



# The Wellbeing Centre Visitor Guide

Gellideg Foundation,  
Canol-y-Bryn,  
The Wellbeing Centre,  
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**ARCHITYPE**

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# 1.0 / Building Information

# Building Information

## 1.1 / General

The Wellbeing Centre in Gellideg, Merthyr Tydfil, is the first Passivhaus community centre in Wales. Owned by the Gellideg Foundation Community Association, it was opened in September 2021 and designed by Architype architects. The building offers state of the art facilities including a magnificent three storey round room, a community hall, a training room, chill out room, meeting rooms of various sizes, offices and a mezzanine.

There is public Wifi access through out the building and a smart board, projector and conference camera; all available for meetings. We are fully accessible with disabled toilets on every floor, accessible kitchen facilities and a lift. We hire out our spaces to partners and individuals from all sectors at very reasonable rates. We have a carpark to the rear of the building and disabled parking bays outside the community hall. We cater for functions offering refreshments and light meals and snacks.



Fig. 1 / Main entrance to the Wellbeing Centre off Heol Tai Mawr



Fig. 2 / Entrance to the hall and entrance to the youth wing, off Lansbury Road.



# Building Information

## 1.2 / Location Plan

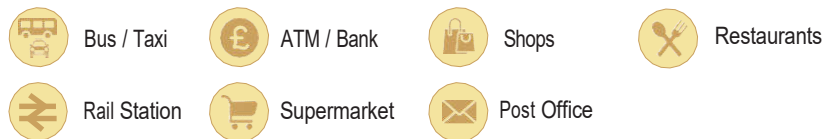
The Wellbeing Centre is located in Gellideg, Merthyr Tydfi. Local amenities are identified adjacently.



Fig. 3 / Aerial of Gellideg, Merthyr Tydfil



Key





# Building Information

## 1.3 / Site Plan

Local site amenities and access to site is diagrammed adjacently.

## 1.4 / Transport

### Public Transport /

The train station is located centrally in Merthyr Tydfil and is nearly 2 miles away from the Gellideg Foundation.

Merthyr Tydfil bus station is located in the town centre, buses run from the town centre and stop outside the Gellideg Foundation (Bus Number 23)

See Location Map in Section 1.2



### Alternative Transport /

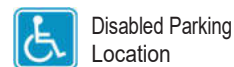
Feeling fit? The walk from Merthyr Tydfil town centre to the Gellideg Foundation should take around 30 minutes to complete.



Fig. 4 / Aerial of Wellbeing Centre Site



### Key



# Building Information

## 1.5 / Parking

### Main Car park /

The Wellbeing Centre carpark is located to the back of the Centre. It is accessed from Lansbury Road by turning right into Heol Parc-y-Lan and right again to enter the rear carpark (as per plan above). There are 2 disabled parking bays in the car park.

From here you can walk down the short flight of steps to cross the courtyard to the main reception entrance. To avoid the steps, you can walk down the path alongside the Post Office and enter the open courtyard from on Heol Tai Mawr.

From the carpark you can also walk down the steps alongside the sports area to Lansbury Road. From here you can access the entrance to the Lower Ground Floor.

There are an additional 2 disabled parking bays outside the entrance to the Lower Ground Floor.

# Building Information

## 1.6 / Visitor Information

Visitor information and amenities are tabularised below.

Visitor Information	
Main Reception	The entrance opens on to the courtyard facing Heol Tai Mawr. If the door is locked, press the intercom for assistance. Otherwise, enter reception.
Community Hall	The entrance is on Lansbury Road. If the door is locked, call the intercom button for assistance.
Kitchen Facilities	Kitchen facilities are available on the ground floor, the lower ground floor and a tea point on the upper floor
Toilets	Toilets are available on all floors, included Disabled WC facilities
Smoking	This is a no smoking site,  No vaping or smoking allowed in the building or in the grounds.

