobile phone in a break-glass unit outside the Kitchen.

Tell the emergency services that your address is:

*Technical Speleological Group  
Chapel Works, Back Street  
Castleton, Derbyshire  
S33 8WE*

The phone you will be phoning from is: 07977 484958

### Fire Alarm

If the fire alarm should be set off accidentally, the control panel can be found in the Garage to the left of the main door separating the Chapel from the Garage. Instructions can be found adjacent to the panel, follow these instructions in order to turn it off and reset it.

The fire alarm and other safety equipment at the Chapel are for the protection of those staying at the Chapel. Please don't tamper with it!

(Fire extinguishers also cost a lot to refill and get re-tested and you don't want to pay for that on top of your weekend beers).

### Carbon Monoxide Alarm

There are carbon monoxide alarms fitted in the Kitchen and in the Main Room. If the alarms go off, turn off appliances if possible and evacuate the area. Do not enter until the alarms have ceased and call the Hut Warden (07969 079609) and/or the National Gas Emergency Service (0800 111 999).



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## Calling Cave Rescue

If a party is overdue on its call-out or you know there has been an accident, this is how to get Derbyshire Cave Rescue Organisation to respond:

DIAL 999 - Ask for POLICE - ask them for CAVE RESCUE.

Please have the following information ready:

Your Location and Phone Number

If an accident...

What happened?

Where underground did it happen?

When did it happen?

How many are injured?

What are the known injuries?

When did they go underground?

How many are still underground?

If missing or overdue...

When did they go underground?

When should they have come out?

How many are in the party?

Where did they go underground?

What route did they take?

Stay with the phone until help arrives. Preserve your mobile phone battery!



## CLEANING AND RECYCLING

### Cleaning Materials, Chemicals, etc

The dustpan & brush, broom, shovel and mop & bucket are kept outside the kitchen next to the lockers and fire door/garden door. To avoid obstructing the exit, please hang up the cleaning equipment using the hooks and clips.

Spare cleaning supplies and toilet rolls, tea towels, bin bags, etc are in the cleaning cupboard in the main room next to the Tackle Store.

### Waste & Recycling

Please take your recycling away with you at the end of the weekend. There are two recycling bins under the kitchen sink, a general waste bin by the kitchen door and a general waste wheelie bin by in the garage.

Glass bottles (no broken glass) should be put in the recycling bin under the sink.

Tin cans and plastic bottles should be put in the second recycling bin under the sink.

There is NO recycling collection. Please take bag-up your recycling and take it home. Or else the Derbyshire County Council Household Waste Recycling Centres: Chesterfield, S41 7LF; Northwood, Darley Dale (near Bakewell), DE4 2LF ; Waterswallows (near Buxton), SK17 7JB.

Waste bags are in the kitchen drawer to the right of the cooker and in the cleaning cupboard in the main room next to the tackle store.



## HUT INFORMATION

### Bunk Rooms

There are two bunk rooms: the Members' (upstairs on the right) and the Guests' (upstairs on the left). Guests should use the Guest bunkroom unless the Booking Secretary has given permission for your group to use the Members' Bunkroom. Members' will always have priority in their bunkroom. As always, be courteous.

Please *don't* sleep on the mezzanine level above the Main Room; this is a shared storage area for the TSG and Masson caving clubs. In the event of a fire, you wouldn't want to climb down a ladder to get out.

### Kitchen

Any equipment in the Kitchen is available for anyone to use. The only rule is that you clean up after yourselves and return things to their proper place.

Fridge/ hob/ oven-space is all on a first-come, first-served basis but it's easy to share and there's plenty of space.

There is a *sharing shelf* in the back left corner near the sinks. Feel free to use anything there.

### Garden

Enjoy our garden (when the weather's right). Close the door when you go back in though and keep the noise to a reasonable level when it's early in the morning or late at night (e.g. after 23:00) to be fair to our neighbours.

### Drying Room

The drying room is located in the Garage by the rope wash area. It is coin operated and accepts £1 coins.

The drying room switch and light switch are situated to left of the door. When the switch is on, the red light is only lit if in credit. The meter can be found under the electric cabinet on your right as you enter the changing / shower room area. Place £1.00 coin in slot and turn knob anticlockwise until the coin registers. More than one coin can be deposited.



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## TACKLE & BATTERY CHARGING

### Borrowing Tackle

The TSG tackle is just intended for TSG members. If you find yourself short of something though, ask a TSG member and they may be able to lend you something. Don't pre-plan trips based on borrowing TSG tackle though.

All tackle should be signed-out and then back in again (cleaned, dried and checked). Full details are in the TSG Rope Policy.

### Masson Caving Group Tackle Cage

The Masson Caving Group stores its club tackle in a cage on the mezzanine level. If anyone needs to access this cage (e.g. for maintenance work) or notices any damage, they should contact the TSG Secretary for instructions regarding the access code.

### Charging Lights

There is a specific battery charging station in the Main Room on the right as you enter (opposite the toilets). We ask you to only use this location to charge batteries because of the risk of battery fires (better they just burn a shelf in an incombustible room than on a wooden floor/mattress, etc). The charging station has a lower-rated fuse more suitable to its duty.

As with all electrical equipment, ensure that it is in good (and safe!) working order: no-one wants an electrical fire or someone to get hurt. e.g. No loose wires, bare cables, cracked casing, etc.



## OTHER INFORMATION

### Damage

Sometimes accidents happen and things get damaged. Please clean up the mess and report it to the Hut Warden or the Booking Secretary ([bookings@tsgcaving.co.uk](mailto:bookings@tsgcaving.co.uk)). You may have to pay for the damage although we usually prefer you to put any damage right or replace the damaged items yourself, this will be at the discretion of the TSG Officers.

### Parties

We hope you have a great time during your stay but please remember to be considerate to our neighbours and other people using The Chapel. This is easy to do and still have fun, just think about where and how loudly you're having your fun; it's fine to still be partying at 3 AM just have the music playing more quietly than at 11 PM so anyone in bed can still sleep.

### Other questions?

If you can't find the answer to your questions in this manual (our policies are at the back too) then try the notice board in the Kitchen or phone the Hut Warden.