Facilities Instruction Sheets

Revised May 2016

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1 - Mains Water Supply to Blackhall Place

Information Point

The mains water supply to Blackhall Place comes via the pump unit located in the centre garden area at the front railings, which is covered with a wooden boxed housing.

A separate supply feeds the Education Centre.

From the pump unit the water travels via two pipes (routes of the pipes are as per route diagrammatic plan). One pipe leads to the North Quadrant wall. The pipe work surfaces at the side wall of the kitchen adjacent to the Presidents Hall. The pipe work feeds into a large green coloured tank (approx. capacity 4000 litre).

This is known as the 'Stop Tank'. Water from the mains is pumped into this tank, where it sits in preparation for pumping to two locations: the 2 tanks located in the attic over room 14 and the 3 tanks located over the B&B area. The pump unit, located next to the stop tank in a brick built unit with brown doors, is operated by a water level based switch in the attic tanks.

The pipe work route from the stop tank is up the east facing wall, into the roof void above, along to the main building then up into the main tank over Room 14.

The second pipe route from main pump runs in a southerly direction towards the lodge gate. Inside the lodge gate is a man hole at which it is possible to access the pipe. From here it is assumed to run to an area around by the kitchen. This supply feeds into a tank located over the LSPT section.

The north tank supplies toilets and B& B units.-generally low usage. The south tanks supply the kitchen and bar areas-high usage.

Action points

During periods of water disconnection the north tank gets priority of supply. Until that is filled the South Area Tank does not get a decent supply. Therefore close the stopcock that leads into the Stop Tank. Water from the mains should divert to the South Area Tank. Once the South Area Tank has sufficient supply, re-open the stop cock on the Stop Tank.

As an emergency measure it is possible to fit a booster pump in the manhole by the Lodge and water from the Education centre water tank can be fed via this pump(to be supplied by MJ Clarke's) and directed to the tank in the South Area Tank of the building.(LSPT section)

Alternatively water can be fed by gravity pressure, from the Education water tank to the LSPT based tank, but this is slow and normally takes over night to fill.

1. During periods of water disconnection the north tank gets priority of supply. Until that is filled the South Area Tank does not get a decent supply. Therefore close the stopcock that leads into the Stop Tank. Water from the mains should divert to the South Area Tank. Once the South Area Tank has sufficient supply, re-open the stop cock on the Stop Tank.
2. As an emergency measure it is possible to fit a booster pump in the manhole by the Lodge and water from the Education centre water tank can be fed via this pump(to be supplied by MJ Clarke's) and directed to the tank in the South Area Tank of the building.(LSPT section)

3. Alternatively water can be fed by gravity pressure, from the Education water tank to the LSPT based tank, but this is slow and normally takes over night to fill.
4. System in Finance area suffers from airlocks once we do have water outages. See Instruction Sheet 6 to resolve this issue.

1a - Complete Water Supply Failure

Information Point

In the event that despite all water systems working within Blackhall Place and it is known that the supply from Dublin City Council has ceased with no possibility of early resumption. Emergency measures to get water supplied by alternative means need to be considered. Particularly if there is a large social event taking place in the Blue room / Presidents' Hall.

Action Points

Check if there is a supply to the Education Centre: it's not unknown for it to have a water supply yet the water via the main pump in the front garden to be without water. If the Education Centre has water then a pump –as detailed in Action Point 1 of Instruction Sheet no 1 should be brought in and connected to the appropriate connection on the pipe work in the manhole cover. Power for the pump can be obtained by running an extension lead in to the library via the emergency door.

Contact Barrow Lane Water office on 838 5800 and ask for water tanker to be supplied. Once they arrive with tank of water, this can be pumped, via the manhole connections to the LSPT based tank.

If Barrow Lane cannot supply water tanker, contact Dublin City Council Water Division on 222 4315 with same request.

If none of the above is successful the next avenue is to contact the Dublin Fire Brigade and ask if they can assist. Number to ring is 673 4000. They have previously supplied water to the tank in LSPT. Method is for them to send a Fire Tender in to the lane way of Blackhall Green and accessing a water hydrant based on a parallel line with the rear of the Presidents' Hall, connect into the hydrant and run one of their hoses from the hydrant. The hose comes over the wall and runs as far as the entrance to the Vanilla Bar. From here they pull the hose up through the Gents Toilet window, up in to the attic and to the water tank. (A donation to the Fire Brigade Benevolent fund after their help would not go amiss).

2 - Water Supply Problem to Kitchen

Information Point

The ovens in the kitchen require a constant supply of water at pressure to operate. The water to the ovens is a direct supply from the Corporation. This water is supplied via the pipe work within the manhole located outside the Lodge.

If the ovens cease working the following actions should be carried out:

Action Point

If water is not flowing

1) Go to the pump, which is located in the boxed unit on the front garden. Check this pump is operating. (It was replaced in October 2010) If pump is not operating, get it checked by electrician to see if there is power to it.
2) If there is power and it still not working get pump checked by plumber. Replace pump if necessary.
3) If pump is operating, go to man hole cover located outside lodge, lift this and check pressure of water by opening stopcock No 3: water flow should be strong.
4) If pressure is not strong yet pump is operational it means that water supply from mains is low. Ensure stopcock No 2 is open, this is a feed from the Education Centre water supply and may provide sufficient pressure to operate the ovens.
5) Contact Barrow Lane Water office on 838 5800 to ascertain if there are water supply problems. If unsuccessful in contacting them, contact Dublin City Council on 222 4315 and ask for water department.
6) It should be noted that if there are water supply problems to BHP then the stop tank in the North Quadrant will also be affected and this should be visibly checked as per Instruction Sheet No 4 and instructions for water shortage followed for that area also.

3 - Mains Water Supply to Education Centre

Water to the Education Centre is supplied via a mains supply which enters the building via the corner of Blackhall Place and Hendrick Place.

This water is then pumped in to two stop tanks located in the basement / boiler house of the Education Centre. From here it is pumped on demand by two alternating water pumps to the mains water tank sited on the roof of the Education centre.

There is no provision for emergency supply of water to the Education Centre.

However there is provision to feed by gravity, water from this tank to feed the water tank located in the LSPT area attic as detailed in Facilities Instruction Sheet No1.

