Coetmor Mill User Guide

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Gaining Entry & Exit

You should have received your door code for the door with this user guide. This door code is unique to your stay and can be given out to all the people staying at the mill. It is only valid for the days that you have booked.

The entrance door is the first door you see when entering the car park on the side of the building (not the fire door that is semi glazed). The key pad is located at eye level on the left of the door in the door recess. The electronic lock is controlled over the internet, and the door remains locked at all times. You can always exit the door but can only open it from the outside using the code.

The downstairs rear door is also a fire door and can be exited at any time. If exiting using this door please ensure it is firmly closed.

There is also a fire door to the main dining and kitchen area**. Please do not use this** unless in an emergency. We appreciate that it makes things easy, but the door is prone to getting grit in the bottom and then will not close properly allowing water to ingress into the Mill. It also lets out all the warm air as well. **Please limit yourselves to using the front and rear doors**.

Leaving Checklist

1. **Drying Room empty all doors and windows closed**
2. **Fridge and Freezer empty, turned off and doors left open**
3. **All food removed**
4. **All rubbish in bin outside or taken away**
5. **Toilets and showers cleaned**
6. **Tables returned to trolley and benches stacked**
7. **All rooms swept and vacuum cleaned**
8. **All lights off**
9. **Gate Shut**

Internet & Phones

Coetmor Mill has broadband which is free to use. The Wifi network is coetmormill, and the password is Coetmormill (note capital C). If there are issues with the broadband, please let us know on the feedback report.

We do not have a landline at Coetmor Mill. However, most people have a good mobile signal. If you are struggling for a signal, it is better outside the building (the walls are several feet thick!). It is useful to check that someone in the party is able to use Wifi calling by logging onto the Wifi network.

Scan this code to connect to the Wifi network

Wifi name: coetmormill

Password: Coetmormill

Fire Alarms

The Mill is covered with an up to date fire alarm system. This is tested weekly on an ongoing basis. If the fire alarm should ring, please exit the building, there is a marked area by the wall to the road where people should gather and be checked. If the fire alarm does go off by mistake then it can be reset by you. Detailed instructions on how to reset the alarm can be found by the fire alarm panel by the main entrance door.

Sensors are located on all floors.

Fire Doors

The fire doors to the stairs from the main living area are kept open by magnetic locks. For your convenience they are set to automatically close in the event of fire or smoke. They can of course be manually closed if you want to during your stay. If you want to close them, please follow the instructions (they are on the doors). Press the black button on the lock and the door will release as per the picture below.

Electricity

Lights – the lights in the stairwell and outside are on sensors and should come on automatically. Please ensure that you turn off any lights when leaving the building.

Electricity for day to day running of the Mill is covered by your rental fee. This covers all the lights he plug sockets around the building, the drying room is on a £1 meter and needs to be funded by you. The meter is located in the basement near the entrance door to the drying room. It takes £1 or £2 coins. Please note that the meter is emptied frequently, however should it be full please do not try and force coins in. If this happens please see the contacts list and contact one of the committee members.

The main fuse box is in the main downstairs room. If for any reason the breakers trip then you should be able to reset them on the main electricity board.

Gas

All the cooking and water heating is gas. The main shut off valve is located outside the building – a white box on the corner adjacent to the semi glazed fire door from the Dining Room. There is also a shut off valve on the tank top.

Cooker

The burners do not self light please use the gas lighters hanging up by the cooker and replace after use.

The oven has self ignitors turn on and press the oven control in and depress the ignitor button, hold the oven control on for 30 seconds. For the rings we have supplied gas lighters on hangers by the cooker that can be used, please don't try and use rolled up newspaper for safety reasons. Please replace them on the hangers after use.

Hot Water

The hot water is heated by a gas boiler on the wall above the sink. This provides all hot water to the sinks, toilets and showers and is heated on demand. **Please do not switch off the boiler.**

Heating

We have spent a significant amount of money in installing a new gas central heating system and the Mill should now always be nice and warm. The main thermostat is located on the wall running between the kitchen and the ladies toilet. The thermostat is set to come on and keep an ambient temperature at different times of the day and different days of the week. You cant change any of the base settings but you can override the temperature both up and down at leisure.

The main thermostat is located between the dining area and the ladies toilets, and a key to override the base target temperature is attached to it by a chain.

In order for the heating to work properly all the radiators need to be set to maximum on their individual radiator valves. If it is too hot feel free to turn them down, but ensure that on vacating the mill you reset them to maximum as per the picture below. Failing to do this stops the Mill being kept warm and allows the damp through the walls.

The current target temperature can be overridden easily either up or down by depressing the + or – button. Note that this only overrides the target temperature for that set time period, and this will be reset to the predefined temperature at the end of that time period.

The predefined time periods and base temperatures per day are as follows

Time Period	Base Temperature - Weekdays (Sun night to Friday afternoon)	Base Temperature - Weekends (Friday evening to Sunday afternoon)
7:00 – 10:30	12°C	17°C
10:30 – 16:30	12°C	15°C
16:30 – 22:30	12°C	17°C
22:30 – 07:00	12°C	12°C

In addition to the central heating there are a number of heaters throughout the Mill. Two fan heaters in the Dining room, one wall heater in the snug. These are powered through the £1 slot meter. There should however be no reason to use these heaters and if using them at the same time as the drying room and boiling kettles then you may well trip the breaker. See section on Electric to see how to do this.

