BENTLEY COPSE ACTIVITY CENTRE

LITTLE LODGE INFORMATION

Bentley Copse Activity Centre, Hound House Road, Shere, Surrey, GU5 9JH
Office : 01483 202424 | bookings@bentleycopse.org.uk

Welcome To Little Lodge

Welcome to Little Lodge. This pack provides you the information you need to enjoy your stay.

Building Use
With sleeping capacity for twelve, a communal space and a kitchen, Little Lodge can provide a support building to a camping trip, or a stand alone accommodation unit.

Contacting the Bentley Copse team
Should you have any queries or concerns during your stay, please call or WhatsApp **07563 044 832** to speak to the duty manager.

Must only be used for urgent queries after 6pm and before 8am.

Briefing your team
Please ensure the adults within your group are familiar with the facilities within Little Lodge.

Site information and rules
Our website contains our *Site Information* document that covers Bentley Copse facilities, activities and rules.

Please to familiarise yourself with our site information documents to minimise questions when you arrive.

Arrival

Check-In
Your arrival time will be detailed in your booking receipt.

Do confirm your arrival time with us on the morning of your arrival by calling 01483 202424, 07563 044 832 or emailing bookings@bentleycopse.org.uk

Reception is often staffed 9am to 5pm. Call **07563 044 832** to speak to the duty manager if reception is closed.

Equipment audit
While we aim to provide you with a full inventory of items as here, it is your responsibility to notify us of missing items upon arrival.

Items missing items upon departure will be charged at replacement cost.

Cleaning
Little Lodge and its facilities will have been handed to you in a clean and organised condition. Should there be any issues then please do let us know.

You are required to leave Little Lodge in a clean and organised condition, following the instructions within this document.

Failure to leave the facilities clean will result in cleaning charges of £25 per hour being made.

Keys
You will be provided with a set of keys that allow you to secure Little Lodge.

Camping
Camping space is available. This must be booked in advance.

Camping fees are not included in the building hire cost.

Facilities

Kitchen
The kitchen in Little Lodge is domestic sized with facilities to cater for groups of twelve.

Do let us know at the time of booking if you wish hire additional equipment.

You will need to bring your own t-towels, and cleaning supplies. A limited supply of cleaning products is available for the pre-departure final cleaning.

The catering cookware may not be used outside of Little Lodge.

Please bring your own water bottles or beakers if you wish to provide drinks to your group while accessing other parts of Bentley Copse.

The kitchen includes the following items. See the equipment checklist for a fully itemised list:

4 Ring electric hob

Dual oven / grill

Microwave

Fridge Freezer

Kettle

Metal cookware

Cooking utensils

Crockery and utensils for 12

Table and four chairs

Bunk Rooms
Little Lodge has twelve beds across two bedrooms.

It is possible to accommodate a small number of additional persons overnight, but do arrange this at the time of booking – Fire Exits must not be compromised at any time.

Bedding
You must provide you own bedding; either a single sheet and duvet/pillow or sleeping bag/ pillow. We have **no** bedding to loan or hire.

Back Room
This room is equipped with two folding tables and eight chairs. The wet-room is accessed from this room.

The tables and chairs may **not** be taken outside of the building. If you wish to dine outside, you must bring your own tables and benches.

Wet Room
Little Lodge has its accessible wet room for your exclusive use. This includes a shower with a seat, a toilet and a basin.

Indoor shoes
Please bring *indoor shoes* for use inside Little Lodge and keep the forest outside.

Other toilets and showers
There male, female, adult and accessible facilities on the outside of Little Lodge. These are opened during peak times.

The main washroom block, close to the main car park has youth and adult facilities. Access to the adult facilities is controlled using a coded lock, the number of which is C1982.

Cleaning
Little Lodge should be swept, mopped and clear of rubbish before departure.

Kitchen cleaning products are stored in a green caddy in the kitchen.
Wet-room cleaning products are stored in a red caddy in the kitchen.

Heating
The heating is controlled manually.

Electric heaters are individually switchable. You may adjust these if necessary. We will disable the heating during the summer months.

Energy Use
We do not recommend bringing and using high draw catering equipment (such as fryers). The supply to Little Lodge is limited, and overloading the circuits could result in you losing all ability to cater.

You may power personal or group devices (EG phones, laptops, radios, projectors) but you **may not** power high drain items without **written or emailed permission** from Bentley Copse. This includes but is not limited to : *Heaters, Water Boilers, Electric cars, E-Bikes, Tumble dryers, Power tools, External items including inflatables.*

Safety

Fire Safety
Little Lodge is equipped with a fire alarm and fire extinguishers. Please familiarise your group with their locations and of the fire exits.