However it is slow and normally takes over night to fill the LSPT based tank unless the pump has been fitted to the mains water connections at the Lodge manhole.

4 - Cold Water Supply Problems to B&B Area

Information Point

Cold water to the B & B area is supplied via the Stop Tank, North Quadrant (which gets its' water from the mains supply) from which it is pumped, via the pump located in the boxed unit**,** next to the Stop Tank, up into the 3 water tank located within the attic space of the B & B area.

Action Points

Check the level of water in the Stop Tank by checking the clear polythene pipe which is located to the right and rear of the Stop Tank and is fixed to the outside wall of the Presidents' Hall corridor.

The pipe is graded with the numbers 1, 2 & 3. The water level in the tank is normally between 1 & 2. If it drops to a level between 2 & 3 it is probable that the water supply from Dublin City Corporation has been reduced.

1. Contact Barrow Rd on 838 5800, if this is unsuccessful, ring Dublin City Corporation on 222 4315 and ask if there are any water works taking place in BHP or surrounding area.
2. Check level of water in the three water tanks in the attic space above the B & B area.
3. Advise B & B guests of water situation so they know the cold water may cease flowing.

If the Stop Tank is full but guests have advised that cold water is not available the possible cause is that the pump located in the boxed unit has tripped and is not pumping water from the Stop Tank to the attic tanks above the B & B area.

To resolve this, open the brown doors of the boxed unit and locate the reset button on the side of the pump (Marked B & B pump) Button is RED with the word 'RESET' underneath. Press this button and the pump should operate. If it fails to operate contact electrician to check there is power to the unit.

If unit operates go to attic based tanks to check water is flowing into the tanks above the B & B area.

If this fails, call plumber (M J Clarke's) to check out system.

5 - Hot water supply problems in B & B area

The hot water for the B & B area is supplied via the immersion tank located in the boiler house in the Presidents' Hall kitchen. The immersion tank is heated every morning and evening and this is controlled by two timers which are marked '' B & B immersion ''

The tank should be checked to see if there is hot water in it by placing a hand on the pipe coming from the top of the immersion tank. If it's hot then it indicates that the timers and heaters in the tank are operating normally and that one of the two pumps may be the problem, if there is no hot water in the bedrooms.

The first pump to check is the pump immediately on top of the immersion tank. This pump was changed in January 2013 and lasts about 5 years before replacement is required. Check if it is operating properly. If it appears to be in order check the second pump at the same time

The second pump is located on a shelf at a height of 6 feet, directly in front of you as you enter the boiler house. Step ladder required to reach same.

The pump unit has a dial in the centre of it and if operating normally, this dial indicates a pressure between 2.5-4 bar.

If the pump unit does not appear to be working or the dial is indicating ZERO, carry out the following:

1. Open the small white box located to the left of the pump, inscribed ABB IP65 in red lettering, with a dark Perspex cover.

2. Pull down on the three switches in the box and then return to the original position after 15 seconds. Pump unit then takes two minutes to reset itself and start working. Dial will return to 2.5-4 and a whirling noise will be heard coming from the pump.

3. Check one of the B & B rooms to ensure hot water has returned.

If the pump fails to work, repeat the procedure and if it fails a second time contact the electrician to check if there is power. If he finds no fault, contact the plumber (M.J. Clarke) to come in and investigate.

6 - Water Supply Problem: Air locks/hot water – South Wing

Procedure for removing Air locks from the Hot Water System in the Finance, Kitchen and toilets in the Members area.

1. Close all hot taps in the area directly below the Finance area. Both ladies and gents toilets.
2. Access the attic via the trapdoor located on the corridor outside the Ladies Toilets in the South Wing. Locate the pump which is signposted. Stand on the old attic access cover. Face the pump. Immediately in front and slightly to the right there is a red gate handle. (At low level) Close this handle by turning same 90 degrees. (The pipe work has a purple key tag on it identifying it as the handle to use for air locks in regard to the hot water)
3. Plug in the pump. If the motor sounds strange, disconnect the pump then take the end cover of the pump and free up propeller.
4. Plug the pump back into the socket.
5. Leave the pump running and go over to the water tank. At this tank there is an over flow pipe feeding in to the tank. Observe the pipe and when water starts to emerge continuously from it, go back to the pump and disconnect it. (Water takes approx one-two minutes to appear).
6. Open the valve that you closed in No 2 above
7. Check the hot water taps in the Basement Toilets, Gents. They should now have a hot water supply.
8. If the whole procedure does not work first time repeat it, but with regard to 5 above, run the pump for approx 5 minutes.
9. If the above procedure does not work call MJ Clarke’s to ask them to send in a plumber.

7 - Mains Water supply to Presidents' Hall Kitchen.

Information Point

The supply to the Presidents' Hall kitchen comes directly via the pump located in the front garden. The pipe work is hidden and inaccessible. The ovens in the kitchen operate on the same method as the ovens in the main kitchen in that they need water under pressure to work properly. The ovens will indicate if the water pressure is too low for them to operate.

If the ovens in the kitchen fail to operate due to lack of water pressure the following action should be followed.

Action Point

1. Go to the pump, which is located in the boxed unit on the front garden. Check this pump is operating. (It was replaced in October 10) If pump is not operating, get it checked by electrician to see if there is power to it.
2. If there is power and it still not working get pump checked by plumber. Replace pump if necessary.
3. If pump is operating, go to man hole cover located outside lodge, lift this and check pressure of water by opening stopcock No 3. Water flow should be strong. This will prove if there is water coming on to the site. If there is no water then the supply has ceased and Barrow Lane must be contacted.
4. Contact Barrow Lane Water office on 838 5800 to ascertain if there are water supply problems. If unsuccessful in contacting them, contact Dublin City Council on 222 4315 and ask for water department.
5. It should be noted that if there are water supply problems to the Presidents Hall then Instruction Sheet No's 1, 1a, 2 & 4 should be consulted. The stop tank in the North Quadrant will also be affected and this should be visibly checked as per Instruction Sheet No 4 and instructions for water shortage followed for that area also.