Fig. 5 / Visitor Amenities



# Building Information

## 1.7 / Floor Plans



Fig. 6 / Lower Ground Floor Plan

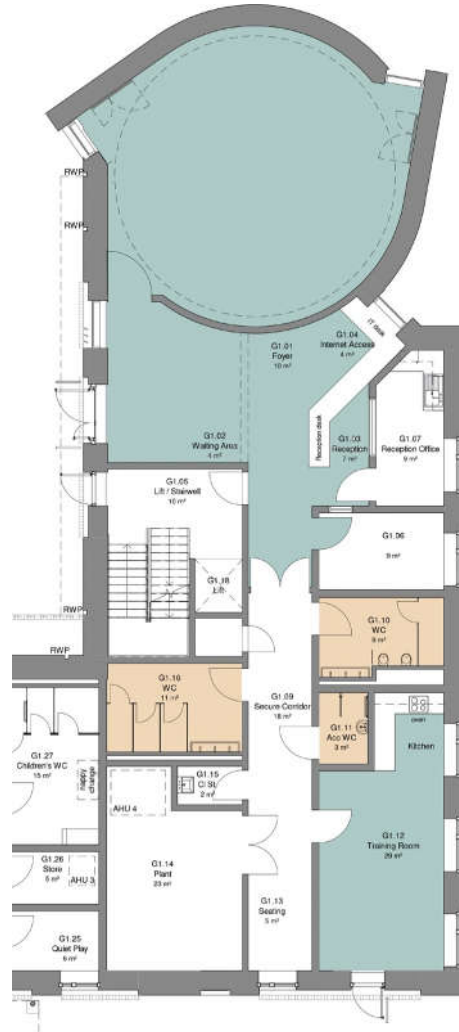


Fig. 7 / Ground Floor Plan

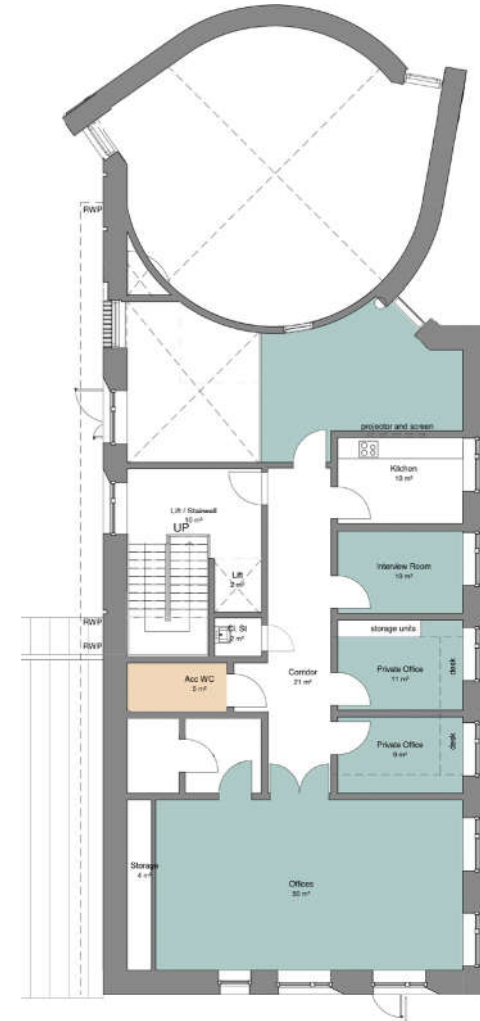


Fig. 8 / First Floor Plan

- Key
- Lettable Space
  - Tea Point
  - WC

# Building Information

## 1.8 / Lettable Areas

The Wellbeing Centre has several spaces that can be let for a variety of activities identified in the table below.

