

# Instructions for the user of the facility

## To-do list

### Arriving in the facility

- Keep the exterior door locked at all times.
- Meet other facility users at the exterior door and make sure that the door is locked once they have entered.
- Leave your shoes in the foyer.

### Cleaning

- Take away your own belongings.
- Leave the facility in the condition it was in when you arrived.
- Wipe the tables and clean the facility as instructed.
- Take out the trash.

### Leaving the facility

- Make sure that the facility is empty.
- Make sure that the windows and emergency exits are closed.
- Make sure that all electric devices are turned off and the refrigerator doors are closed.
- Leave the facility before your booking ends.
- Make sure that the exterior door is locked behind you.

## Safety and problem situations

Read the safety instructions provided in the facility and adhere to them.

If you detect any problems, report them to [tilavaraukset@hel.fi](mailto:tilavaraukset@hel.fi).

If necessary, call the **Palmia alarm service centre (24 h)**, tel. **+358 303 22111**.

**If you feel that you or someone else is being threatened, immediately call the national emergency number 112.**

## Alarm system

The playground staff will provide you with the code for the alarm system.

When you enter through the front door, you will have one minute to turn off the alarm. The alarm device is located right next to the exterior door. First, enter the **four-digit code + sisään** (the device will display the word *sisään* ['enter'], which is selected by pressing the button below).

When leaving the facility, enter the **four-digit code + ulos** ('out'), whereby the alarm system is reactivated.

Make sure that the exterior door is locked behind you.

## Rules and instructions


- The person who booked the facility will be responsible for the facility and its items for the duration of the booking.
- No unauthorised people are allowed in the facility.
- The booking is only for the reserved space, no other spaces in the building.
- The person who made the booking will be obligated to pay compensation for any broken or lost items.
- You can use the coffee maker, the water kettle, the microwave oven, the stove and the dishwasher. Follow the user instructions for the devices.
- You can use the tableware in the kitchen. Wash all dishes after use. Bring your own cookware.
- You can use the toys and games provided in the facility.
- Please do not hang anything onto the walls.
- Do not leave any belongings in the facility. The playground will not be responsible for any items left in the facility.
- Lighting candles or making a fire is prohibited.
- Using any substances in the facility and its vicinity is prohibited.


## Cleaning

Cleaning instructions are provided in the facility.

## Using the dishwasher

Add detergent into the designated compartment in the door of the dishwasher. You can find detergent in the cupboard below the sink. Close the door of the dishwasher.

Press the power button until its light turns on. 

Use the arrow buttons of the cycle menu to select the quick wash cycle. 

Confirm the cycle selection by pressing 'OK'.

Press the 'Start/Stop' button.

## Using the stove

Turn the selector switch of the ceramic hob to the desired setting. There is a symbol next to each selector switch indicating which hotplate the switch controls. Choose which hotplate you want to use and turn its selector switch.

Turn off the stove after use.

## Waste sorting

The following waste types can be sorted in the kitchen:

- mixed waste
- biowaste
- plastic

Instructions updated on 13 August 2024