8 - Water Supply Problem to LSPT / Members' Lounge & Student Toilets

Information Point

For the mains water tank located above the LSPT (Law Society Professional Training) area there is a Low Water Detection Unit located on the landing between the LSPT and Finance at the rear of the south block. Its purpose is to advise when the water level in the water tank has reached an unacceptable low level. If activated, the alarm will sound for 5 minutes and the strobe light will flash continuously. The red button to the right of the alarm needs to be pressed to reset the alarm. Should the alarm not be reset but the water level returns to an acceptable level the strobe light will stop but the red light will remain on to indicate that there had been a low water level situation.

Unless there is a large function due to start or in progress the activation of the above alarm is not necessarily a problem, though the checking procedure must be undertaken. It must be noted that water to this tank is fed directly from the mains and it does indicate that there is a mains water supply issue.

Action Point

In the first instance the tank should be visibly checked to ascertain the level of water in the tank and if there is any water flowing into the tank. Access to the attic is gained via the trapdoor on the corridor outside the Ladies toilets in the South Wing. Take a torch.

1. If level is very low, toilets will become affected and cisterns will not refill. Also airlocks will develop in the pipes and this will need to be dealt with once water supply is back to normal. See instruction sheet No 6
2. If water is not flowing into tank then following action needs to be taken.
3. Go to the pump, which is located in the boxed unit on the front garden. Check this pump is operating. (It was replaced in October 10) If pump is not operating, get it checked by electrician to see if there is power to it.
4. If there is power and it still not working get pump checked by plumber. Replace pump if necessary.
5. If pump is operating, go to man hole cover located outside lodge, lift this and check pressure of water by opening stopcock No 3 Water flow should be strong.
6. If pressure is not strong yet pump is operational it means that water supply from mains is low. Ensure stopcock No 2 is open, this is a feed from the Education Centre water supply and overnight will help to fill the water tank in LSPT area.
7. Contact Barrow Lane Water office on 838 5800 to ascertain if there are water supply problems. If unsuccessful in contacting them, contact Dublin City Council on 222 4315 and ask for water department.
8. It should be noted that if there are water supply problems to BHP then the stop tank in the North Quadrant will also be affected and this should be visibly checked as per instruction sheet No 1, 1a, 2 &4 and instructions followed for those areas also.

9 - Response to Flooding in the B&B Area

In the first instance of reports of any water running uncontrollably within the B&B area i.e. either from the shower units or from the sink units, the first issue is to stop the flow of water.

You need to ascertain if it is hot or cold water and follow the appropriate action below.

Action Point (Hot Water)

a) Hot water is supplied via the Presidents' Hall Kitchen/Boiler House. Within this boiler house are 2 pumps which operate the hot water system and pumps this to the B&B area. In the first instance the first action should be to enter into the boiler house in the Presidents' Hall and turn off the 3 pump switches which are described in Facilities Instruction sheet No 5. To cut off power open the small white box located to the left of the pump, inscribed ABB IP65 in red lettering, with a dark Perspex cover and pull down the switches. This will stop the pump operating.

   A small step ladder is required to reach this switch unit.

Action Point (Cold Water)

b) The cold water is supplied via the three attic tanks over the B & B area which in turn gets their water from the Stop Tank. In order to stop cold water being pumped up to the B&B area it is necessary to open the 2 brown doors containing the pump which is located next to the 'Stop Tank' and switch off the power by removing the three pin plug. This will stop any further cold water supply.

Action Point

Attic access: it is possible to turn off 2 no. stopcocks in the attic, which will further stop the supply of water to the various bedrooms. These stopcocks are located immediately at the entrance of the attic once you've entered via the attic ladder. The two taps are located approximately 8" above the walkway, the bottom tap is the hot water feed and the top tap is the cold water feed. It is necessary to turn these taps in a clockwise direction to turn them off.

Action Point

Further isolation: once the main flow of water has been turned off into the attic area of the B&B accommodation, it is possible to individually isolate each of the bedrooms. This is done by locating the appropriate pipe work leading into each particular room and turning the stopcocks located above each room to the off position.

Information & Action Point

Obviously, once the issue of where the water was flowing uncontrollably has now been brought under control and repairs can now take place. Call in M J Clarke to have plumber call. Once the room/problem has been identified and the water has been isolated within that room, the water supply to the other areas can now be restored. So it is now necessary to carry out the procedure in reverse in which the water was turned off.

However, as with all water problems a visual check should be made on the rest of the pipe work to ensure that the problem has been clearly identified and that there is no secondary or potential secondary problem looming within the area.

10 - Water Supply Problem to the Green Hall & Print Room

Water to the Green Hall/Print room comes via the mains water supply, the route is via the manhole located outside the Lodge, the direction from here is parallel to the kitchen supply, though this is not proven. Pipe work is thought to runs approx 1 meter from the wall of the building as far down as the corner of the Vanilla Café and then cuts across to the corner of the Green Hall.

In the event of water disconnection, it's likely that the areas closer to the mains supply will be affected first and any shortage down here will be rectified once normal water supply is re-established to the main building.

11 - Heating Services in Blackhall Place

Information Point

The 9,300-litre oil tank is located in the North quadrant. Oil deliveries are via the hole in the lower section of the Quadrant Wall. The feeder pipe, taking the shortest route, from the oil tank runs directly underground in a westerly direction and drops down into the boiler house, which is positioned underneath the Blue Room.

Heating is supplied by one oil fired Bunderus GE 515 boilers, Installed 2012, and one duel burning (gas/oil) Bunderus boiler, also install the same year.

Each boiler has individual temperature control units which are in turned linked into a Landis + Gry temperature sensor which is linked into the Building Management System.

The main control unit is the main electrical panel located on the LH wall within the boiler house. There are a series of switches related to the boilers, domestic hot water and the pump units on this panel.

These switches each have three positions: Auto, Off & Hand, with an indicator light above each switch. During normal operation all switches should be in the Auto position.

Information & Action point

The heating services within the Blackhall Place building are controlled by the Building Management System (BMS) which is operated from the Facilities Manager's PC. In the first instance all alterations to the provision of heating should be routed via the BMS. In the event that the heating fails to respond to instructions from the BMS, the system can be turned to manual by turning all switches to hand. This will override the BMS and allow boilers to operate.