Space	Description
Chill Out Room	The Chill Out Room is available for presentations, meetings training or small functions. It holds up to 40 people and has a television and smart screen. This circular room has brightly coloured soft furnishings and has a kitchenette next door.
Community Hall	The largest of the spaces within the centre is the Community Hall. With a sprung wooden floor, it is suitable for physical activities as well as meetings, conferences, play groups, and community lunches. It is a light airy room on the lower ground floor with disabled parking bays next to the front door.
Round Room	The impressive Round Room is two storeys high, with wood panelling and an oak floor. It is light and airy and created to be an inspirational space. It can be used for meetings and conferences with a projector and screen for presentations. There is also a conference camera to allow for online meetings.
Foyer	The foyer is a generous open space with a reception desk, bench and a public access computer. It can be rented in conjunction with the Round Room for functions.
Mezzanine	The mezzanine looks over the foyer and into the Round Room – it can be rented for functions.
Training Room	The Training Room is used for meetings and training sessions, it leads to an outside terrace that can be further used for group sessions. The room is equipped with a stove, hotplate and microwave, a fridge and food preparation areas.
Cyfarthfa Office	Lettable office space with 2 desks and fantastic views. Private and discreet, the office is accessible by lift and a buzzer system. There is a tea trolley for refreshments.
Taf Fawr Office	Lettable office space with 2 desks and fantastic views. Private and discreet, the office is accessible by lift and a buzzer system. There is a tea trolley for refreshments.
Winchfawr Office	Lettable office space with 2 desks and fantastic views. Private and discreet, the office is accessible by lift and a buzzer system. There is a tea trolley for refreshments.
Upper Floor Meeting Room	A large airy meeting room available for either meetings or as separate work stations. Private and discreet, the office is accessible by lift and a buzzer system. There is a tea trolley for refreshments.

Fig. 9 / Lettable Areas & Activities

# Building Information

## 1.9 / Room Occupancy

Room occupancy capacities are detailed below.

Space	Occupancy
Chill Out Room	Maximum of 40 people
Community Hall	30 People for activities 60 People with theatre style seating
Round Room	Maximum of 60 people
Foyer	Maximum of 15 people
Mezzanine	Maximum of 8 people
Training Room	Maximum of 15 people
Cyfarthfa Office	4 people 2 desks
Taf Fawr Office	4 people 2 desks
Winchfawr Office	4 people 2 desks
Upper Floor Meeting Room	20 People






Fig. 10 / Room occupancy capacities









# Building Information

## 1.10 / Building Environment





Information on the Wellbeing Centre's operational elements are provided below and on the following pages.

Element	Description	Photo
Ventilation	<p>This is a Passivhaus Building and fresh air is continuously supplied into the building and the stale air is removed.</p> <p>Openable windows are also provided for additional user comfort. The windows can be opened whenever required, however, remember to shut windows afterwards.</p>	
Temperature Sensors Heating	<p>The underfloor heating is controlled to operate by wall mounted room thermostats. These can be adjusted by the user to the required temperature. It is recommended that the set point be left at 18oC with minor adjustments up or down to suit.</p> <p>Due to the longer response time of underfloor heating systems, it is recommended that small adjustments are made to the thermostat until the most comfortable temperature is achieved. Larger adjustments will result in erratic and more extreme and uncomfortable room temperatures.</p>	
Windows	<p>Louvred windows can be opened and are unlocked. To open turn handle and pull open, do not press the button on the handle. If window is locked or you need to open other windows, please speak to a member of staff</p> <p>Note: Do not push button on the window handles as this will lock the window.</p>	
Blinds	<p>Manual / Manual blinds can be open and closed using the pull cords adjacent to the window.</p>	
	<p>Motorised / Motorised blinds can be controlled from wall mounted pads labelled blinds.</p>	

# Building Information

Element	Description	Photo
Lighting	<p>Round Room / There are three circular switches on the wall, push the button to turn the lights on and turn them for dimming controls.</p> <p>Left / Main lighting Middle / Spotlights Right / Joist Lights</p>	
	<p>Training Room / Push the buttons down to switch lighting on and push up to switch lighting off. The lights will automatically switch off if left on and no motion is detected.</p> <p>Left / Switch lights on left side of room Right / Switch lights on right side of room</p>	
	<p>Upper Floor Meeting Room / Push the buttons down to switch lighting on and push up to switch lighting off.</p> <p>Left / Switch lights on left side of room Right / Switch lights on right side of room</p>	
	<p>Offices / Push the button down to switch lighting on and push up to switch lighting off.</p>	
	<p>Mezzanine / Push the button down to switch lighting on and push up to switch lighting off.</p>	
	<p>Chill Out Room / Push the button down to switch lighting on and push up to switch lighting off.</p>	

