



Woolloongabba Substation

Entry Instructions



45 Logan Road, Woolloongabba Qld 4102

Note: To gain access you require an access card provided to you by Community Qld. Your access card is set ONLY to the date and time of your booking. Your access card will not allow access earlier.

- Swipe your access card over the black scanner above the door handle, push handle down and pull door to open.
- The light and fan switches are across from the entrance door (near the fire exit)
- A rubbish bin is located in the kitchen with spare liners underneath
- Brisbane City Council bins are located in the shed outside and to your right (code for key lock provided by Community)
- Cleaning supplies are located in the kitchen
- Movable fans are located in the kitchen and the remote controls are located in the kitchen.
- Lights to the bathrooms come on automatically.

Emergency Instructions

- First aid and sharps kit are located in the kitchen above the sink
- Emergency information folder is located in the kitchen above the sink
- Fire extinguisher is located to the left of the door facing Logan Road.
- Please make sure you have read and understood the Emergency Evacuation information on the Community website.

Woolloongabba 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 in the shed to your right (code provided by Communify)
- Wash, dry and put away any utensils used.
- Return all chairs and tables to their designated areas.
- Remove all food and drinks from the fridge (if applicable).
- Sweep and mop floors (if applicable).
- Take down all decorations (if applicable).

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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