If a boiler fails to operate when switched to Hand, it may be due to the boiler tripping out. To reset the boiler it is necessary to unscrew the black cap, located at the front and top right of the control panel on the boiler and marked 'Reset button'. Unscrew the black cap and press gently on the small pin button within the casing. Boiler normally starts instantaneously. Replace the black cap. Also check the red housing at the front of the boiler. If there is a bright orange light (at the large plastic button) press this button. Place a service call to Lynch Interact maintenance.

The pipe work within the building is broken down in to 8 zones to allow different parts of the building to be individually heated as required. There is an auxiliary 'booster control' unit located within the Post room, which allows users to obtain a two-hour 'boost' of heating should a zone require same.

The 'booster control' allows individual zones to be independently heated.

The Oil is supplied by Texoil & the boiler units are serviced by Lynch Interact Ltd

12 - Heating for Presidents Hall

Information Point

The heating for the Presidents Hall is supplied by a series of under floor pipes through which hot water is circulated. There are two gas boilers located within the boiler room of the Presidents' Hall Kitchen.

The control of the heating system is from the BMS system.

To ensure that the heating operates correctly there are a number of mechanical items which need to be in certain positions for the system to work.

1. The thermostat control, located on the ledge of the wall, immediately to the left of the doors as you enter the kitchen from the Hall must be set at '0' or plus 1,2,3,4 or 5
2. This setting is equivalent to 20 degrees, 21, 22, 23, 24 and 25 degrees respectively.
3. Inside the boiler house there is a small white panel which consists of two black dials, two red lights and one green light. The black dials should be in the vertical position. The dial on the left is the temp setting and the vertical position equals 20 degrees, the dial on the right equates to the percentage of water circulating. When the system is set to heat the two red lights glow to indicate the boilers are working and there is hot water available.
4. When in operational mode and the heat is required the two red lights, when lit, indicate that the system is operating normally.
5. To the top left and at high level is the physical control panel for the boiler house. This panel has a number of switches and corresponding lights. During normal operation all switches are in the ''Auto'' position.
6. It should be noted that it normally takes between 12 and 24 hours (depending on weather conditions) for the Hall to become pleasantly warm from the moment the system is switched on. This is based on the outside temp and the duration since the last use of the Hall. As a rule the heating should be kept at a minimum temp of 15 degrees. During autumn and winter the warm up time is between 12 and 18 hours depending on the outside temp.

Action Point

In the event that the BMS is not operational, it is possible to override the system manually. This is done by turning all the switches on the control panel (as in 5 above) from their Auto position to the position marked ''Hand'', turning the thermostat control (as in 1 above) to the plus 5 position. Additionally though this is not recommended, the left dial (as in 3 above) can be moved to the 2 o 'clock position and this will increase the basic temp of 20 degrees to 25 degrees. If this action is taken the dial should be returned to the vertical (12 o'clock position) as soon as possible.

13 - Heating System - B&B Area

Information Point

The heating system for the B&B area is connected to the main boiler house within Blackhall Place. During the winter the heating is set to the following times Monday to Sunday.

Generally, no issues arise with the heating, except sometimes at the weekends. If it is necessary to provide heating outside of the above times, the easiest way to do so is to press **Switch No. 1** on the booster panel located in the right hand side of the Lower Ground Floor Stationary or Old Post Room. Pressing this button will provide heat for a 2-hour period.

On	Off
7:00am	9:00am
6:00pm	8:30pm
9:00pm	11:00pm

Action Point

In the event that guests require additional heat the first action is to press the green button as described above. If however, the heating fails to activate or guests are still looking for heat, check the boiler house and ensure that the boilers are firing.

It is necessary to enter the boiler house, which is located beneath the Blue Room and check the boilers. The boiler may not be operating due to its tripping out. To reset each of the boilers, it is necessary to unscrew the black cap, located at the front and top right of the control panel on each boiler and marked ‘reset button’. Unscrew the black cap and press gently on the small pin button within the housing. Also check red housing at the front of the boiler and if there is a bright orange light (large plastic button) press this. The boiler should ignite within 2 minutes. Replace the black cap. If this does not resolve the issue or the boilers keep tripping out, ensure that the fuel supply –gas or oil is available and repeat the procedure. If the boilers consistently refuse to restart place a call to the maintenance company, Lynch Interact who will send an engineer.

One boiler runs on oil, while the second boiler can run on either oil or gas. Since April 2012 the heating is generally run on gas. So normally the boiler would not run out of fuel, which was a possibility when we relied solely on oil.

As a maintenance procedure, the boilers are run on oil, once a month for a day to ensure they are both operating correctly.

14 - Heating - Green Hall

BMS (Control System)

The heating system for the Green hall is controlled from the BMS on the F.M.'s PC.

As with the rest of the BMS controls it follows a pattern of adjusting time clocks to ensure heating is available at the required times . There are two sections: Boilers and Pumps & Radiator Settings.

On the Boilers and Pumps page of the BMS, the only item that can be changed is the ''outside temp hold off set point'' which is generally set at 21 degrees. This means that when the outside temp reaches 21 degrees the boilers will cut off, if they have not already done so.

On the Radiators Settings pages, there are two clocks: one for the ground floor and one for the 1st floor. Due to the occupancy of the building, heat is required for both areas between normal office times. The left hand clock serves the 1st floor and the right hand clock serves the ground floor. It is also possible to adjust the ''Outside temp hold off set point'' on this page.

Under the Compensated Radiator Settings (same page), you have ''Max flow SP'' and ''Min flow SP''. The former is set at 80 degrees while the latter is set at 40 degrees.

The boiler flow temperature which is displayed on the graphic should be around the 60 degree mark in order for heat to be provided to the building. If for some reason the BMS controls fail to work, it is possible to turn the heating system to manual.

Boiler House.

For this you need to access the boiler house, which is located at the rear and to the right of the lecture theatre in the Green Hall. (Key 299 from the key box in FM office).

The light switch is immediately on the left as you enter and above the Gas detection unit. A RED light on this unit indicates that the gas supply is on. If any of the other lights are on, you should investigate as necessary. The panel also has a red emergency cut off button for the gas should it be required to turn off the gas quickly. Press the button to cut gas supply. Press the reset button again to start gas supply.

