

I have arrived at Clearways

Tell me what I need to know!

Welcome to Clearways!

Sarah, Eleanor, Steph, and Coco the site cat, are here to help you however we can

We all wear pink polos and pink jackets (they are bright neon pink) so you can easily identify us :-)

Parking

Not allocated

Plenty for all

Please observe the 10 kmph limit in our carpark and on approach/exit

Getting to your room

The person who booked your stay, will have all the details on this

You will be given an access card to enter your room, the card needs to be held up to the door entry lock in a portrait position. They are not proximity cards

To activate the power in your room, pop your room access card into the power slot (most rooms, it is on the right) after you have entered the room

The fridge and power point by the bed will stay live when you go out and take your access card with you

Internet

The most important!

Network: L3Harris

Password: clearways

Locked yourself out?

Contact your group booking leader, they have a lock out card for your rooms

Single rooms

Just to note, there is a bolt at the bottom of your ranch slider, so you need to pull that out, then unlock the ranch slider

Rubbish

We have provided full recycling containers outside the kitchen/laundry at each building – would be great if you could recycle as much as possible

Fire Alarm

If the building goes into full evacuation mode, it will be loud! And will tell you to exit the building. Go straight to the volleyball court and ensure your friends do as well. Fire Brigade are automatically notified and will arrive, as will staff

White Staining

You may notice this on tiled floors, kitchen taps – we assure you.... **it is clean.** It has been silica from past years mixed with inappropriate cleaning products.

We are still working on a solution to remove it.

Water

The water on site is bore water, which goes through a comprehensive filtration system

It is perfectly safe to drink and is regularly tested by Waikato Pumps and Hill Laboratories. Results are outside the office on the wall

As we are not on town supply, please be conscious of how much water you use

Air Con / Heat Pump

These are not to be left on when you are away from site

If your unit appears not to be working – this can often be because someone has accidentally pressed the timer. To resolve this, press the reset button on the remote

Quiet times

We ask that you respect your colleagues and others on site, and not be having loud noisy gatherings after 22:30

Any issues, please come to the office in Building 1 Comet

We are on site Mon – Fri 0700 – 1500

For emergencies you can call or text 027 213 5118 – a room lock out is not an emergency. Your group leader can help with that

There are First Aid cabinets in every kitchen in each building.

You must contact us if there is a serious injury on site, or a hazard that needs managing.

Our contact details are on the Clearways website

There is an AED / Defibrillator adjacent the Clearways Site Map that shows **all the buildings and “You are here” on it.** This is located at the main entrance to Clearways at the carpark. Search it out so you know where it is in an emergency when anxiety etc would be high