Fire Assembly Points
There are two signed fire assembly points. These are marked on the site map.

- Adjacent to the flagpole on the field.
- North of the *Parker* campfire circle.

You should identify the closest fire assembly point to your visit and communicate its use to your group.
Should the closest point be unsuitable, such as being close to the source of fire, the alternative point should be used – *Or follow directions from Bentley Copse staff.*

Fire Drills and Building Evacuations
All groups are responsible for performing their own fire drills and preparing evacuation plans specific to their group.
Assistance is available from Bentley Copse staff should you wish to perform a realistic fire-drill.

Hazards and Risks
Read our *General Site Risk Assessment, Building Risk Assessments* and other documents on our downloads page. These will contain essential information.

https://www.bentleycopse.org.uk/booking/downloads

Risk Assessments
All groups are required to complete their own risk assessment for their visit to Bentley Copse and communicate / manage the risks with their group.

We advise all groups to visit the site to assist in preparing your risk assessments and procedures.

Departure

Empty accommodation
Your departure time will be on your booking receipt. Please ensure you have sufficient time to clean.

Do check for lost-property. A full sweep of all areas is recommended.

Rubbish
All waste should be put in the large blue bins located in the main car park

Cleaning
The facilities should be cleaned following the instructions within this document.

Use the photographs in the kitchen to store items where they live.

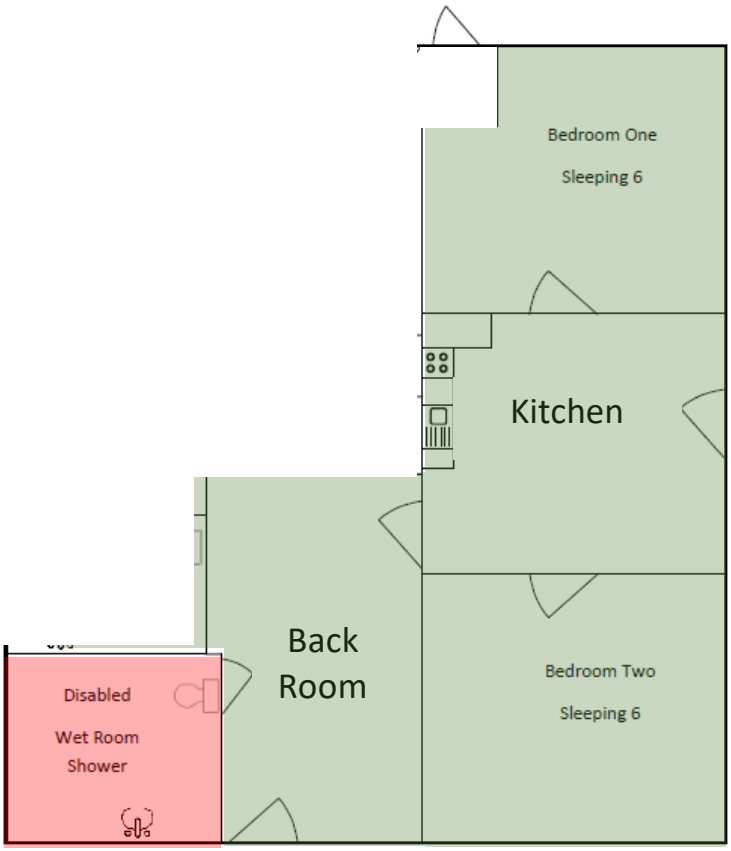
Use the equipment list to count items.

Check-Out
Please check-out with us before departure arrival. Reception is often staffed 9am to 5pm. Call **07563 044 832** to speak to the duty manager if reception is closed.

Layout

Building Layout and Mop Colour Zones
Note the colouring on this layout diagram : It matches the mop colours that may be used in each zone.

To avoid cross-contamination do not use a mop outside of its zone.



Cleaning Supplies
Kitchen cleaning supplies are stored in a green plastic caddy in the kitchen.
Wet room cleaning supplies are stored in a red plastic caddy in the kitchen.

Do contact us if you run out of cleaning supplies.

Little Lodge Photographs

Photographs, especially in the kitchen, are used to assist you during your arrival and departure. It is important to reference these when arriving and departing so that you can locate any misplaced items.

We strongly recommend going through the equipment check-list when you first arrive and alerting us if anything is missing or damaged.