First item to greet you is the MCC panel facing you as you enter. Check this panel for any red lights. If there are any on it indicates a problem with that particular unit and it needs to be investigated. Underneath the warning red lights are a series of ten black switches. Turn these to the ''Open' position. This should enable the boiler and various named units to operate in manual mode continuously. Remember to turn units off at end of working day otherwise everything will run for 24/7

It should be noted that in order for the boiler to work, the water supply pressure to it has to be at a level of 1.5 bar. This is regulated by the blue coloured box (Smedegard) on the left hand side of the wall as you enter the boiler house. This unit requires servicing every 6 months. If this unit goes into fault mode and pressure drops the boiler will work at reduced capacity and no heat will be produced.

If after checking that there is a constant gas supply, that the water pressure is correct and the boilers are still not working, call in Lynch Interact and ask them to send and engineer: their email is helpdesk@lynchineract.com or phone 626 1144

15 - Heating Services in Education Centre

The two Buderus GK515 / Reillo RS 38 boilers with in the Education Centre are located in the basement boiler house and are powered by mains supplied gas.

Boilers installed August 2000

Each boiler has individual temperature control units which are in turned linked into the Building Management System.

The main control unit is the main electrical panel located on the LH wall within the boiler house. There are a series of switches related to the boilers, domestic hot water and the pump units on this panel.

These switches each have three positions: Auto, Off & Hand with an indicator light above each switch. During normal operation all switches should be in the Auto position.

The heating services with the Education Centre building are controlled by the Building Management System (BMS). In the first instance all alterations to the provision of heating should be routed via the BMS. In the event that the heating fails to respond to instructions from the BMS the system can be turned to manual by turning all switches to Hand, this will override the BMS and allow boilers to operate

If a boiler fails to operate when switched to Hand, it may be due to the boiler tripping out. To reset the boiler it is necessary to unscrew the black cap, located at the front and top right of the control panel on the boiler and marked ‘Reset button’. Unscrew the black cap and press gently on the small pin button within the casing. Boiler normally starts instantaneously. Replace the black cap and also check if there is an orange light (contained in a large plastic cover is lit. If so, press this to restart the boiler. Then place a service call to Lynch Interact.

16 - Electrical Supply to Blackhall Place

Information Point

These instructions should be read in consultation with Instruction/Information Sheet 17: List of Fuse boards in Blackhall Place. Please note that our electrician Vincent Walsh is to be contacted to restore power for internal power outages.

In the event of a power outage it is first necessary to assess the scale of the outage.

If the outage is restricted to one or two offices the appropriate fuse board is to be checked. Each fuse board contains a set of switches which are divided between general power (sockets) and lighting, trip switches. Generally only one of the services, power or lights will trip.

If the building as a whole is affected it is usual for both the lighting and the power to go off and all staff will be affected. It is possible though, that only one section of the premises and only the lights or the general power is affected.

Each building, BHP, Education Centre, Wood Lane and Cottages, Green Hall, Georges Court needs to be checked to see if one or all of the premises are affected. Also need to check the extent of what the outage is affecting, lighting or power or both.

Once it is ascertained that the power outage is caused by an external fault, the ESB should be contacted on **Tel 1850 372 999.**

They may ask for the following MPRN information.

Main Building 10000005140 Georges Court 10304730243

Education Centre 10000707723 Bow St 1st Acc 10000233527

23 Wood Lane 10000238778 Bow St 2nd Acc 10000233540

23 Hendrick Place 10000237438

Action Point

Prior to switching the trip switch back into its normal ‘’on’’ position, the cause of the power outage needs to be found. If power has gone it is possible that a cable has got trapped and live wires inside exposed and have made contact with each other. Alternatively the wiring within the wall socket may have become loose.

The safest way to re-establish power to an area is to:

1. Turn off all the equipment within the affected area. This can be done either by turning the socket switch to the off position or switching the equipment off. The objective is that all equipment is switched off. Failure to turn equipment off could prevent the affected trip switch from going back into its normal ‘’on’’ position.
2. Once all equipment is turned off:
3. Contact Vincent Walsh, electrician and ask him to attend urgently. Who will investigate the cause of the outage and restore power when safe to do so.
4. **Under no circumstances is any member of staff to open any of the boards listed under No 1 & 2 of the Fuse Board list. Vincent Walsh, Electrician should be requested to come on site immediately to carry out repairs as necessary. Tel No 087 278 8370 or 8382041**

17 - List of the Fuse Boards in Blackhall Place

1. Mains ESB Power enters into Blackhall Place via the Main distribution board, which is located on the East-facing wall of the Moat.

2. Fuse Board is located in the room next to the DG's Office. This fuse board is connected to 1 above. This is the main board for the entire Blackhall Place building. It also supplies power to the Lodge.

3. Fuse boards located in the Press at the South end of the South Corridor. These sub boards feed the Study Room, the Library and possibly the Finance area.

4. Fuse boards in the access corridor leading to the Director of Finance area. This services the front section of the south wing. Includes the toilet area.

5. Fuse board inside Michelle Nolan's Office, LSPT located in the most southerly block of the building. This supplies the LSPT section.

6. Fuse board located in the Store Room at the top of the Library Stairs. This is thought to feed the Study Room.

7. Fuse board underneath the stairs leading from the rear of the LSPT /Finance area towards the Vanilla Café. This fuse board services the Vanilla Café and the Students' Bar.

8. Fuse board in the Kitchen services this area only.

9. Fuse board in the Kitchen of Presidents' Hall services offices on the corridor, and the Presidents' Hall Kitchen. This fuse board also links into the next fuse board at No 10.

10. Fuse board in the Lobby of the Presidents' Hall. This fuse board services the lights within the Presidents' Hall and also the outdoor lighting to the car park and the Evie Hone Window.

11. Fuse board on the landing between the B&B Rooms 2 and 3. This services the B&B area in its entirety.

12. Fuse board on the Lower Ground Floor landing, located on the left hand side of the stationary /old post room area. This services all offices and lights on the Lower Ground Floor with the exception of the Kitchen area and the telephone equipment.

13. Fuse board in the Staff Kitchen on the Lower Ground Floor, which services the kitchen area and the PABX telephone system.

14. Fuse board on the Ground Floor landing. This services lights and power up to the connecting corridor of the Presidents' Hall and as far down as the photocopying room, with the exception of the DG's Secretary's Office.

