

WHARF
SIDE

WHARFSIDE USER GUIDE

*Aratohu Rīhi
Wāhi Taha Wāpu*



Wharfside user guide

Aratohu Rīhi Wāhi Taha Wāpu

Use this document to help guide basic use of the Wharfside facility.
Report any issues or damages as soon as practical.

Trouble shooting

For trouble shooting help, consult this user guide first.

If you are still unable to resolve the issue call **07 306 0500** during normal work hours.

Outside of normal work hours trouble shooting support is limited. Call 07 306 0500 if you are having lock up, alarm setting/ disarming issues or a plumbing related emergency.

Entering building

Step 1 Enter via the side door on the western side of the building using the key provided

Step 2 Locate the alarm keypad to the left of the door as you enter the building

Step 3 Enter the alarm code into the keypad

Step 4 Alarm is now disarmed; facility can be opened for use.



Note: *If you enter the alarm code wrong and it sounds then re-enter the alarm code*



Exiting building

Step 1 Remove all rubbish and fridge items

Step 2 Return furniture to storage corner

Step 3 Turn off all heating and lights

Step 4 Ensure all building is clean and tidy

Step 5 Ensure all external opening doors and windows are secured shut and locked (leave toilet windows on their second catch)

Step 6 Locate the alarm keypad and enter the alarm code into the keypad

Step 7 Exit via the side door on the western side of the building and lock using the key provided.



Note: *If the alarm sounds then re-enter the alarm code*

Opening bi-fold doors

Step 1	From inside the building, open the single door connected to the bi-fold door by pushing the bar. Note, northern bi-fold door does not have a single door attached.
Step 2	Open bi-fold door by turning the latch into horizontal position. <u>Do not pull latch.</u>
Step 3	Locate the black latches inside the door frame of the bi-fold door and set to open position, top and bottom
Step 4	Open doors fully and latch to prevent blowing shut. Note, if doors do not easily move to the full open position, <u>do not force</u> – repeat step 3.

Closing bi-fold doors

Step 1	Close bi-fold door
Step 2	Locate the black latches inside the door frame of the bi-fold door and set to lock position, top and bottom
Step 3	Secure bi-fold door by turning the latch down into vertical position. <u>Do not pull latch.</u>
Step 4	Close the single door connected to the bi-fold door. Note, northern bi-fold door does not have a single door attached.

Bi-fold door latch examples



**Top and bottom
black latches**



**Locked position of
bi-fold door handle**



**Unlocked position of
bi-fold door handle.**

Lights

The main light switches are located on the west side of the building to the left of the pedestrian entry door.

The three strings of festoon light switches are located on the eastern wall, just above head height.



Toilets

Toilet paper and handtowels are provided.
Spare supplies are available in the cleaning closet.

Cleaning and hygiene products

The following cleaning and hygiene supplies can be found in the cleaning closet:

- Mop and bucket
- Vacuum
- Brooms
- Brush and pan

Note, it is recommended that additional cleaning supplies be provided by the hirer to aid with clean up.

Fridges

When finished remove all food and drink and clean.

Dishwasher

Step 1	Handwash all pots and pans in the sink- do not clean in dishwasher
Step 2	Use the spray wand to pre-rinse dirty dishes and cutlery
Step 3	Place dishes, glasses and cups into the provided dishwasher trays
Step 4	Place cutlery in the provided dish washer baskets
Step 5	Place tray into dishwasher
Step 6	Operate cleaning cycle
Step 7	Remove tray once clean cycle is finished
Step 8	Mop up all water spilled on floor
Step 9	Leave dishwasher open when finished

Oven

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| Step 1 | Turn on the oven at the wall |
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| Step 2 | Turn on the extractor unit when using cook top |
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| Step 3 | Clean all trays, racks, and oven surfaces inside and outside when finished |
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| Step 4 | Turn off the oven at the wall when finished |
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Heating

Heaters are on a two-hour timer and automatically turn off after two hours of continuous use.

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| Step 1 | Locate the heater switches to the left of the main entrance as you walk in |
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| Step 2 | Push the green button on top right side of the box to switch on |
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| Step 3 | If still required, after two hours continuous use, switch back on |
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| Step 4 | When finished, push the red button to switch off |
|---------------|--|
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External power

There are three external power point locations located on the north, east and south sides of the building. Look for the locked green boxes. Both caravan and standard sockets are available. If requested with your hire form, a key will be provided for the external power boxes.