Kitchen

Bedroom

Wet Room

Back Room

Kitchen Equipment

Kitchen – Utensil Rack

1	Tongs	1	Pasta Spoon	1	Serving Spoon
1	Potato Masher	1	Draining spoon	1	Spatula
1	Ladle	1	Whisk	1	Vegetable Peeler
1	Scissors	1	Can Opener		

Kitchen – Utensils Drawer

12	Forks	12	Knives	12	Dessert Spoons	12	Tea Spoons
1	Pizza Wheel	1	Ice Cream Scoop				

Kitchen – Top Metal Shelf

1	Collander	1	Cheese Grater	1	Measuring Jug
1	Frying Pan	3	Cooking Pan	1	Cutting Board
1	Knife Block (5 Knives)				

Kitchen – Lower Metal Shelf

12	Dinner Plates	12	Bowls	12	Glasses	12	Mugs

Kitchen – Worktop

1	Kettle	1	Tea Pot	1	Washing up bowl + Draining board

Kitchen – Green Cleaning Caddy

1	Green Cleaning Caddy	1	Oven & Grill cleaner spray	1	Green cloth (Kitchen only)
1	Sponge Scourer	1	Kitchen Cleaner & Sanitiser spray	1	Blue Cloth (Non bathroom use)

Kitchen – Stove Area

1	Fridge Freezer	1	Microwave	1	Electric dual oven, four ring
1	Oven Tray	1	Grill Pan		

Wet Room – Cleaning Equipment

1	Red Cleaning Caddy	1	Red Cloth (Wet room only)	1	Toilet Cleaner	1	Red mop and bucket

Little Lodge – General

2	Kitchen Tables	2	Folding Tables	12	Stacking Chairs

You may wish to bring…

Little Lodge does **not** come equipped as standard with the following.

Washing up Liquid, Pan Scourers, Tea towels, Plastic plates, bowls and beakers, Oven gloves, Rolling Pin, Kitchen Roll, Kitchen Timer, Tin Foil, Food bags, Cling Film, Ice Cube T

Cleaning Instructions

Please return Little Lodge in a clean and tidy condition, by scheduling cleaning time into your departure day itinerary.

Please liaise with Bentley Copse staff so you may return the keys and your completed departure checklist at a mutually convenient time.

Kitchen

The kitchen should be cleaned with *Kitchen Cleaner & Sanitiser* or *Ultra bac. Do not use your own cleaning products or beach as they will damage our water treatment facilities.*

- Clean sinks and draining board.
- Clean all utensils and hang in correct place*
- Clean all cooking equipment and store correctly*
- Clean all crockery and store correctly*
- Clean all kitchen supplies and store correctly*
- Clean cooker hobs – These must free of grease and burned on food.
- Clean cooker ovens and grills – These must free of grease and burned on food.
- Clean all work surfaces
- Clean oven : Inside and out
- Clean microwave : Inside and out
- Clean fridge and freezer : Inside and out
- Clean tables.
- Empty and clean bin
- Sweep floor
- Mop floor (Use use the **green** mop and **green** bucket)

* Use photographs as a reference.

Bunkrooms

- Wipe down mattresses.
- Open curtains
- Vacuum carpet
- Wipe down windowsills.
- Check for lost property

Communal spaces

- Clean tables and chairs.
- Clean shelves
- Sweep floor and mop floor (Use the **green** mop and **green** bucket)

Wet room

The wet room should be cleaned with *Ultra Bac. Do not use your own cleaning products or beach as they will damage our water treatment facilities.*

- Wipe toilet seat, basins and back of toilet
- Clean and polish mirror
- Check toilet rolls – replenish if required.
- Wipe down shower and seat
- Sweep floor
- Clean shower edges and drain of debris
- Mop floor (Use the **red** mop and **red** bucket)

Departure Checklist

Please use this checklist before you depart.

- You will be liable for replacement or making good costs on all losses and damages.
- You will be charged for any cleaning required after departure.
- You may be charged an hourly surcharge for late departure.

Kitchen is clean, tidy and mopped. All surfaces wiped with spray cleaner.	
Fridge / Freezer is clean and switched on	
Bunk rooms are clean, tidy and vacuumed.	
Back room is clean, tidy and mopped	
Wet room is clean, tidy and mopped.	
All windows are closed and curtains are open.	
Heating is turned off.	
All lights are switched off : Check bunk rooms.	
Fire exits are secure : 3 doors	
Door is locked	
Key has been returned	