



**Welfare Van
User Guide**

Welcome to the user guide for our Welfare Van! If you are reading this, you have been authorised to utilise the vehicle. Please read these steps very carefully, if you are not sure how to use something on the van, please don't attempt something and cause damage.

These steps need to be followed in order to ensure the van runs smoothly.



The van is parked at the Federation office and the keys are in the key safe which you will have been given the code for. On arrival, please pull out the power line from the van gently. The cable can be left on its hanger outside the Federation office.



Your next job will be to fill both freshwater containers that are located in the rear storage area. Both will be needed for the freshwater tank which provides water for hand washing. You will need to refill one to add water to the toilet mechanisms.



Under the sink in the kitchen area you will find the freshwater tank. Empty two whole water containers into this CAREFULLY! If you spill any clean it up. Do not over tighten the tank lid – a vacuum is created inside and if it is too tight it will not come off.



In the toilet area under the sink, you will find these two chemical bottles – please take care when using these as they are irritable to skin (there are gloves available in the van). The pink bottle is the chemical for the flush, the blue bottle is for the waste cassette.

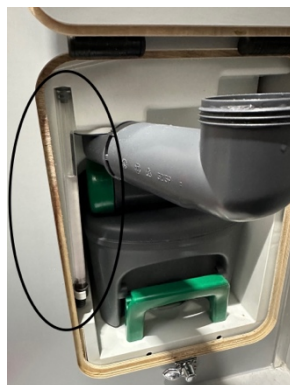
DO NOT THROW THESE AWAY! PLACE THE EMPTY BOTTLES BACK UNDER THE SINK AND THEY WILL BE REUSED.



Empty enough water into the toilet bowl to go as far as the line of the rim and then use toilet handle to flush this into the waste cassette. Close the lid.



In the storage area of the van, you will find the hatch to access the clean water flush and the waste cassette. **THE TOP FUNNEL IS FOR FRESH WATER!!**



Gently pull the top spout towards you and remove the lid. Add the contents of the pink bottle. Carefully pour water into it, there is a clear plastic hose to the left and this is the gauge as to how full the tank is. When you see the water level $\frac{3}{4}$ to the top of this tube the tank has enough water in it.



Remove the toilet cassette by gently lifting the catch and sliding it out towards you.



Rotate the spout up and unscrew the lid. Empty the blue chemical into the cassette. Replace the lid and gently slide the cassette back into place.

You can now close the hatch. The toilet is ready.

You will find the manufacturer's instructions in the van which explain how to use the heating system (this also heats water for hand washing)

There are buttons on the main crew area on the wall for –



The PUMP button must be pressed for the water pump to work and get water to the taps and toilet flush.
The LIGHTS is self-explanatory!
The BOILER is to heat the hot water urn by the sink – however it takes 30 mins and you may wish to use the provided kettle for speed.
The SOCKET button will send power to the microwave and all power sockets.



To empty the toilet cassette of waste – gently push up on the green release catch and pull the cassette towards you (I would recommend you use gloves for this process)

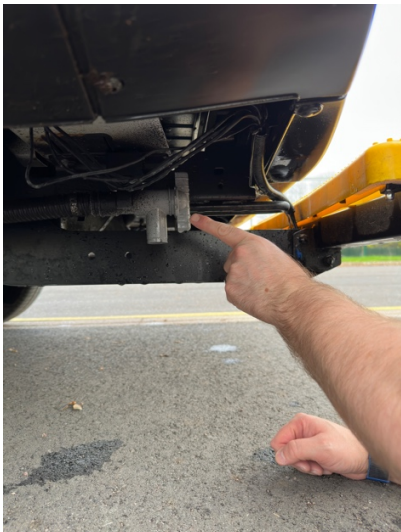


The cassette will slide out and you can extend the handle. Wheel it to a toilet to empty it.



Gently rotate the spout out and the waste can be emptied into a toilet. You will need to hold the button down circled in this picture.

You can then put the cassette back in place by reversing these steps.



Finally, when you return the van you must empty the waste water tank (this is waste from the sink don't worry!) It is located under the rear step, simply open the tap and the wastewater can drain away.

Please do not contact the Federation office and ask us to come out and empty the toilet – if you are happy to use it then you need to be prepared to empty it and in any case, it **MUST** be emptied before the van is returned to us. If this does not happen your NPA may be charged.

You should find plenty of hot drinks and bottled water on board (please check the grey storage boxes if you are running low).

The van does not have its own fuel card but is on the Force fleet. Before returning, please top up the fuel (diesel) using a fuel card from the NPA, **DO NOT** return it close to empty.

If you own an iPhone, you may get an alert to tell you an Airtag is following you – please do not worry. There is one on the keys and one hidden in the vehicle for security purposes.

ANY DAMAGE/FAULTS MUST BE REPORTED TO THE FEDERATION OFFICE IMMEDIATELY AND THE VEHICLE RETURNED.