

## St Gabriel's Community Centre - Protocols

Issue / Question	Who can help	Contact Details
<i>Repair issues</i> – has something in the centre been broken? Is something not working properly? Any general issues around maintenance of the facility	All repair requests must be reported through to Civic Buildings Helpline. This will ensure the repair is recorded on the repairs system and a reference number will be generated	Civic Buildings Helpline: 0113 2474105
<i>Caretaking or Cleaning</i> – if a caretaker hasn't arrived at the facility, if there isn't any cleaning materials available to use	If a building is not open between 9am – 5pm when it should be, please call one of the South Area Buildings Team. If the facility is not open when it should be after 5pm, please contact LCC Security Services. Do not open the building for another organisation even if you are they key holder.	Sharon Smith: 07891 273350 <a href="mailto:sharon.smith@leeds.gov.uk">sharon.smith@leeds.gov.uk</a> Angie Baker: 07891 272804 <a href="mailto:angie.baker@leeds.gov.uk">angie.baker@leeds.gov.uk</a> LCC Security Services: 0113 2630440  Civic Buildings Helpline: 0113 2474105
<i>Key holding</i> – if keys are lost, stolen or don't work	Keys lost or stolen must be reported immediately to the Civic Buildings Helpline. If users don't have access to the facility when a letting is in place and it is after 5pm, then please contact LCC Security Services	Civic Buildings Helpline: 0113 2474105  LCC Security Services: 0113 2630440
<i>Furniture &amp; Equipment</i> – if there is inadequate furniture or equipment at the facility	Requests for equipment or furniture should be submitted in writing with full details to the South East Area Management Team. All requests will be considered by the Outer South Community Centres Sub Committee. All requests for such items must be agreed by the sub committee.	Tom O'Donovan – <a href="mailto:Tom.odonovan@leeds.gov.uk">Tom.odonovan@leeds.gov.uk</a> 0113 395 1655
<i>Lettings</i> – any questions relating to lettings – charges or application forms	Contact Lettings Unit regarding any queries about lettings applications or a current lettings at the facility	Lettings Unit – 0113 2243845
Review Report for Area Committee – deadlines, questions, content	South East Area Management Team will oversee the review report which will go to the Outer South Area Committee on Monday 14 <sup>th</sup> March 2011. Deadline for information for report: 5 <sup>th</sup> Feb 2011 Area Committee Chairs Briefing: 25th Feb 2011 Area Committee Meeting: 14th March 2011	Tom O'Donovan – <a href="mailto:Tom.odonovan@leeds.gov.uk">Tom.odonovan@leeds.gov.uk</a> 0113 395 1655