15. Fuse board is on the First Floor Landing, which services lights and power to the First Floor.

16. Fuse board is on the Second Floor Landing, which services all power and lighting on this floor.

17. Fuse board located in the cupboard located at the top of the stairs in the Dining Room

18. Fuse board located in the small storeroom connected to the Students' Bar.

18 - Fire Alarm Activations - All buildings at Blackhall Place.

When the Fire Alarm activates one of the ZONE indicator lights on the Fire Alarm Panel at Reception in the Main Building will light up RED and the digital display will give further indication of the area concerned.

Action Point - During Office Hours

1. Staff at Reception will contact the Facilities Manager or in his absence John Lindsay or a member of the Facilities Team and ask them to check the location indicated on the Panel.
2. At this stage Chubb - Control will have received an automatic alert and will contact us.
3. We should confirm to them that we are checking the situation. Phone number for Chubb Control Room is **295 2366**
4. In the meantime the Fire Wardens will ensure that all occupants of the affected area are evacuated.

Action Point - After Office Hours

1. Security Staff should check the area indicated on the Panel to confirm if there is a fire at that location. They should also ensure that the area is evacuated
2. At this stage Chubb - Control will have received an automatic alert and will contact us.
3. It is important that Security staff have the mobile phone in their possession to answer the call and to advise that they are in the process of checking the situation.

Action Point - Assessment & Response

1. If a fire is discovered it is important to call out to ensure that there is no one still in the area and then quickly evaluate the extent of the fire to decide if it can be controlled safely and effectively using fire extinguishers or if it will be necessary to advise Chubb - Control (**295 2366**) call the Fire Brigade.
2. If there is no obvious sign of fire then it is important to confirm this through an exhaustive search of the area concerned before giving the All Clear. In this case lit sensors in the area will indicate that you are in the right area.

Action Point – Stand down / All Clear

1. Once the situation is under control and the fire is extinguished or a false alarm declared the Fire Alarm Panel in the affected location (usually located in the respective reception areas) can be reset and Chubb - Control (**295 2366**) can be advised that all is well.
2. Those evacuated may be allowed back into the area with 2 shrill blasts of the whistle.

Information Point – Instructions for Resetting or Silencing the Alarm

1. Press the ‘Silence/Reset’ button.
2. If this fails, you are asked ‘Do you wish to enter a Password’.

3. Press the button marked '**YES**' or the ✓ symbol and enter the Password **1 2 3 4** which the same on all panels. You will then be given a number of options: '**Silence Outputs**' should be chosen.
4. The alarm should be silenced, however, you may have to repeat the above process (1 to 3) if the alarm re-activates within 2 minutes.

21 - Security / Reception – Standard Operating Procedure

Blackhall Place is a private building and therefore the Society can restrict access of unauthorised persons. However, this power is rarely used.

From time-to-time members of the public who have a complaint against a solicitor or solicitors who have a complaint against the Society come to Blackhall Place without an appointment to vent their frustration.

Our policy in relation to this is that unless a person is causing an obstruction or acting aggressively, they should be allowed into reception where they can make an inquiry etc. If their inquiry cannot be satisfied or the relevant Society staff are not prepared to, or available to meet with them, they may indicate that they are not leaving until they are seen. In this event the individual should be allowed to take a seat and remain in reception for as long as they wish, so long as they are not obstructive / aggressive.

If the receptionist senses that the individual maybe potentially abusive they should ensure that the Facilities Manager or security personnel are close by.

Sometimes we are alerted in advance that a complainant has indicated that they will come into the building despite the fact that they have not been given an appointment and will not be seen by Complaints personnel. In this event the Facilities Manager and security should be alerted in advance.

However, the individual should only be prevented from entering the building if once they have arrived on site they appear to be aggressive / abusive. This call can only be made once the individual has arrived and their mood / demeanour assessed. What somebody threatens to do on the phone and actually does when they arrive can be quite different. Whenever possible the judgement call should be made by the Facilities Manager / Head of Security / Director of Finance.

If an individual causes trouble then minimum restraint should be used and only after ‘diplomatic’ efforts have failed.

The main principles in dealing with this issue are:

1. Only in very exceptional circumstances will anyone be stopped from entering reception
2. We should be courteous and professional at all times
3. We should ensure that there is sufficient discreet male presence in close proximity to reception in the event that an individual causes a severe nuisance
4. They should be allowed to sit in reception for as long as they want (they usually leave after short while) provided they are not causing trouble
5. Usually the offer of a glass of water and the papers to read while they are waiting has a calming effect on individuals

If the Reception staff do find themselves in a situation where they feel at risk and have no immediate back up from Security or other male members of staff, they have the option to enter the office behind Reception and, bolt the door from the inside ensuring to take their mobile phones with them.

22 - Group Demonstrations

Action Point

Occasionally group demonstrations take place outside the fencing of Blackhall Place. Provided the demonstrations are peaceful and the demonstrators are not attempting to come on the Law Society premises uninvited, then the usual procedure is to leave the demonstrating group to their own devices and keep a watching brief.

Experience has shown that they may stay around for an hour, possibly a bit longer, but they then leave or disperse.

In the event that a group demonstration is taking place and they remain outside then there is no major threat to the Society's premises and staff.

However should the demonstrators attempt to enter the premises they must be told that they are on private property and do not have permission to come in. (Though if it's the case that one individual of the group wants to hand in a letter of protest then either the Facilities Manager or Finance director should be consulted)

Alternatively the other tactic demonstrators may use to gain entry is to arrive in ones and twos advising they are looking for information and as such they gain entry to the reception area. Once they have gathered in sufficient numbers they then start their protest. This may not be apparent at the beginning but soon becomes obvious and action should be taken to deny additional protestors access.

The simplest way to do this is to close the front door.

Normally the Society will receive advance notice that some sort of demonstration could be about to happen. Generally the Complaints department get to hear from a disgruntled complainant(s) that they are going to do something. If advised of such a situation the above points should be remembered and also the information on Instruction Sheet No 20.

23 - Emergency Lift Release Procedures.

In the event of passengers becoming stuck in either of the two passenger lifts with in Blackhall Place, the following action should be taken.