Food

The fridge should be turned off when you arrive, the switch is above the fridge. Please turn it off when you leave and leave the doors open. **Any food stuffs remaining at the end of your stay should be taken away by you. Please do not leave food, it only encourages mice, which as I am sure you understand are difficult to control completely in a 300 year old building.**

Whilst staying at the Mill please do not leave food on the floor, please use the floor cupboards to store food.

There is enough catering equipment to cater for 34 people including cutlery, plates, bowls and mugs. There are large saucepans and catering equipment. We endeavour to ensure that this is all clean for your arrival but please can you make sure it is clean when you leave.

Rubbish

There are plenty of rubbish bins around the mill. Please ensure that they are all emptied on departure. There should be a supply of bin bags in the kitchen for you to use.

In addition to the main bin there is also a recycling bin for your use.

Please make sure you use the correct recycling bins, which are clearly marked.

Please note that the bins are not emptied every week, so please keep rubbish to a minimum. If for any reason the bins in the carpark are full, please do not leave any additional bags by the side of the bins as they will not be collected.

Dining Room Layout

The tables should be stacked in the trolley under the stairs on your arrival and the benches neatly against the wall. Please can you return the tables to the trolley and stack the benches when leaving the mill. This really helps people clean up at the end of your stay.

Drying Room

The drying room is located in the basement and runs off the coin meter located just outside the drying room. The drying room is powered by an industrial dehumidifier and the settings should not be changed.

Sleeping Arrangements

All the 3 bunk rooms have Alpine style beds in them, two in the main room and one in each of the others. The bunks all have single mattresses on them so no need for any camping mattresses. No bed linen or pillows are provided and users need to bring their own sleeping bags.

Showers

There are two showers on the 1st floor. Please mop up any water that escapes from hte shower trays after use. The hot water is instantly heated so should not run out, but it does take a few seconds to get hot so please be patient with them.

Cleaning

On leaving the Mill please leave it clean and tidy for the next users. The Mill is not manned, although we do have someone come in and check each week. There are plenty of brooms, mops and a hoover for you to use. Mops and brooms for the downstairs are stored in the ladies toilets. Brooms and a hoover for the upstairs are located on the landing. There are also mops for the showers. Please replace the brooms and mops to the right place when you leave.

Please **do not use any bleach** as we are on a septic tank and bleach kills the process.

Graffitti

From time to time we have suffered from graffiti, particularly on the bunks and the beams above them. We have recently removed all the graffiti and regularly check for any new. Please can you ensure that your group is aware that this is not tolerated and groups will be charged for cleaning any new graffiti off.

Reporting of problems

The Mill is not attended by any of the trustees on a daily basis, however in an emergency or if you have issues accessing the Mill, we are lucky to have the help of the farmer and his wife who live in the farmhouse back up the hill towards the A5 on the right hand side. Their names are Dafyd and Linda and we are sure they will try and help out. They also have spare keys for Coetmor Mill if you are really stuck.

In case of other issues please contact one of the emergency contacts below.

Emergency Contacts

Joint Chairman – John Henson – Tel: 0773 6770736

Joint Chairman – Bruce McFarlane – Tel: 07901 915884

Trustee – Andrew Rice – Tel: 07966 671481

Secretary – Kim Henson – Tel: 07712 670587

History and Future

Coetmor Mill is a 300 year old water mill run by the *Coetmor Mill Trust* to provide affordable accommodation for youth groups to enable them to take part in adventurous activities.

The *Coetmor Mill Trust* was established in 2017 and we have an ongoing programme of improvements taking place as and when funds allow. Since opening the Mill the *Coetmor Mill Trust* has

a) Replaced all the lighting with modern energy efficient lights, including many automated lights to help you around the building when it is dark

b) Rewired the mill replacing out of date wiring

c) Replaced the toilets for modern more efficient toilets using less water

d) Mended the septic tank that had been broken for many years

e) Fitted out the snug with seating to provide an area for adults in the evening

f) Fitting internet enabled locks to the front door, to ease entry and make the bookings process far simpler

g) Total renewal of the upstairs shower room with two unisex showers and a toilet..

h) Installation of gas central heating

i) Purchased new tables and benches

j) Purchased new mattresses

k) Fitted a new back door

l) Upgraded the car park

m) Upgraded the Kitchen units

n) Double Glazed all windows

o) Upgraded the Drying Room with a specialised dehumidifier designed for Drying Rooms

Our main projects we are planning are

a) Dividing the main bedroom into more flexible accommodation to gain more flexibility in sleeping
b) Upgrading of the downstairs toilets to make them easy to look after, clean and unisex.

We are always seeking more help, whether it is donations or offers of manpower and run several working parties each year. If you are interested in donating or helping please see our website for details. www.coetmormill.co.uk