# Building Information

Element	Description	Photo
Round Room Audio & Visual	<p>The projector can be controlled from either a hardwired HDMI / VGA connection or via a WiFi connection</p> <p>Hardwired:</p> <ul style="list-style-type: none"> <li>› To start push the 'Proj On' Button</li> <li>› Plug laptop into either HDMI or VGA connection</li> <li>› Ensure laptop is setup to view on second display</li> </ul> <p>WiFi – Laptop / Mac:</p> <ul style="list-style-type: none"> <li>› You will need a separate dongle to connect. This is available at reception</li> <li>› Plug in dongle</li> <li>› Push the 'Proj On' button and wait for screen to warm up</li> <li>› Follow on screen instructions for your device</li> </ul> <p>Wifi – Phone / Tablet:</p> <ul style="list-style-type: none"> <li>› Your will need to download the Clickshare app to your device</li> <li>› Connect your device to the clickshare - WiFi password is 'clickshare'</li> <li>› Push the 'Proj On' button and wait for screen to warm up</li> <li>› Start clickshare app</li> <li>› Click on clickshare meeting room</li> <li>› Click on the white ring to begin screensharing and press the red ring to stop.</li> </ul>	  
Chill Out Room Clevertouch Screen	<p>To use the Clevertouch screen you will need the remote control</p> <ul style="list-style-type: none"> <li>› Press the red button on the top left of the remote to turn on the screen</li> <li>› The screen will start up in android mode labelled 'LUX'</li> <li>› When wanting to connect an external laptop:</li> <li>› Press the arrow at the bottom of the screen to bring up the input page,</li> <li>› then select the appropriate input to match the cable and port used E.G. 'HDMI 1' 'VGA 1'</li> <li>› To use the in-built android module, select 'LUX'</li> <li>› To turn off the system use the red power button at the top of the remote.</li> </ul>	



# Building Information




<p>Mezzanine TV</p>	<ul style="list-style-type: none"> <li>› The remote control for the TV is available from reception</li> <li>› Connect your device via the HDMI cable supplied</li> <li>› To turn on the system, press the power button on the top of the remote.</li> <li>› Then press the 'source' button to bring up the input menu</li> <li>› Select 'HDMI 1'</li> <li>› To turn off the system use the same button for off and on in the top left of the remote.</li> </ul>	
<p>Upper Floor Meeting Room</p>	<ul style="list-style-type: none"> <li>› The remote control for the TV is available from reception</li> <li>› Connect your device via the HDMI cable supplied</li> <li>› To turn on the system, press the power button on the top of the remote.</li> <li>› Then press the 'source' button to bring up the input menu</li> <li>› Select 'HDMI 1'</li> <li>› To turn off the system use the same button for off and on in the top left of the remote.</li> </ul>	
<p>Computer Access</p>	<p>A computer for public use is available in Reception. Please speak to a member of staff for assistance in using the PC.</p>	
<p>WI-FI</p>	<p>Free Wi-Fi is available within the centre. Please ask at Reception for the current log in details.</p>	

Fig. 11 / Operational Elements & Instructions

# Building Information

## 1.11 / Lift Operation Procedure

Information on how to operate the lift is provided below.



Procedure	Description	Photo
Standard Operation	<p>The lift is for disabled use only.</p> <p>To call lift, push and hold the lift call button.</p> <p>Press and hold the lift button for the floor required.</p>	
Emergency / Stop Button	<p>In the event of an emergency, press the emergency stop button on the controls.</p>	
In case of fault / failure, call button / intercom	<p>Press and hold the emergency call button and await a response</p>	
<p style="text-align: center;">In case of Fire - Evacuate the lift at the earliest opportunity and vacate the building.</p>		

Fig. 12 / Lift Operation Procedure

# Building Information

## 1.12 / Access Control Procedure

Information on access to the building is provided below.






Procedure	Description	Photo
<p>Ground Floor Main Reception Entry Panel</p> <p>Lower Ground Floor Youth Wing Entry Panel</p>	<p>If the door is locked, please press the call button on the entry panel as shown in the photo below:</p> 	
Exit Buttons	<p>Access controlled doors have a “press to exit” button when leaving a secure area. Press the button then open the door.</p>	
Internal Access Doors	<p>Present fob card to door reader and open door and use the green push buttons to exit a secure area</p> <p>Fobs will be provided for access around the building</p>	
Youth Exit	<p>Push the green exit button to release the main exit door to the youth wing.</p>	
Out of Hours Access	<p>Out of hours access must be arranged through the management team</p>	

Fig. 13 / Access Control Procedure



## 2.0 / Emergency Information

# Emergency Information

## 2.1 / Health & Safety Documents

The Health & Safety documents are kept in Reception Office on the ground floor.

