

## 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 repairs should be reported through to Civic Buildings Helpline. This will ensure the repair is recorded on the repairs system and a reference number is 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	Any keys that or 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 is after 5pm, 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	If it is felt that the facility enquires new equipment or furniture, full details of this needs to be sent to the South East Area Management Team to be discussed at the Outer South Community Centres Sub Committee. All request for such items must be agreed by the sub committee.	Sarah May – <a href="mailto:sarah.may@leeds.gov.uk">sarah.may@leeds.gov.uk</a> 0113 3951306
<i>Lettings</i> – any questions relating to lettings – charges or application forms	Lettings Unit should be contacted directly regarding any queries about the submission of a lettings application or a current letting that is taking place at the facility	Lettings Unit – 0113 2243845
Review Report for Area Committee – deadlines, questions, content	South East Area Management Team will be overseeing the review report which will go to the Outer South Area Committee on Monday 15 <sup>th</sup> March 2010. Deadline for information for report: 5 <sup>th</sup> Feb 2010 Area Committee Chairs Briefing: 26 <sup>th</sup> Feb 2010 Area Committee Meeting: 15 <sup>th</sup> March 2010	Sarah May – <a href="mailto:sarah.may@leeds.gov.uk">sarah.may@leeds.gov.uk</a> 0113 3951306