1. First of all maintain verbal contact with them and reassure them that help is at hand.

Catering Lift. *(off the Dining Room Corridor)*

1. Obtain door release key from the drawer unit at reception.
2. Locate exact position of lift.
3. If safe to do so, open the outer lift door using the key. If the lift car is not level with the landing leave the occupants inside the lift.
4. PASSENGERS DO NOT NEED TO CLIMB OUT OF THE LIFT.
5. Manually position the lift car to the landing level, but only if you have received training and a practical demonstration on how to do this.

Briefly it is necessary to do the following:

1. Go to the lift motor room.
2. Turn off the main power switch for the lift. (This is located on the right hand wall)
3. Release the brake on top of the equipment. Turn the ‘’rope wheel’’ in the direction which is easiest. While doing this maintain a view of the panel indicator light on the left hand side of the lift motor room. When the light turns green the lift car is level with the landing.
4. Return to the car and open the doors using the lift key.
5. Leave the power switched off and call Irish Lift Services to report the fault.

Passenger Lifts (Main Building & Education Centre)

The instructions for the main passenger lifts in Blackhall Place and in the Education Centre are similar, though installed and maintained by Schindler and Kone respectively.

1. Locate lift position and use the emergency lift key to open the door.
2. To access the electronic controls it is necessary to go to the top floor and remove the cover located immediately to the right hand side of the lift.
3. The instructions for lowering the lift are printed inside but **only staff who have received training** should open this panel. There is a main electrical isolator switch in this panel and users should be aware of the danger of receiving an electrical shock

If there is any difficulty with extracting people from any of the three lifts, call: -

1. For the Catering Lift **- Irish Lifts on 816 3131** (Office Hours) or **490 1884** (after hours) quoting the unit number**: V209**
2. For the Main Building **– Schindler 4502331 quoting the Lift ID: 10167986**
3. For the Education Centre **– Kone 1890 566 347**

26 - Operating instructions for Audio-Visual System.

Comms Cabinet

1 Ensure all 6 units within the Communications (Comms) cabinet are switched on. (The comms cabinet is located on the balcony and is in the far corner). See photo below.

2) Ensure lectern is in position and that the cable boot connector is fitted into the floor box unit. It is held in place by two spring clips and only fits in one way.

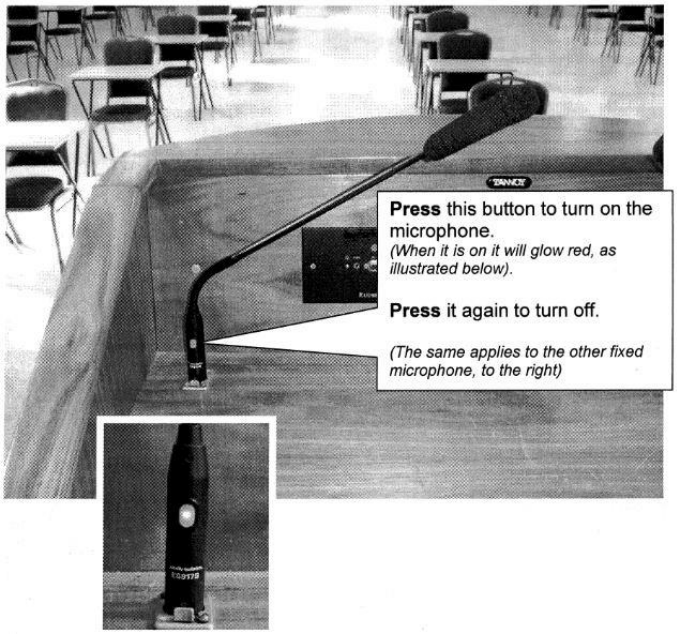
3) Insert the standard three-pin power plug.

4) If required, connect the Crestron control panel, normally kept in the Facilities Manager's office and connect this to the RJ45 connector into the rear of the panel in the ''Net/Video'' socket. The cable is situated at the top of the lectern. NOTE users now commonly use laptops and the Crestron panel is not always required. Check with I.T. if it is required.

Podium Microphones

Plug the two long (pencil) black microphones (stored within the lectern) into the appropriate marked mic1 & mic2 sockets on the top of the lectern. Press the small plastic button on each, which will then turn red and indicates the microphones have power and will transmit sound.

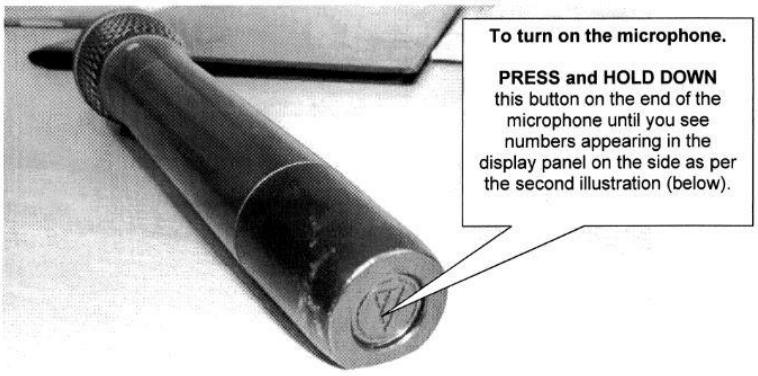
Provided all the above has been followed the Crestron panel should now control the lighting, the white projector screen and the projector located on the balcony.



System is now ready for use.

Radio (Roving) Microphones.

There are 3 Audio–Technica radio microphone units and one Sennheiser radio. Each of the Audio Technica microphones has a specific frequency and these are presently, 842000, 843000 & 848000.