## 2.2 / Fire Alarm

### Alarm System Description /

On activation the fire alarm sounders will ring, and beacons will flash. In the event of a fire alarm, exit the building immediately without returning for personal belongings and make your way to the muster point immediately. You must remain at the muster point and await further instructions from designated fire marshals.

Muster points are shown on the site plan in section 1.3. The muster points are in the main car park when exiting from the Early Year, Ground Floor and First Floor. Muster point for the Lower Ground floor will be in the Merthyr Valleys Car Park across the road

### First Floor Disabled Evacuation /

There is a disabled refuge on the first floor, building users who are unable to use the stairs should remain here and use the call system to call for assistance.

**IN NO CIRCUMSTANCES SHOULD THE LIFT BE USED IN THE EVENT OF A FIRE.**

### Fire Drills /

If there is a scheduled fire drill, you will be notified on arrival to the building.

Fire Exit Floor Plans are shown on the following pages.

# Emergency Information

Fire Exit Floor Plans for all levels are shown below.

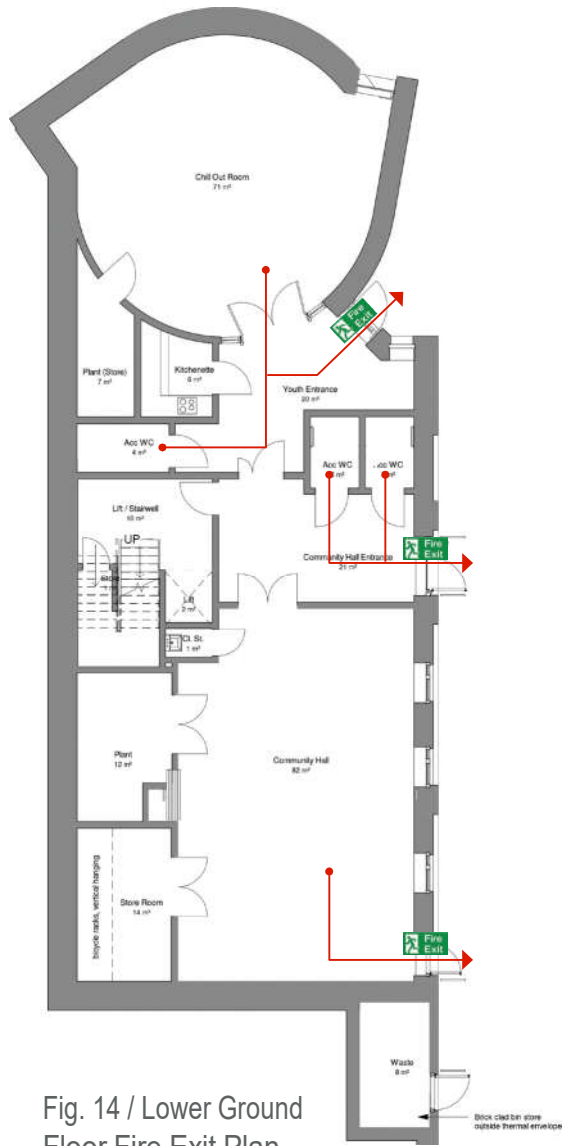


