



Girlguiding Dundee  
COUNTY OUTDOOR CENTRE, NEWBIGGING  
House Arrival Information

1. The Keys for the site are available by contacting our Newbigging Chair or Booking Secretary the week of your visit. Please do not take the keys with you if you leave the site but return them to the key safe for safety.
2. Once inside the front door there is a contact switch in front of you and another in the corridor off to the left of the main hall, you have an odd shaped key to put these on.
3. At the end of this corridor outside the toilet block there is a ½ tank switch for hot water, this is sufficient for the whole house
4. In the kitchen put on the switches for the Fridge and Freezer.
5. Unlock the dividing door between the toilets.
6. Check the meters in the Kitchen and in the downstairs leaders room to assess if you need to insert £1 coins to utilise the heating and or switches, be cautious to only insert coins where required.
7. Please read our “General Rules”. A copy is in the welcome folder and online
8. Please clean all equipment and return it to where it was found. If there are any breakages or problems with it please notify us on the departure checklist.
9. Please make use of the parachute and musical instruments under the beds in the downstairs leaders room.
10. Badges are available for sale in the leaders bedroom, please record purchases in book.
11. Glassfield Wood are out of bounds due to fox traps. They are shown on a map in the main hall. The fields surrounding the site are private land and out of bounds.
12. At the end of your visit, remember to switch off **BOTH** contractor switches and the emersion switch then close all the windows and turn off all the lights.
13. Please leave your completed checklist on the kitchen worktop for our checker.