



Paddington Substation

Entry Instructions



Entry Instructions

Note: To gain access you will need the 4 digit code provided by Communityfy.

- The key safe is located on the left side of the entrance doors. Use the 4 digit code to open the key safe and remove the key.
- Use the key to open the small hatch door (located on the big doors) and enter the Substation.
- Once inside the Substation, open the big doors by lifting the bar.
- The main light switches are located on the right side of the wall next to the little door on the ground floor.
- Kitchen light switch is located at the end of the bench on the left side
- Gallery light switch is located near the fuse box on the side facing the doors.
- Toilet lights run on a sensor.
- The rubbish bin is located in the kitchen with degradable bin liners at the bottom.
- Brisbane City Council bins are located outside on the right side of the building
- Cleaning equipment is located under the kitchen sink
- Broom and mop and bucket located beside the stage on the lower level.
- Fuse box is located to the right of the entry doors.

Emergency Information

- Fire extinguishers are located at the front door on the lower level, bottom of stairs on the second level and top of stairs on the third level.
- First aid and sharps kits are located on top of the fridge on the second level.
- Emergency information is located on the wall at entry
- A fire blanket is located in the kitchen on the wall
- Please make sure you have read and understood the Emergency Evacuation Information on the Communityfy website.

Paddington Substation bookings: bookings.communify.org.au

If you have a problem/emergency during your booking, contact the appropriate number below:

Emergency Services: 000

Alarm faults: 3390 8337

Urgent venue matters: 0401 304 099





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Exit Instructions



Please help us keep this community space clean and tidy for the next group.

- Dispose of all rubbish in to the Brisbane City Council bin located outside.
- Pack and turn on dishwasher.
- Wash, dry and put away any other utensils used.
- Return all chairs and tables used to their designated areas.
- Remove all food and drinks from the fridge (if applicable).
- Sweep and mop floors (if applicable).
- Wipe down whiteboard (if applicable).
- Take down all decorations (if applicable).
- Pull door shut behind you making sure the smaller door is locked and closed.
- Place the keys back in to the key safe.

Please email us (with photos) at communityspaces@communify.org.au if you arrive and the venue has not been left in acceptable manner. If you find that any cleaning products / tools are running low, please let us know.

Thank you for using a Communify venue, we hope to see you again!

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