

University of Warwick Chaplaincy

Islamic Prayer Hall (IPH) Handbook for Student Islamic Faith Society members

Clarification of responsibilities and guidance for members of the Student Islamic Society to help keep the IPH spaces in good order

Dear ISoc Executive Committee members,

The Islamic Prayer Hall facilities – including the kitchen and library/study area – are highly-valued, well used and busy spaces.

Importantly, the ISoc team have a role to play in helping us to maintain a tidy, welcoming and safe environment for all users. However, the Chaplaincy co-ordinators and the cleaning and estates teams will work alongside you to keep the spaces in good condition throughout the year. We need to work together! 😊

To help with this we thought it would be a good idea to have a set of guidance that you can refer to and share with others – this will ensure that we have a shared understanding, communicate effectively and keep everything in order.

Some general things to remember...

The Co-ordinators, Helen and Sheila, work a job-share and keep opening hours in the Chaplaincy Office from 9.30am to 4pm Monday – Friday as a rule but you can email us on chaplaincy@warwick.ac.uk or leave a message on 02476 523 519 if you have any queries at times when we aren't available or are away from the desk.

Thanks so much for your help and support with this,

Sheila and Helen
Chaplaincy Co-ordinators

The following pages set and describe the standards that need to be maintained at all times in all areas of the Islamic Prayer Hall, mainly the kitchen and library spaces which get cluttered easily.

There is also information and rules about lost property, access, safety, managing storage and donations of items, managing posters and other resources.

THE KITCHEN

The kitchen is obviously well used and the footfall is high. To satisfy University Health and Safety and Food Hygiene rules/requirements it has to be kept clean and tidy at all times. The cleaning team will not tidy items away or wash up items left in the sink so please make sure good habits are established by users.

Anyone handling or preparing food to be consumed by others must have completed the Health and Safety Moodle detailed here

https://warwick.ac.uk/services/chaplaincy/student_info/faith_societies/kitchens/

A well organised, weekly kitchen rota is a good idea. It helps to keep on top of things – someone will need to manage this so think about how you might do this every term.

Remember that while the kitchen is available for everyone to use and enjoy, **it isn't the place for:**

- **The storage of personal food or other items**, other than in the short-term.
- **Anyone running a business or taking payment for food/leaving bank details.**
- **Electrical items brought in from outside which have not been PAT tested.**
These items will be removed immediately as they break Health and Safety rules.

- **The Fridge/Freezer**

Small items for personal consumption only can be put in the fridge but only if **labelled clearly with name and date**. Labels are placed in the kitchen for this. **Anything not labelled will be removed**, and all items left in the fridge for longer than 3 days will also be removed and disposed of. Anything not wrapped/sealed will automatically be removed. Please do not leave items of food on the counter tops inviting others to enjoy them. While this is an hospitable gesture it doesn't comply with food safety rules.

At the end of each term the fridge/freezer will be cleaned by the cleaning team so will be emptied of all items to allow this to happen. We will put a notice on the fridge alerting users to this and giving them a deadline date.

- **The Dishwasher**

This is **only to be used for ISoc events**. Anyone else using crockery/cutlery must wash up in the sink, dry and replace the items in the cupboard above the microwave, as they go, to keep the space tidy and ready for the next person. Stocks of washing up liquid and handwash are kept under the Chaplaincy Kitchen sink for topping up when required.

- **The Microwave**

Users should make sure the microwave is cleaned after use and the door left open for the next user.

- **Kitchen Drawer and supplies**

The drawer in the metal unit contains water cones, vacuum cleaner bags, bluetac and other kitchen items. Spare/top up of these items, as well as cloths, scourers, detergents are kept in the Chaplaincy office and you can come around to get extra supplies as you need them. **If you need anything just ask us and we will try to source things you might need within reason.**

- **IPH Kitchen Cupboard and drawer**

A stock of crockery and cutlery is kept in the cupboard above the microwave – this encourages others to wash up and put away what they use. Exec members can request key access to these cupboards via the usual key access form on the Chaplaincy website. https://warwick.ac.uk/services/chaplaincy/student_info/faith_societies/keys/

- **ISoc Cupboard**

There is a larger, double cupboard available for the ISoc Exec to store items they need for events. Please use this cupboard for those items and **don't store anything on the floor or on worktops**. The key for this cupboard is the same as the other cupboards in the IPH.

If you need to store something temporarily in the kitchen make sure it is clearly named and dated so it isn't removed by staff.

SISTERS' PRAYER HALL

Please keep the cupboard in the sisters' side tidy, regularly checking on items not required or unused that can be disposed of. As a rule, **no items should not be stored on the floor, and if you can't close the doors then it needs sorting!**

There is also a filing cabinet in the Sisters' side. It is currently unlocked but the Chaplaincy Office have a key in the Deister and this can be requested by ISoc Exec members on the key access form.