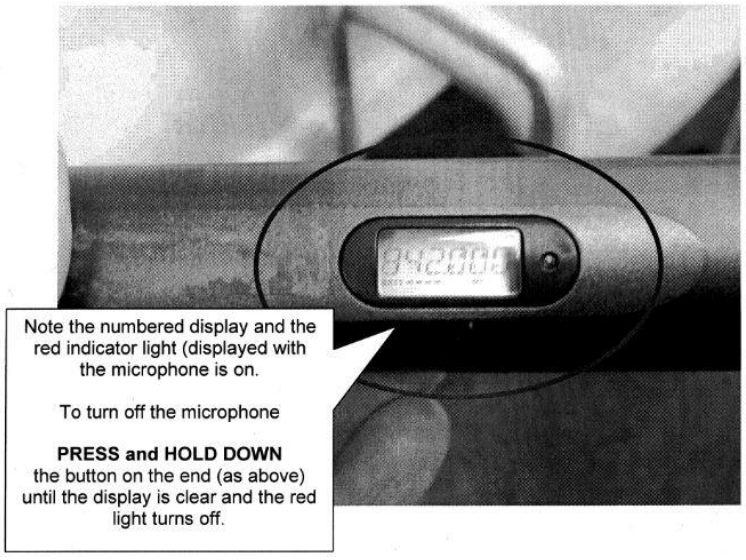


PLEASE NOTE: A quick tap on this button when on will 'MUTE' the microphone (*if this happens you will see the word 'MUTE' in small writing under the ID Number in the display panel*). To cancel 'MUTE' give the button another quick tap.

Two of the microphone base units are located within the comms cabinet, while the third is located on top of the comms cabinet. The base unit for the Sennheiser (frequency 833.700) is located on top of the Comms cabinet. Turn on the power to each of the four base units.

To turn on a radio microphone press in the button at the bottom of the microphone and the numbers 840… , 842… or 848…. 833.700 will appear on the LCD panel as will a small red light next to the display. Once both microphone and base unit are switched on the corresponding number for each microphone will appear on the relevant base unit.

These radio microphones require 2 double AA batteries. The power level remaining in each microphone is indicated by a display on the illumination of a number of lines after the word Batt on the microphone display, this will be between 1 and 4. The microphones have low battery warning in which the display will flash the words ''low batt''. It is estimated that the microphone can safely run for another hour once this warning appears.



NOTE: It is possible to mute these microphones by gently pressing the on/off switch a second time. The word MUTE will appear on the display. To deactivate Mute press the on/off button again.

Once the unit marked Audio Technica, which is the 3rd unit from the bottom within the Comms cabinet, is switched on the radio microphones will transmit through the speakers.

In the event none of the above systems work, check there is power to the system in the first instance.

If there is power and no response call Premier AV on 280 2001 and ask for their service department or 086 806 0770 Paul Tarpey

27 - Exam Paper Photocopying Procedure Revised

Transportation to Print Room

The senders of original exam paper scripts are to be provided with a lockable metal box. The exam papers will be locked inside the box with instructions regarding the number of copies and all other usual print details. The box will then be transported to the Print Room. The person transporting the box will have no access to the key. Print room staff should before opening the box check that it is locked and that the lock has not been tampered with.

It will be up to print room staff to decide when to print the exam papers. Though as a matter of procedure this should be done as quickly as possible. In the event that you cannot print the exam papers immediately, the metal box should remain locked until you decide when you are going to photocopy the exam papers.

Printing / photocopying

The exam papers should be copied in one run, with a careful count being made of all copies made. In the event of any copies being damaged or unsuitable for use these should be kept and sent with the finished exam paper copies back to the sender. The sender will then know how many damaged copies were produced and they will take all the necessary measures to destroy these.

While copying of exam papers is in progress, print room staff should ensure that no unauthorised members of staff are allowed into the print room.

Return of copies to the Sender

Once exam paper copying has been completed the copies, the original and any damaged papers should all be placed into the metal box provided. The metal box should then be returned immediately to the sender. Also the original scanned exam material must also be deleted from the memory unit of the copier.

In the event that copying takes place and transport is not available immediately to move the copied exam papers from the Print Room back to Education, the exam material is to be left locked in the metal box provided. The exam papers should be returned as soon as possible to Education.

The above procedure is to be used for all exam papers be they FE1 or Diploma courses.

Key holders are recipients of this memo, all remaining keys will be kept locked in my office.

It should be noted that there will be 12 metal boxes available for use. The locks in each box will operate with the one key issued. Therefore it is essential that strict security is maintained in relation to the holding of the key as it will unlock all 12 boxes.

28 - Franking Machine Breakdown - Action

1) Notify Pitney Bowes on 460 8700 and record the time of the call.

2) If breakdown occurs….

   a) in the morning, no notification is required to staff.

   b) in the afternoon, staff should be notified by email.

3) Post should be sent out using stamps obtained from post office, petty cash can be obtained from accounts. Alternatively take post over to Georges Court and use their franking machine if time allows.

4) If the Pitney Bowes engineer has not arrived to fix the machine within 4 hours of the call being made, a second call should be made to find out what the situation is and when we can expect someone on site.

5) If for any reason, the machine is to be out of action from more than a day, Pitney Bowes should be requested to collect, frank and deliver all of our post on a daily basis until such time as it is returned to us in full working order.

32 - Flood Procedure – Blackhall Place.

There are two likely causes of flooding.

Internal Causes

Failures in the internal water supply or waste water systems can result in flooding within the building. The main water tanks, of which there are two, are located in the attic space above Room 14, presently occupied by Peter Maxwell and Enda Naughton and above the LSPT section in the South Wing. There is a further set of water tanks directly above Bedroom 5 in the B & B area.

If any of these or the attending pipework develops a leak water will damage and possibly flood the rooms underneath. It is important therefore to cut off the water supply to these tanks once a leak is discovered.

To do this it is necessary to

1. enter the attic space and close all stopcocks and then
2. fully open all taps in the affected area to drain the tanks and finally
3. go to the main water supply in the front garden and close the stopcocks until the situation is fully under control.

External Causes

Excessive rainfall is the most likely cause of flooding in this case and the most likely area to be affected is the Lower Ground Floor because of the Moat and the steps from the North Quadrant leading directly down to the Lower Ground Floor.

If this area becomes flooded:-

1. Lift the covers and attempt to sweep the water into to open manholes. The drain runs the full length of the corridor.
2. Call MJ Clarke & Sons (4933386) to attend with a water vac/pump machine as soon as possible.

33 - Attic Ladder over the Library Area

Instructions for lowering the ladder

1. Take the metal pole with the hook
2. Stand facing the Store Room Door
3. Attach the hook to the ring on the attic door.
4. Gently pull the door downwards maintaining a firm grip on the pole.
5. Maintaining your firm grip on the pole, move to your right as you continue to open the door to a vertical position.
6. At this point you should be able to reach the ladder by hand and lower the final section to the floor.