

# MoveWell studio operations



## Contact:

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## Security alarm

**Rush security systems** - alarm company (in case you accidentally set it off) [09 377 4858](tel:093774858)

Building **alarm code** will be forwarded to you by text or email – please do not share

To operate: type in the access code, then 'away', then # key

## Keys

There is a lockbox attached to the wall the back of the building. Go down the car parking area at the back of the building / back of the studio to see the black & blue coloured lock box on the wall just past the doors, adjacent to the external power point.

The access code will be forwarded to you by text or email – please do not share

Please obtain, and return the key to this location, ensuring that you re-jumble the number code once the key is inside

There are 2 locks on the front door of the building – by the door handle + dead bolt at the base of the frame

Please lock both when you leave

If, during your session, there is no one else in the building, it may be safer to latch lock the front door once attendees have arrived

## Air conditioning & heating in reception area

There is a central panel for the reception area on the wall by the main light switches on the L hand side as you enter the building

If you need to use this & it is not on when you arrive hit the orange button & check the mode is appropriate (this will turn it on whether its on timer or not)

Sun = heat

Icicle = cooling

# type icon = fan only

Please don't have the fan setting any higher than 2 bars in any mode

If no one else is in the building when you leave, please again hit orange button to turn the unit off – again it will turn it off whether its on timer or manual mode

## Air conditioning & heating in studio

Heating – is available with infrared ceiling panel - used only for heating

There is a thermostat panel for the system by the main light switches on the L hand side as you enter the studio & turn to face the partition wall that runs parallel with the reception corridor.

PTO for images & settings

If the panel is black with just a white temperature reading showing, the unit is off & merely telling you the temperature in the room.

If the panel is lit up it is operational & will usually be on scheduled operation if I am expecting you (indicated by the clock icon)

The best temperature seems to be 19.5-20.5 C for yoga classes & any scheduled classes will be automatically set to this at least 30 mins before your class (it does heat up very quickly)

To increase or decrease the set temp that it aims for & adjusts to hit the manual button on the panel

Here you can manually increase or decrease the set temperature to your liking & this overrides the scheduled set temp



Use the arrows to increase / decrease

**YOU MUST TAKE IT OUT OF MANUAL WHEN YOU ARE FINISHED OR IT WILL STAY ON THE TEMP YOU HAVE SET!!!**

Do this by hitting the X & it will revert to the schedule or off screen you had when you arrived

If you forget please let Jane know as it can be done remotely

Any scheduled heating operations will turn off around 30 mins after your session & the screen will revert to the clock icon to indicate this.

*There is an additional panel heater in the lounge area for manual use in winter months – please make sure this is turned off when you leave*

**Cooling** – is the wall mounted heat pump / AC unit. Use this for cooling only, it is inadequate and not necessary for heating when the ceiling panels are on. The remote control for this is by the light switches and heating thermostat.

As with standard heat pump controls select the temp, mode, and fan intensity.

Please turn off when you are finished unless there is another booking after you.

## Speaker

The studio has a portable wireless and Bluetooth speaker that you are welcome to use:



If you install the Sonos 1 controller app on your phone you can then access wireless via spotify and other streaming apps.

**The speaker needs to be sitting in the charger and left on at the wall plug when you leave please**

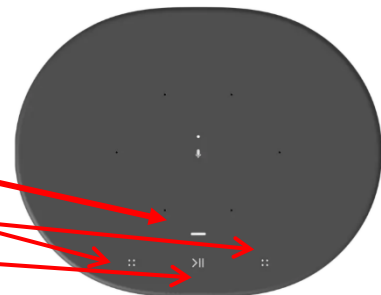
There will be an orange light on at the charger if charge is required

Turn on here

Volume decrease

Increase

Pause





To use Bluetooth access the back of the speaker & select the Bluetooth icon

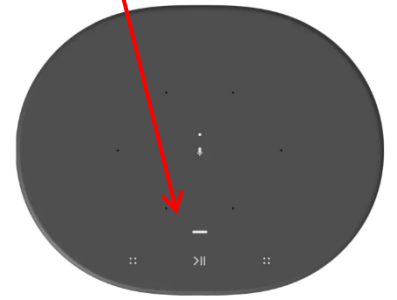
The unit will show a blue light on the top surface here

If its on wireless the light will be white

To turn off, hit this button, or just stop streaming from your device

Our WiFi is Movewell

Access code: movewell2019



## Props:

Our studio has:

- Fully carpeted floor
- Overhead infrared heating panels thermostat controlled (as described)
- Air conditioning unit
- 24 mats
- 22 bolsters (18 round, 4 rectangular)
- 30 blankets
- 22 towels
- 4 baby blankets
- 22 eye pillows
- 12 slim foam blocks
- 12 standard cork blocks
- 20 straps
- 12-14 stability / bliss balls (inflatable)
- 12 full melt rollers
- 12 half melt rollers
- Various massage & reflex balls
- Shakti mats x 10-11 and shakti pillows x 6
- 12 folding chairs
- Full size skeleton
- Pelvis and spine skeleton
- 2 x white boards
- Soft lamp lighting options
- Lounge area for kettle hot / cold drink +/- food provision (your own supply of perishables – we can supply crockery & cutlery & ask that this is placed in the dishwasher after use)
- Bean bags & sofa in the lounge area

**Use of all the above is included in studio hire, we ask that:**

- **All wipeable items are cleaned after use** (cloths and spray is provided in one of the baskets on the window wall prop unit – please place dirty cloths in the laundry basket in the kitchen)
- **Shakti mats are cleaned with ethanol spray**
- blankets, towels, bolster are replaced neatly into the storage units
- mats are cleaned & left out to dry fully  
*NB Friday evening studio hire does require mats to be rolled up (top side out) and stored away to facilitate cleaning access*
- strong / potent essential oils are not used in the diffuser
- please do not burn incense or candles
- sipper top bottles only in the studio area
- any food / hair residue on the carpet is vacuumed before you leave
- all salt lamps are turned off before you leave

**Kitchen access:**

You are welcome to use the staff kitchen area and facilities for yourselves and any students if you have a weekend or extended workshop booking.

Please be mindful that there may be other therapists working in the adjacent rooms regarding noise.

**Toilets:**

There are 2 toilets, one with accessible space to change.

Please make sure the lights are off when you leave to ensure fans are not running overnight.