Note that sanitary products are not supplied by the Chaplaincy. You can learn more through the SU and arrange for top ups of supplies by visiting <https://www.warwicksu.com/campaigns-communities/campaigns/active/freeperiods/>

LIBRARY SPACE

This area is designed for private study and is not a storage area. There is one **lockable filing cabinet** which is used for keeping items needed for events, for example. The bottom drawer is used to store items which need to be recycled or destroyed sensitively. Shaykh Imran is aware of this process and has a key.

There are some labelled cupboards for toys and books, craft supplies, collecting buckets etc. Regular checks need to be made to make sure that the items are in good order, useful, clean, not broken or damaged. **Please dispose of items that are no longer required as soon as possible.** The cleaning team will remove smaller items if you put them in the bins. Sheila and Helen can help with disposing of larger items.

Barbeque charcoal, firelighters or matches must not be stored here. This is in breach of University Health and Safety regulations and is a hazard. It can be kept in the locked metal, filing cabinet. Keys available to ISoc Exec members on request.

Please do not keep any money in these cabinets. Please refer to the SU rules and guidance for handling money/fundraising. It is good practice to make deposits as soon as possible after collections have taken place.

There is a **vacuum cleaner** in the library to help with any cleaning up you need to do. Please **do not use this to vacuum up food waste.** Spare bags for the vacuum are in the kitchen drawer in the metal unit. The Chaplaincy office has stock also.

Please try to **restrict the storage of learning resources and leaflets** to the cupboard on the left-hand side of the bookcase wall in the library. Make someone responsible for this. And before you order more check that there aren't items that you can use up first – there is a lot on the shelves! If you need help with organising the storage for this material you can ask us.

POSTERS

ANY posters, leaflets or other written material that you, or other users, intend to share in the IPH **must be agreed with Shaykh Imran before being displayed or left in the space.** Never use Sellotape on the walls – Blu Tack is provided in the metal drawer in the kitchen. Anything displayed or left that is not approved will be taken down. Once you have agreement we can help with printing and laminating – just ask.

PERSONAL AND LOST PROPERTY

No personal items can be stored in the IPH. Anything left unattended or discarded will be put in the lost property hamper kept in the Library. The notice on the hamper explains the protocol for lost property. Anything valuable will be kept in the Chaplaincy Office or taken to Senate House reception. This includes access cards, jewellery, laptops, luggage, etc.

At the end of each term we will send out a notice reminding students that lost property needs to be claimed. **All unclaimed items still in the hamper will be disposed of/recycled during the end of term vacation period.**

Any **bedding, pillows, blankets will be removed immediately** and taken to the Chaplaincy – users are not permitted to sleep overnight in any Chaplaincy spaces.

SPORTS EQUIPMENT

No sports equipment can be stored in the IPH spaces. Please arrange to store this elsewhere or speak to the SU or the Sports Centre to see if they can offer space for this. Anything left will be placed in the hamper and treated like lost property.

ACCESS AND SAFETY

Security is everyone's business. Access to the IPH is by access card only. **Main doors must never be tampered with to keep them open.** This will trigger an alert with the Community Security team and an alarm will go off.

The fire exit doors in the Brothers Hall can be opened in hot weather during prayer time but they **MUST** be closed when prayers are over so the building will remain secure. Please help us to make this clear to users.

Visitors

Visitors using the Prayer Halls without a student / staff card, are required to sign into one of the visitor's books at each entrance.

Please encourage the use of **the visitor's book** – this helps us to keep on top of any comments which need a reply, and also to share positive feedback from users/visitors, as well as being a requirement for non-university staff and students.

DONATIONS

At the end of term, and particularly at the end of the academic year, bags of donated items – food, clothing, kitchen items etc – have been left in the IPH library and kitchen areas. While this is well meant and generous, we just don't have the capacity to manage donations like this, especially once students have returned home. Please use the Heart Foundation donation skips across campus for items you'd like to pass on.

Please refer those wishing to donate items they no longer want or need to University initiatives like Donation Drive

<https://warwick.ac.uk/sustainability/environment/moveout/moveoutguide/>

ALWAYS REMEMBER – the Islamic Prayer Hall should not be used by individuals or groups to make or promote the selling of items for personal or political profit, or for raising funds for political activities in or outside of the University. Any activities like this must be organised by/through the ISoc, agreed with Shaykh Imran and keep in line with SU Procedures and Guidelines.

Thank you for taking the time to read this – please share the information with users of the IPH whenever you can to remind them of the standards you expect of them. If we work together on this we can keep the spaces in good order and save time 😊