Fig. 14 / Lower Ground Floor Fire Exit Plan

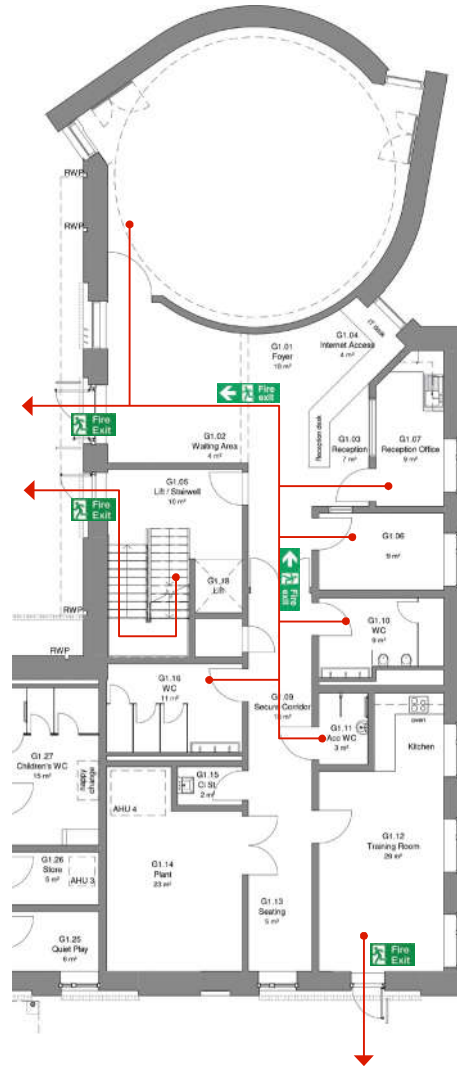


Fig. 15 / Ground Floor Fire Exit Plan

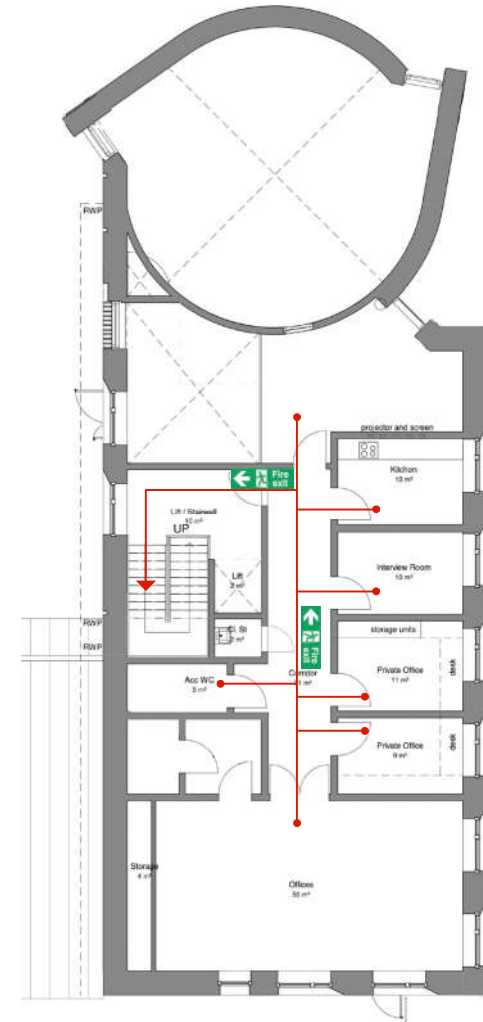


Fig. 16 / First Floor Fire Exit Plan

- Key
- Fire Escape Route
  - Fire Exit
  - Fire Exit



# Emergency Information

## 2.3 / First Aid

### Medical Assistance /

In the case of feeling unwell or sustaining a minor injury, please contact the nearest member of staff. The member of staff will then notify a first aider to assist.

### Emergency First Aid Procedure /

In the event of a serious injury / incident call for first aid attendance as above, immediately followed by calling 999 and requesting an ambulance.

The location of First Aid boxes are available in the Reception Office as shown below and on the general floor plan in Section 1.6.

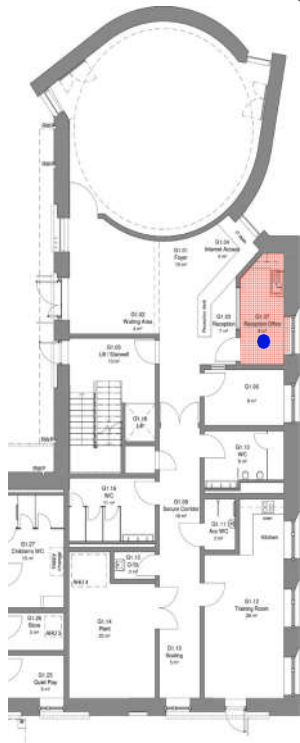


Fig. 17 / Location of First Aid boxes

# 3.0 / Building Utility and Environmental Information

# Building Utility & Environmental Information

## 3.1 / Catering & Public Amenities

There are catering facilities in the ground floor training room, as well as the kitchen on the lower ground floor as shown on the floor plans in section 1.6. These provisions are itemised below.