One of the three locked external power boxes >>>



Using the weather resistant Jackson Boxes

Step 1	Locate the locked cage next to the bifold doors on the north side of the building
Step 2	Unlock using the key provided (note, this is supplied separately to the main key if you indicated on your hire form that you required it)
Step 3	Choose appropriate Jackson Box and extension cable (both Jackson Boxes are compatible with supplied extension cables)
Step 4	Locate the nearest external power supply
Step 5	Plug extension cable into the caravan style power socket
Step 6	Plug Jackson box into the powered extension cable
Step 7	Use supplied cable covers to protect extension cables
Step 8	Switch on power supply at external power socket
Step 9	When finished return all cables, cable covers and Jackson Boxes to the storage cage and lock

External power equipment



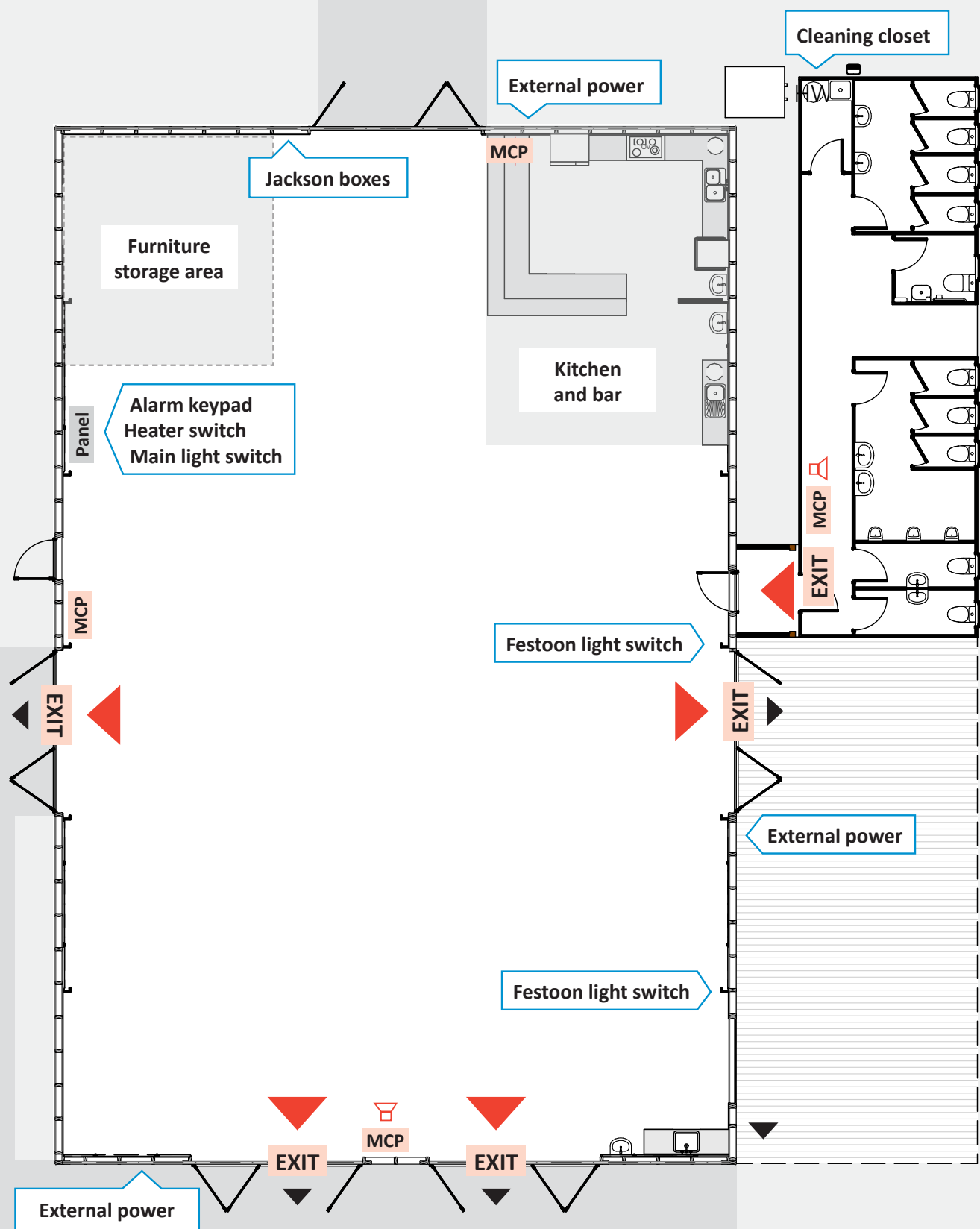
Locked cage containing external power equipment.



Jackson boxes available.



Appendix 1: Floor plan showing facilities





WHARFSIDE

340 Harbour Road, Port Ōhope

WHAKATĀNE DISTRICT COUNCIL

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