

## **Shower Policy for the BarnsleyBIC Showers – Unit 1 Building 1**

1. Unit 1 is located on the ground floor of Building 1. It is the first unit on the left after the kitchen if you are walking from the central Atrium to the back of Building 1 (away from reception).
2. The showers are for the use of all BarnsleyBIC tenants and their staff only. All Health & Safety rules as shown in the shower room must be followed at all times.
3. It is the responsibility of all users to leave the shower room clean & tidy after use.
4. There are two individual showers, and each one will be locked when not in use.
5. Keys can be collected from Reception and will be signed out with the name of the user and the tenant company that they work for. On completion of their shower, each user must lock the shower that they have just used and return the key to Reception.
6. The individual shower units are electrically heated and have a range of temperatures to suit individual needs. At the entrance to each shower room are two pull down switches. One is for the shower light; the other is the master switch to provide power to the shower.
7. Inside each shower room is an electric towel rail which is currently set to come on at 7:00am each morning and turn off at 10:00am. The temperature in the showers will be monitored and these times adjusted to maintain a comfortable temperature in the shower rooms.
8. Keys can be booked out just before 17:00 for any user who wishes to use a shower the following day before 8:30am.
9. Should both keys be out, Reception will happily alert the next user in the queue when a key is returned.
10. Each user is responsible for providing a towel, soap and shampoo as appropriate, and removing them after use.