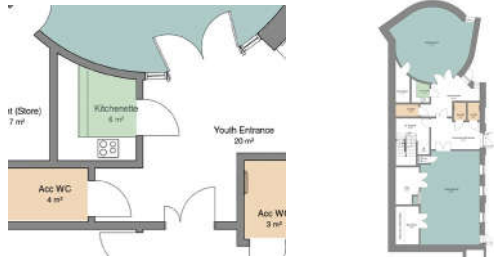

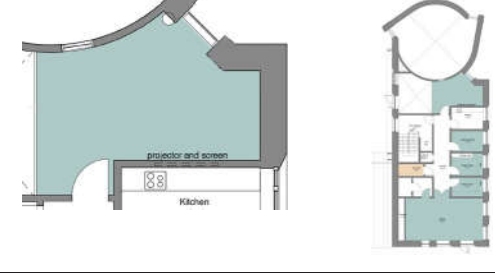



Catering and Public Amenities	
<p>Lower Ground Floor / The lower ground Kitchenette has the following provisions:</p> <ul style="list-style-type: none"> <li>› Sink with hot &amp; cold water</li> <li>› Microwave</li> <li>› Induction Hob</li> <li>› Kettle</li> <li>› Oven</li> <li>› Fridge</li> </ul>	
<p>Ground Floor / The ground training room has the following provisions:</p> <ul style="list-style-type: none"> <li>› Sink with hot &amp; cold water</li> <li>› Oven</li> <li>› Fridge</li> <li>› Kettle</li> <li>› Induction Hob</li> <li>› Dish Washer</li> </ul>	
<p>First Floor / There is a mobile tea urn available on this floor</p>	
<p>Various public amenities are identified on the site plan in Section 1.3</p>	<ul style="list-style-type: none"> <li>Post Office Shop </li> <li>Fish &amp; Chip Shop </li> <li>Bus Stop </li> </ul>

Fig. 18 / Catering & Public Amenities

# Building Utility & Environmental Information

## 3.2 / Energy Conservation

### Low or Zero Carbon Technology and Renewable Energy Sources /

Gellideg Foundation is a Passivhaus certified building. This is a 'Fabric First' approach which means the building is constructed to such high standards there is very little demand for heating. The standard also targets electrical energy consumption such as lighting, white goods and IT equipment ensuring as little electrical energy is consumed throughout the year.

### List of Certificates and Reports /

Certificates & Reports	Location
Energy Performance Certificate	Reception
Passivhaus Certificate	Reception

### List of Actions that Affect Energy Efficiency and Conservation /

- › Switch off lighting when not required
- › Turn the heating set point down by 1oC
- › Switch off computers overnight, don't leave them on standby
- › Ensure all lights are switched off before leaving the building

## 3.3 / WI-FI

### Computer System Connectivity /

- › Wireless
- › Free guest Wifi is available, the password to log on is available from reception



# 4.0 / Materials & Waste Management

# Materials & Waste Management

## 4.1 / Waste Management Policy

See general floor plans Section 1.6 for location of recycling bins.

### Recycling Facilities

Recycling bins are provided on the Lower Ground and ground floor.

Separate bins are provided for the following

- › Plastics
- › Cans
- › Glass

General Waste is also provided with these bins.

Food waste is provided within the kitchen areas via blue bins.

A nappy bin is located adjacent to the lower ground floor recycling

Sanitary bins are provided in accessible toilets and female WC's



# Building Manual Updates & Reviews

This user guide should be reviewed six monthly and updated when changes to structure, layout, fabric or services of the building have been made. Any changes to the document including removal or adding of pages should be recorded.

Review Date	Description and Updates / Changes	Pages Updated or Removed	Facilities Manager Signature


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The logo for the Gellideg Foundation features the text "GELLIDEG FOUNDATION" in white, uppercase letters centered within a dark blue oval. Two yellow swooshes, one above and one below the oval, curve around it.

**GELLIDEG FOUNDATION**